



June 22nd, 2021

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 23rd June 2021 at 6:00 pm** in **Boardroom Monaghan Row Newry** and via **Microsoft Teams**.

Committee Membership for 2021-2022

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

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of "Conflict of Interest".

3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 19 May 2021. (Attached).

 *NS Committee Action Sheet - 19 May 2021.pdf*

Page 1


For Consideration and/or Decision

4.0 To agree start times of Neighbourhood Services Committee Meetings June 2021 to May 2022. (Attached).

 *Dates of NS Meetings - June 2021-May 2022.pdf*

Page 6

5.0 Neighbourhood Emergency Business Plan 2021/22 Review and Business Plan 2021/22. (Attached)

 *Emergency Business Plan 2020-21 Business Plan 2021-22 (002).pdf*

Page 8

 *App I - Emergency Business Plan Assessment October 2020-March 2021 23 06 21.pdf*

Page 11

 *App II - Neighbourhood Services Directorate Business Plan 2020-21 23 06 21.pdf*

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6.0 Neighbourhood Services Recovery Plan. (Attached)

 *Service Recovery Plan - Cover Report 23 06 21.pdf*

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 *Appendix I - Refuse and Cleansing Section Covid 19 Recovery Plan.pdf*

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 *Appendix II - Waste Processing Covid 19 Recovery Plan.pdf*


Page 45

 *Appendix III - Facilities Management Maintenance Department Recovery Plan.pdf*

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Facilities Management and Maintenance

7.0 Scoping Exercise for Public Toilet Strategy. (Attached)

 *Report Scoping Exercise - Public Toilet Strategy.pdf*

Page 59

8.0 Proposed Memorial Gardens Landscape Scheme. (Attached)

 *Report Memorial Gardens June 2021.pdf*

Page 63

9.0 Applications for bus shelters in Crossgar and Saintfield. (Attached)

 *Report Bus Shelter application for Comber St Saintfield Downpatrick St Crossgar.pdf*

Page 75

 *Appendix 1 Report on Bus Shelter Requests (002).pdf*

Page 78

Waste Management

10.0 Provision of Restricted Access Litter Bins. (Attached)

 *Report - location for restricted access litter bins June 2021.pdf*

Page 81

11.0 Refuse Collection Escort Vehicles Update. (Attached)

 *Report - Refuse Collection Escort Vehicles Update - 23 06 21.pdf*

Page 83

For Noting

12.0 Arc21 Joint Committee Members' Bulletin of 27 May 2021. (Attached)

 *ARC21 27May21-JC MembersBulletin.F.pdf*


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13.0 Arc21 Joint Committee Minutes held on Thursday 29 April 2021. (Attached)

 *(b)JC057-27May21-Item3-JC Minutes29Apr21.F.pdf*

Page 92


14.0 The Low Road, Newry (Abandonment) Order (Northern Ireland) 2021 – S.R. 2021 No. 148. (Attached).

 *Cover Letter - Made Order to Council~ The Low Road Newry (Abandonment) Order (Northern Ireland) 2021.pdf*

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 *NOM - The Low Road Newry (Abandonment) Order (Northern Ireland) 2021.pdf*

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 *Revised Map - The Low Road Newry (Abandonment) Order (Northern Ireland) 2020.pdf*

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 *Stat Rules - Made Order - The Low Road Newry (Abandonment) Order (Northern Ireland) 2021.pdf*

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15.0 Historic Action Sheet. (Attached).

 *NS Historic Actions Tracker Sheet (updated June 2019).pdf*

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Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

16.0 Arc21 Joint Committee Meeting Minutes held on Thursday 29 April 2021 (Attached)

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

 *ARC21 27May21-Item7-JC InCommMinutes29Apr21.F.pdf*

Not included

17.0 Neighbourhood Services Directorate Procurement Action Plan Update. (Attached)

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

 *Procurement Action Plan Update 23 06 21v1.1.pdf*

Not included

18.0 Economic Appraisal – use of a suitable national framework for the supply of liquid and solid fuels. (Attached)

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

 *Economic Appraisal Liquid Solid Fuels - Cover Report 23 06 21.pdf*

Not included

 *Full Economic Appraisal - Liquid Solid Fuels 23 06 21 - App I.pdf*






Not included

19.0 Business Case for Christmas Illuminations and Celebrations Group Meeting April 2021. (Attached)

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






 *Report Christmas Illuminations and Celebrations Group Meeting April 2021 Business Case.pdf*

Not included

 Appendix 1 Christmas Illuminations and Celebrations Group Action Sheet 15th April 2021.pdf	Not included
 Appendix 2 Feasibility Study into extending Christmas Illuminations.pdf	Not included
 Appendix 3 Disposal of Old Christmas Stock.pdf	Not included
 Appendix 4 Procurement of Replacement Stock.pdf	Not included
 Appendix 5 Business Case for Procurement of Christmas illuminations.pdf	Not included





20.0 Business Case to proceed with Phase 2 Extension of Kilbroney Municipal Cemetery and refurbishment works to Phase 1. (Attached)

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

 Report Business Case for Phase 2 Extension of Kilbroney Municipal Cemetery and Refurbishment of Phase 1.pdf	Not included
 Appendix 1 Business Case for Extension of Kilbroney Municipal Cemetery.pdf	Not included
 Appendix A Kilbroney Cemetery Existing Site Survey June 2021.pdf	Not included
 Appendix B Kilbroney Cemetery Proposed Stage 1 Layout June 2021.pdf	Not included
 Appendix C Kilbroney Stage 1 Cost Estimate June 2021.pdf	Not included

21.0 Business Cases £30,000 to £100,000 under Facility Management and Maintenance Department. (Attached)

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

 Report Business Cases 30000 to 100000 under Facility Management Maintenance Department.pdf	Not included
 Appendix 1A Business Case for supply of Catering Supplies Services.pdf	Not included
 Appendix 1B Business Case for maintenance of Air Conditioning Systems Services.pdf	Not included
 Appendix 1C Business Case for provision of Locksmith Services.pdf	Not included

 **Appendix 1D Business Case for maintenance of gas boilers.pdf** **Not included**

 **Appendix 1E Business Case for Construction Design Management Consultancy for FMM_.pdf** **Not included**

22.0 Business Cases for maintenance and monitoring of Council Facility CCTV. (Attached)

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

 **Report Business Cases for maintenance and monitoring of Council Facilities CCTV Systems_.pdf** **Not included**

 **Appendix 1 Business Case for Maintenance of Facility Space CCTV v1.pdf** **Not included**

23.0 Operators License Update and Action Plan. (Attached)

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

 **Report - Fleet Operator's Licence Update Action Plan 23 06 21.pdf** **Not included**

 **Copy of App 1 - Operators Licence Update Action Plan.pdf** **Not included**

24.0 Business cases for supply of building and grounds materials for use by in-house building and grounds maintenance teams. (Attached).

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

 **Report Business Cases for supply of building and grounds materials (002).pdf** **Not included**

 **Appendix 1 Business Cases for supply of building and grounds materials_.pdf** **Not included**

ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 19 MAY 2021

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/079/2021	Monthly Action Sheet	Noted and actions removed as marked.	DSO	Completed	Y
	Wind-blown litter at Damolly Retail Park	Mr Dinsmore said he had engaged with the owners and the restaurant franchise and would now formalise the request that a green fence be erected at this location and that he continue to update Cllr. Casey on progress	L Dinsmore		N
	Bio-degradable caddy bags for Councillors	Mr Dinsmore to contact Councillors re: distribution	L Dinsmore	Currently awaiting delivery of new stock	N
	Litter pickers for schools	The Sustainability Officer to advise Councillors on how litter pickers would be distributed to schools	L Dinsmore	Councillors will be advised once received	
	Re-wilding	Officers update Committee Members on the rewilding of areas throughout the District as they were developed	K Scullion	Completed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
FACILITIES MANAGEMENT AND MAINTENANCE					
NS/081/2021	Public Toilet Strategy	Agreed: <ul style="list-style-type: none"> To approve the Council's Public Toilet Strategy as presented at Appendix 1 of this report. Council Officers to revert to this Committee with a report setting out each work package as part of the implementation process for delivery of the service going forward. 	K Scullion	In Progress	N
NS/082/2021	Proposed re-opening of all public toilets	<p>It was agreed to note the content of the report and to approve the proposed recovery plan as detailed within section 1.4 of the above report.</p> <p>Also agreed that officers make every effort to bring forward the extension to opening times of identified public conveniences to the beginning of June, rather than mid-June as stated in the report.</p> <p>Officers to update Committee</p>	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Members as soon as possible on the re-opening timetable, with endeavours to get them open at the start of June.			
NS/083/2021	Request to lease units attached to public toilets	Approve the Officers recommendation that no action be taken currently in seeking to lease either facility referred to in the report until it was established if these facilities would be required as part of the Changing Places provision.	K Scullion	Complete	Y
		WASTE MANAGEMENT			
NS/084/2021	Enforcement Improvement Plan	Agreed to note the content of this report. Also agreed Mr McBride provide an update on the provision of bird proof litter bins at the June Committee Meeting.	J McBride	Report tabled at NS Committee (June 21)	Y
FOR NOTING					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/087/2021	Historic Actions Tracking Sheet	<p>Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.</p> <p>In relation to NS/070/2019 – Notice of Motion – Memory Gardens – it was agreed that Mr McBride follow up on progress in relation to this issue and update Councillor Tinnelly.</p>	<p>DSO</p> <p>K Scullion</p>	<p>Complete</p> <p>Report tabled at NS Committee (June 21)</p>	<p>Y</p> <p>Y</p>
IN CLOSED SESSION					
NS/089/2021	Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations District wide	Agreed to note the content of the report and associated Business Cases and accept the conclusion of the Business Cases that Option 3 from each be chosen as the preferred option. This would see the procurement of an industrial tractor and a side arm flail.	K Scullion	In Progress	N
NS/090/2021	Business case looking at options for strategic maintenance of Council artificial sports	Agreed to note the content of the report and associated Business Case and approve the recommendation	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	pitches and surfaces 2021 to 2023	from the Business Case that Option 2 be accepted. Option 2 would see a hybrid model for maintenance of these surfaces whereby Council staff undertake maintenance works with support from an external contractor for more specialised tasks. The external contractor would be appointed for up to a three-year period.			
NS/091/2021	Economic appraisal – supply of vehicle parts and external fleet maintenance services	Agreed to approve the economic appraisal to procure contractors for the supply of vehicle parts and external fleet maintenance services.	T Daly	In Progress (forms part of NS Procurement Action Plan)	N
END					

NEIGHBOURHOOD SERVICES COMMITTEE

Date	Time	Location
23 June 2021	6.00 pm tbc	TBC
18 August 2021	6.00 pm tbc	TBC
Tuesday 21 September 2021	6.00 pm tbc	TBC
Tuesday 19 October 2021	6.00 pm tbc	TBC
Tuesday 16 November 2021	6.00 pm tbc	TBC
Tuesday 21 December 2021	6.00 pm tbc	TBC
26 January 2022	6.00 pm tbc	TBC
23 February 2022	6.00 pm tbc	TBC
23 March 2022	6.00 pm tbc	TBC
Thursday 21 April 2022	6.00 pm tbc	TBC
18 May 2022	6.00 pm tbc	TBC

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	23 June 2021
Subject:	Neighbourhood Services Emergency Business Plan 2020-21 Review & Business Plan 2021-22
Reporting Officer:	Johnny McBride, Director: Neighbourhood Services (Acting)
Contact Officers:	Johnny McBride, Director: Neighbourhood Services (Acting) Kevin Scullion, Assistant Director: Facilities Management & Maintenance

<table><tr><td>For Decision</td><td>X</td><td>For Noting Only</td><td></td></tr></table>		For Decision	X	For Noting Only	
For Decision	X	For Noting Only			
1.0	Purpose & Background				
1.1	The purpose of this report is to provide a Committee with a review of the six-month Neighbourhood Services Directorate Emergency Business Plan (2020-21) and to seek Committee approval for the Neighbourhood Services Directorate Business Plan (2021-22).				
2.0	Key Issues				
	Review of the Neighbourhood Services Directorate Emergency Business Plan (2021-22)				
2.1	Members will be aware that six-monthly emergency business plans were used during the 2020-21 financial year due to the significant levels of uncertainty created by the COVID-19 pandemic.				
2.2	An assessment of performance against the most recent emergency business plan (October 2020 – March 2021) is provided at Appendix I , however the key issue for Members to consider is that due to the COVID-19 pandemic, management focus was directed towards the ongoing implementation of contingency plans for maintaining essential services, as well as the recovery of other non-essential services. Consequently, there are several projects and actions where progress was limited or where no progress was made at all. These projects and actions have been rolled-over into the Directorate Business Plan for 2021-22.				
	<u>Neighbourhood Services Directorate Business Plan (2021-22)</u>				
2.4	The primary purpose of the Directorate Business Plan for 2021-22 is to identify opportunities for business recovery and transformation, in response to the COVID-19 pandemic. There are three broad strategic themes within the Plan which reflect the priorities for the Directorate, namely: service recovery, statutory compliance and service improvement.				
2.5	The key issue for Members to consider is that although the Plan sets-out the ambitions for the Directorate, there are continuing risks attached to a resurgent virus and what this may mean for priorities within the Directorate and their subsequent resourcing. A copy of the Directorate Business Plan (2021-22) is provided at Appendix II .				
3.0	Recommendations				
3.1	Members are asked to:				

	<ul style="list-style-type: none"> ▪ Approve the review of the Neighbourhood Services Directorate Emergency Business Plan (October 2020 to March 2021); and ▪ Approve the Neighbourhood Services Directorate Business Plan (2021-22)
4.0	Resource Implications
4.1	The resourcing of the Directorate Business Plan will be funded from the budget established for the Directorate as part of the 2021-22 rate estimates process. Where specific projects or actions identify a requirement for additional resources, then these will be subject to business case development and approval.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the report will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<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>

	Rural Needs Impact Assessment completed	<input type="checkbox"/>
7.0	Appendices	
	<ul style="list-style-type: none"> ▪ None 	
8.0	Background Documents	
	<ul style="list-style-type: none"> ▪ NS Directorate Emergency Business Plan (October 2020 – March 2021) (NS Committee, November 2020) 	

Neighbourhood Services

Six Month Assessment Emergency Business Plan October 2020-March 2021






1.0 Introduction

This report provides an overview of progress in delivering the Neighbourhood Services Emergency Business Plan between October 2020-March 2021, across the following service areas, using the legend below.











- **Waste Management**
- **Facilities Management and Maintenance**

Progress against the 'measures of success' has been monitored and reported for the 2020-21 financial year.

Legend

Status	
	Target or objective achieved / on track to be achieved
	Target or objective partially achieved / likely to be achieved / subject to delay
	Target or objective not achieved / unlikely to be achieved

2.0 Neighbourhood Services Emergency Business Plan October 2020-March 2021

Waste Management			
Objective / Activity	Timescale	Status	Progress
Prioritisation & protection of the Refuse Collection service ¹	Ongoing		Refuse collection services have continued, as normal, throughout period of pandemic.
Complete phased re-opening of the Household Recycling Centers	Q3/4		Sites open 6 x days per week. Reduced opening hours apply
Complete Phase Two of the HRC Review	Q4		Progress in this objective has been delayed due to Covid-19 but seek to complete at end of Q3 of 2021-22.
Finalise a suite of Waste Management policies	Q4		Delayed due to Covid-19
Complete the development of a Fleet Transition Strategy to alternative fuel vehicles	Q4		In the absence of a Fleet Transition Strategy, the Council has agreed to an interim plan for fleet replacement pending developments in vehicle technology & improved infrastructure
Present options for the distribution of bio bags / caddy liners	Q3		Progress in this objective has been delayed, however, report to be provided to NS Committee in August 2021.
Scope business requirements for IT systems to support Waste Management operations.	Q4		Progress in this objective has been delayed due to Covid-19
Implement the Procurement Action Plan for Waste Management	Q4		Progress has been made, however Council has agreed to an extension of the timetable
Implement the Enforcement Improvement Plan	Ongoing		Improvement Plan approved by Council in March 2021. Plan being implemented.
Design & implementation of a Directorate business administrative support model	Q4		Progress has been delayed due to delays with wider Corporate BAS project

¹ This includes the implementation of several mitigating measures as set-out in the business continuity plan










Areas of Good Practice/Improvement

- Maintaining delivery of key services during Covid 19 pandemic.
- Implementation of the Departmental Procurement Action Plan.

Areas for Business Transformation

- Commencement of data cleanse process
- Implementation of agile working modes in response to Covid 19 pandemic – e.g. working from home, reduced travel time for meeting due to use of Skype and Teams







Facilities Management and Maintenance

Objective / Activity	Timescale	Status	Progress
Prioritisation & protection of the Council Burial service ²	Ongoing		The Council Burial service operated unrestricted during period.
Prioritisation & protection of Council essential maintenance service ³	Ongoing		Essential Grounds and Building Maintenance Services were delivered during this period.
Prioritisation & protection of Council facility management services ⁴	Ongoing		Council Facility management services were delivered during this period.
Develop phased recovery plan for reopening of Public Conveniences	Q4		At end of Q 4 22 of Council's 31 Public Toilets were open albeit at reduced opening times. 7 Public Toilets remain closed due to Covid 19 resourcing issues.
Phase 2 extension of Council Municipal Cemeteries – Monkshill and Warrenpoint	Q4		Phase 2 extension complete for Monkshill and Phase 2 extension of Warrenpoint Cemetery 50% complete.
Preparation for Christmas Illuminations/trees for Christmas 2020	Q3		Council Christmas Illuminations and sustainable Christmas tree programme delivered successfully.
Review of Grounds Maintenance Service to account for Covid-19 restrictions	Q4		Review underway but not complete. Positive steps taken through a range of projects including rewilding, tree strategy works and improvements to plant available for maintenance works.
Resume all standard building maintenance services provision	Q4		All standard building maintenance services resumed.
Explore options to digitise all Council Cemetery records	Q3		Options are being explored but system is not advanced enough to deploy. Work continues.

² This includes the implementation of several mitigating measures as set-out in the business continuity plan

³ This includes the implementation of several mitigating measures as set-out in the business continuity plan

⁴ This includes the implementation of several mitigating measures as set-out in the business continuity plan

Develop options for Council on model for Street Scene Service	Q4		No progress made due to Covid-19 work focus.
Phase 2 extension to Kilbroney Municipal Cemetery and Phase 3 extension to Monkshill Municipal Cemetery	Q4		Projects have not advanced to works on site. Preparatory works for submission of planning applications at an advanced stage.
Development of business cases for agreed Public Toilet works (Killough new PC and Castle Park Newcastle PC refurbishment)	Q4		No progress made due to Covid-19 work focus.
Complete Public Consultation on Public Convenience Strategy for agreement by Council	Q4		Public Consultation on Public Convenience Strategy complete.
Develop and implement Council Tree Strategy	Q3		Tree Strategy at advanced stage of development. Practical work on the ground with significant levels of tree maintenance and tree planting taking place across the district.
Review options for Strangford Road Depot	Q4		No progress made due to Covid-19 work focus.
Participation in Ulster in Bloom and Tidy Towns Competitions	N/A	N/A	N/A
Roll out of Council Roundabout Sponsorship Scheme	N/A	N/A	N/A

Areas of Good Practice/Improvement




- Maintaining delivery of key services during Covid 19 pandemic.
- Progress in development of Council Cemetery grounds.
- Success of Council sustainable Christmas tree programme.
- Improvements to health safety at Strangford Road Depot infrastructure.
- Progress in developing rewilding and tree planting programmes across the district.
- Implementation of the Departmental Procurement Action Plan.
- Success in Heritage Lottery Fund application for Castlewellan Park Project.


Areas for Business Transformation

- Commencement of data cleanse process – e.g. 5 tonne of paper assessed and disposed of in accordance with Council policy.
- Implementation of agile working modes in response to Covid 19 pandemic – e.g. working from home, reduced travel time for meeting due to use of Skype and Teams.

3.0 Performance Measures

The following 'measures of success' have been monitored and reported for the 2020-21 financial year:

Measures of Success				
Measure	Target	Actual	Status	Explanation
Percentage of household waste collected that is sent for recycling (statutory performance indicator)	65% by 2030	53.3% (Q1-Q3)		53.3% of household waste collected is sent for recycling, exceeding that statutory target of 50% by 2020.
Amount of biodegradable municipal waste that is landfilled (statutory performance indicator)	NILAS target	1,777t (Q1-Q3)		Whilst there has been a very slight increase in the amount of waste sent to landfill, the Council has consistently exceeded the NILAS target set.
Amount of Local Authority Collected Municipal Waste arisings (statutory performance indicator)	No target	65,583t (Q1-Q3)	NA	There has been a slight increase in waste arisings.
Amount of (household) black bin waste collected.	No target	Under Review currently	NA	Data being collected/assessed currently.
Amount of (household) mixed dry recyclables collected	No target	Under Review currently	NA	Data being collected/assessed currently.
Amount of (household) brown bin waste collected	No target	Under Review currently	NA	Data being collected/assessed currently.
Amount of general waste arisings at civic amenity sites	No target	Under Review currently	NA	Data being collected/assessed currently.
Refuse Collection Completion Rate	No target	Under Review currently		Delayed until adequate IT support available to enable data collection.

Level of street cleanliness across the district (LEAMS score)	No target set	64 (2019-20)		The 2019-20 LEAMS score for the District is 64 which is below the regional average of 68 and represents a significant reduction when compared to the 2018-19 LEAMS score of 72. The recovery of the cleaning service, coupled with the enforcement improvement plan are key enabling projects
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Neighbourhood Services Directorate

Annual Business Plan 2021-22



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

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1.0 Introduction

- 1.1 The Neighbourhood Services Directorate is responsible for the provision of a number of technical services, both internally to other council departments and externally to rate payers across the district. The Directorate is responsible for the primary waste management functions of Refuse Collection and District Cleansing along with the operational support to enable these services to be delivered. In addition, the Directorate has responsibility for the management and maintenance of the main corporate buildings (civic centres and depots) as well as the maintenance of other buildings and grounds owned by Council.
- 1.2 The Neighbourhood Services Directorate is seen as one of the key transformation projects for the Council. The Council has agreed to further develop this Directorate, as within this Directorate sits many of the services which affect the general environment of the district, some requiring significant improvement, such as bin collection, street cleansing and public conveniences.
- 1.3 The core responsibilities of the Directorate are:

Waste Management

- **Refuse Collection**
- **District Cleansing**
- **Waste Processing, Recycling & Enforcement**
- **Fleet Management & Maintenance**

Facilities Management and Maintenance

- **Grounds Maintenance**
- **Buildings Maintenance**
- **Cemeteries & Public Conveniences**
- **Civic Centre Domestic Services (Receptions, Canteens, Caretakers/Security)**

- 1.4 The Neighbourhood Services (NS) Business Plan 2021-22 is focused on identifying opportunities for business recovery and transformation, in response to the COVID-19 pandemic.

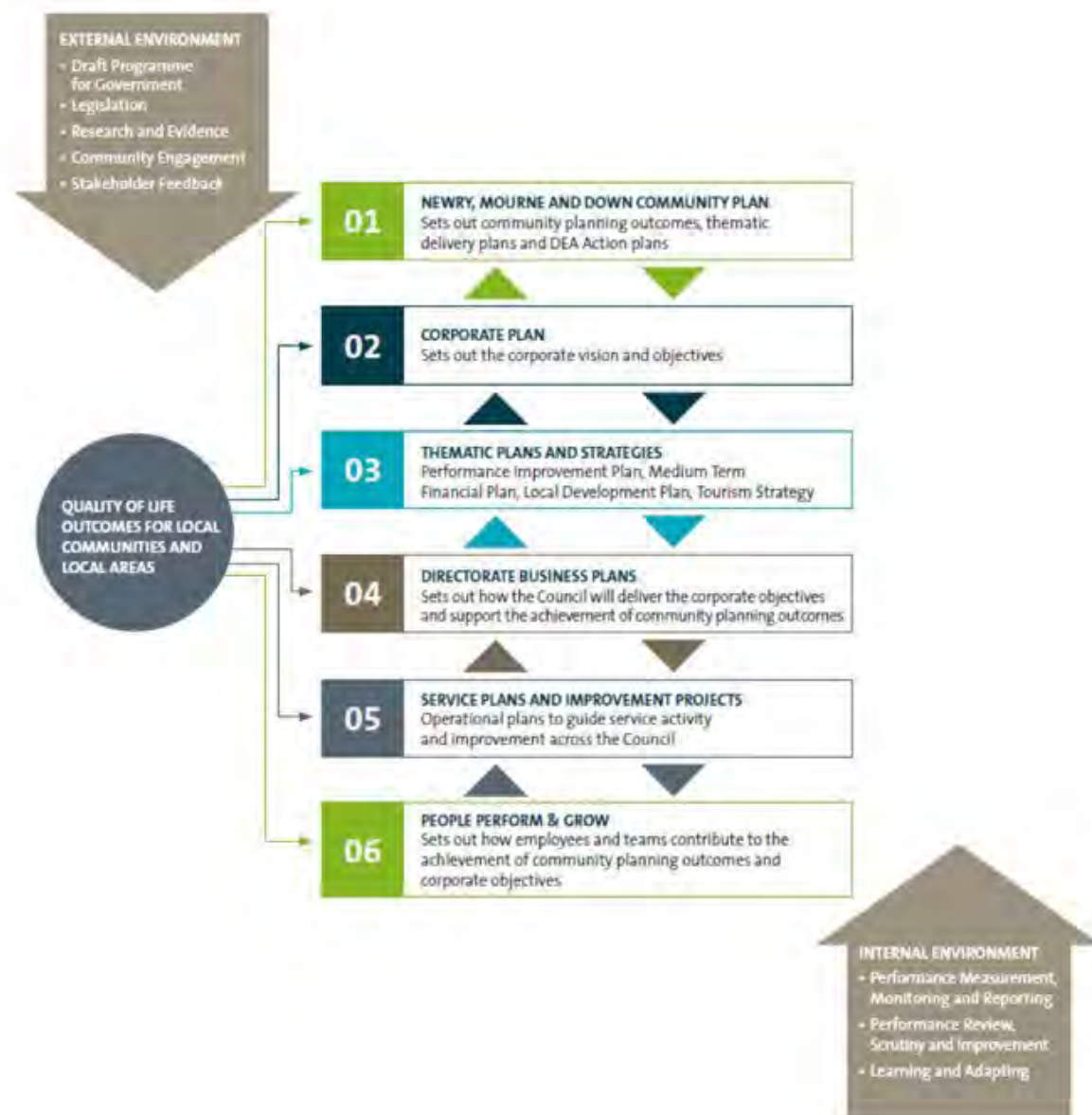
2.0 Background

- 2.1 The NS Business Plan is developed within the context of the Community Plan and Corporate Plan 2021-23. The Community Plan sets out the long-term outcomes for the district, based on the needs and aspirations of local people. The Corporate Plan sets out the key strategic objectives for the Council

between 2021-23, and how it will contribute to achieving the community planning outcomes.

- 2.2 The Community Plan and Corporate Plan are cross cutting and strategic in nature. They guide all activity within the organisation, as well as the subsequent allocation of resources, and sit within a hierarchy of plans, as outlined in the 'Business Planning and Performance Management Framework' (Figure 1).
- 2.3 The Business Planning and Performance Management Framework drives and provides assurance that the Council is delivering its corporate vision and priorities, whilst securing continuous improvement in the exercise of functions. It provides a mechanism to join up and cascade the various plans and strategies across the organisation, demonstrating how employees contribute to achieving community planning outcomes and corporate priorities, for the ultimate benefit of the citizens we serve.

Figure 1: Business Planning and Performance Management Framework



- 2.4 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the NS Business Plan provides an overview of the key operational activities for the coming year. These activities are explicitly linked to corporate objectives and coupled with 'business as usual' service delivery, provide clear direction for all employees within the Directorate (Figure 2). Directorate Business Plans are supported by Service Plans and the 'People Perform and Grow' initiative.
- 2.5 The NS Business Plan is published annually and is the basis upon which performance is managed and reviewed by the full Council, Neighbourhood Services Committee and Senior Management Team.

Figure 2: Neighbourhood Services Alignment across the Business Planning and Performance Management Framework



3.0 Purpose & Values

3.1 Purpose

- 3.1.1 The primary purpose of the Neighbourhood Services Directorate is to develop, implement and monitor key corporate (strategic) frameworks to maintain and improve the environmental sustainability of the district through the appropriate management of waste and litter in the physical environment while also ensuring the management and maintenance of the council's estate across the district.

3.2 Values

- 3.2.1 The Department adheres to the Council's values which are outlined in the Corporate Plan 2021-23:

We will be:	Which means:
Accountable	We will be accountable for how we plan for and use resources sustainably
Collaborative	We will work in partnership with others

Transparent	We will be transparent in how we make decisions
-------------	---

- 3.2.2 In accordance with the Section 75 requirements of the Northern Ireland Act (1998), the Neighbourhood Services Directorate is committed to carrying out its functions having due regard to the need to promote equality of opportunity and regard for the desirability to promote good relations. All new and revised policies, procedures and programmes of work will be subject to an equality screening and rural needs impact assessment (where appropriate).

4.0 Challenges & Opportunities

- 4.1 The Neighbourhood Services Directorate was established in January 2018, which was formally the Regulatory and Technical Services Directorate. The organisational design of the new Council has therefore evolved, to centralise the management of several existing Council functions as well as new powers which were transferred to the Council on the 1 April 2015.
- 4.2 The various (internal and external) challenges and opportunities for the Directorate are summarised as follows:

External Environment

- **COVID-19:** Responding to COVID-19 continues to have an impact on the Directorate's operations, employees and financial resources (further information is provided below)
- **Legislation:** Ensuring corporate legislative compliance in respect of existing and new statutory obligations in Waste, including Health & Safety and Equality (Section 75).
- **Community Planning:** Via the Environmental and Spatial Thematic Delivery Group, developing partnerships and plans that will assist in the creation of local area-based plans to deliver on the Council's Community Plan.
- **Strategic Alliances:** Collaborating with a range of stakeholders to address the impact of covid-19, Brexit and other emerging issues.
- **Global trends:** Take account of the impact on our working and natural environment from Covid-19 pandemic, climate change, Brexit and how this Directorate can rise to the challenges these issue present.

COVID-19

- On-going workforce deficits created by COVID-19 pandemic
- The re-prioritisation of essential services and the subsequent impact on business as usual activity

- Mobilising the entire Directorate to work differently
- Increased waste arisings due to increased domestic occupancy levels with the subsequent increase in waste processing and disposal costs
- Increased incidences of illicit dumping
- Provision of adequate burial space
- Disruption to supply chains

Internal Environment

- **Management:** Successfully establishing the new Directorate in terms of its structure, governance and internal processes.
- **Resources:** Identifying and securing the financial and non-financial resources needed for the Directorate to deliver the key frontline service for the Directorate.
- **Performance Management:** Continually monitoring and reviewing departments performance, highlighting areas of high-performance as well as identifying areas for intervention.
- **Transformation & Improvement:** Developing and implementing transformational change for the new Neighbourhood Services Transformation Project. Through this successfully develop and implement transformational change that drives out the efficiencies and improvements that both Members and the public demand.
- **Strategic Projects:** Ensuring the management and delivery of the Directorate's strategic projects within time, cost and quality parameters.
- **Property and Land Assets:** Successfully implementing centralised contracts and frameworks to support the effective and efficient management of the council's estate.
- **Creating a Cleaner and Greener Environment:** Aligned with the best Circular Economy practices, implementing programs that will reduce waste arisings and litter, while increasing recycling and reuse.
- **Engagement:** Encouraging communities to take pride in their areas and support the Council by helping look after our environment through initiatives and campaign.
- **Risk Management:** Managing potential risks and opportunities in achieving key actions outlined in the NS Business Plan by adhering to the Corporate Risk Management Policy and reviewing the NS Risk Register on a quarterly basis.
- **Compliance:** Establishing the necessary policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health & Safety, Employment and Procurement legislation.
- **Information Technology:** Establishing robust information technology infrastructure to support business transformation.

5.0 Directorate Objectives and Supporting Actions

Key Office Actions		
Neighbourhood Services Transformation: Develop and implement transformational change for the Directorate.		
Facilities Management and Maintenance: To deliver on grounds and building maintenance reactive and planned maintenance programmes. Provide advice, support and guidance to all departments across the Council in the management of all Council assets. To manage and develop the Council's Public Toilet and Cemeteries Services.		
Waste Management: To both manage and continuously improve the delivery of key frontline (Refuse Collection, Cleansing, Enforcement and Household Recycling Centres) and support (Business Support, Waste Processing and Fleet) services both within the Directorate and across other Directorates.		
Neighbourhood Services Transformation		
Develop and implement a new neighbourhood model of providing cleansing and maintenance services	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale
Finalise a detailed vision for a new Neighbourhood Services model for NMDDC.		Q3
Identify Overall Project Timeline and Key Work Packages for Neighbourhood Services Transformation.		Q3
Implement policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health & Safety, Employment and Procurement legislation.	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale

Complete the implementation of the Directorate Procurement Action Plan.		Q3
Manage the actions arising from the Directorate Risk Register.		Ongoing
Facilities Management and Maintenance		
Delivery of Facilities Management and Maintenance Services to meet Council needs	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale
Develop and implement a service recovery plan in relation to COVID-19 impacts.		Q1
Finalise a new service model and structures for the Facilities Management & Maintenance Department		Q2
Progress the Department projects agreed within the Capital Programme.		Ongoing
Manage Council Estate in a way which promotes sustainable development and climate change adaptation.	ALIGNMENT WITH CORPORATE PLAN	
	Enhance, protect and promote our environment	
Action		Timescale
Develop, agree and start implementation of Council Tree Strategy.		Q2
Review Maintenance Services to address Climate Adaptation and Carbon Reduction Strategies.		Ongoing
Waste Management		
Deliver a high quality, modern and flexible Refuse Service	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale
Develop and implement a service recovery plan in relation to COVID-19 impacts.		Q1
Progress and implement new refuse collection policy and procedures		Q3

Finalise a new refuse collection service model		Q4
Complete a business case and outline specification for the procurement of information technology		Q4
Deliver a Cleansing Service that meets the needs of the district	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale
Develop and implement a service recovery plan in relation to COVID-19 impacts.		Q1
Finalise a new cleansing service model (clarify links with Street Scene)		Q4
Support community-based cleansing programmes.		Ongoing
Implement an Interim Green Fleet Transition Strategy	ALIGNMENT WITH CORPORATE PLAN	
	Enhance, protect and promote our environment	
Action		Timescale
Implement the interim fleet transition plan as agreed with the Council		Ongoing
Review Fleet Services to ensure it meets Customer Demands into the future	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale
Implement the fleet replacement programme in accordance with the schedule (taking cognisance of interim transition plan)		On-going
Complete outstanding audit recommendations to ensure on-going compliance with the fleet Operator's Licence		On-going
Complete a review of garage workshop operations		Q2
Review of Household Recycling Centre Services to ensure they meet Customer Demands into the future.	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale

Develop and implement a service recovery plan in relation to COVID-19 impacts.		Q1
Implement a permit system for the Household Recycling Centres.		Q3
Complete Phase II of the review of Household Recycling Centres.		Q3
Work with communities and other statutory and non-statutory agencies to tackle environmental crime.	ALIGNMENT WITH CORPORATE PLAN	
	Enhance, protect and promote our environment	
Action		Timescale
Working with communities and other statutory and non-statutory agencies through a range of statutory and non-statutory mechanisms to tackle environmental crime.		Ongoing

6.0 Performance

- 6.1 The Neighbourhood Services Directorate is responsible for key technical services, both internally to other council departments and externally to rate payers across the district. This exercise will also identify additional, suitable performance measures for the Neighbourhood Services Directorate.
- 6.2 In addition to managing and monitoring financial and human resources, the following performance measures will be monitored during 2021-22:

Measure of Success
Percentage of household waste collected that is sent for recycling
Amount of biodegradable municipal waste that is landfilled
Amount of Local Authority Collected Municipal Waste arisings
Reduction in black bin waste collected
Increase in mixed dry recyclables collected
Increase in brown bin waste collected
Reduction in general waste arisings at civic amenity sites
Level of street cleanliness across the district

- 6.3 The NS Directorate is responsible for leading the development, implementation and review of the following plans and strategies, which influence the work of the Office and Council:

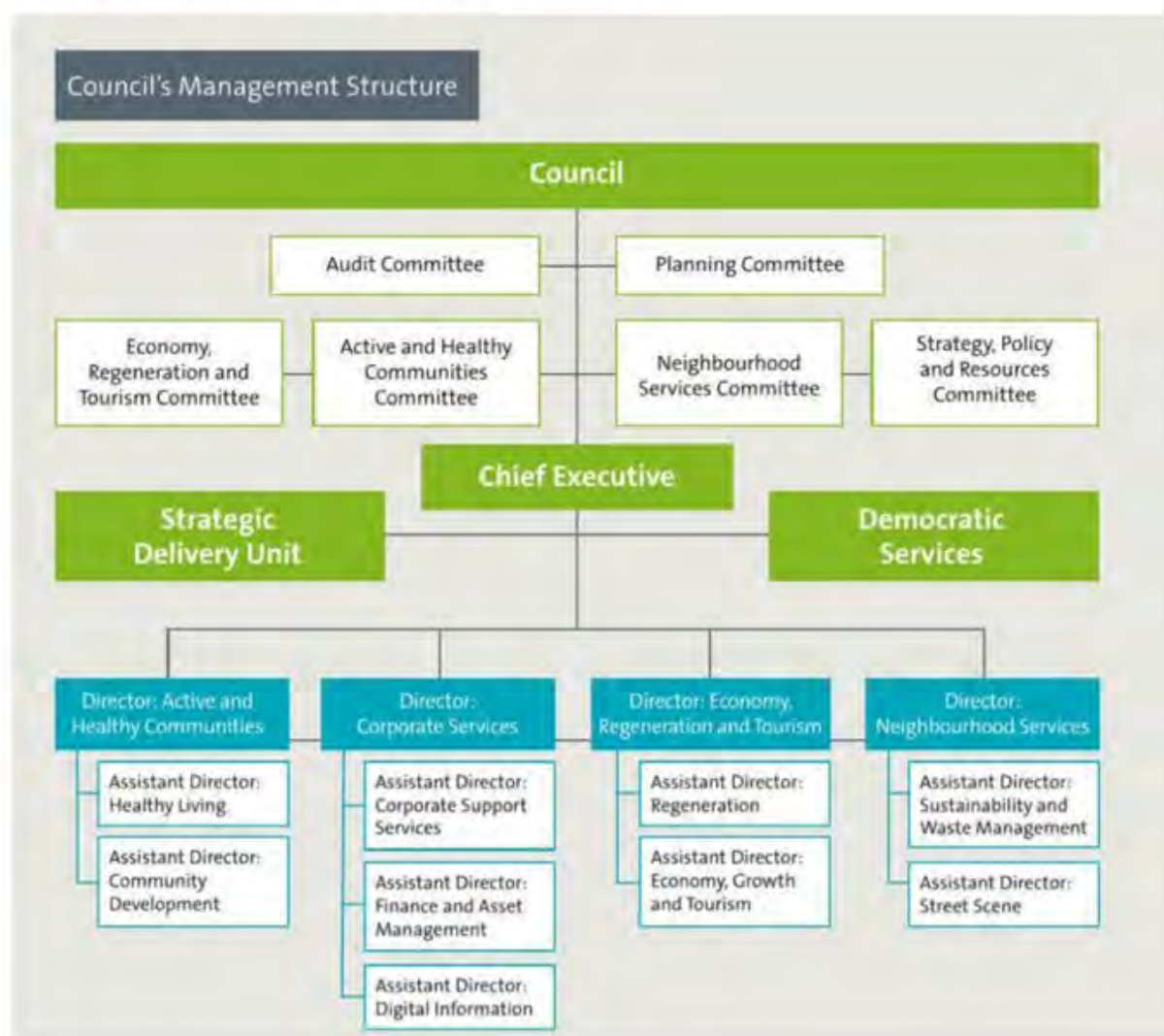
Waste Management Plan
 NS Directorate Procurement Action Plan
 Public Toilet Strategy
 Tree Strategy (Draft)
 Enforcement Improvement Plan
 Dog Fouling Strategy
 Phase 2 Review of Operations at Household Recycling Centres

7.0 Organisation and Directorate Structure

The Neighbourhood Services Directorate is one of five Directorates, which together comprise the management structure of the Council (Figure 3). The management structure of the Neighbourhood Services Directorate contains two core frontline services, namely;

- Waste Management (Sustainability and Waste Management)
- Facilities Management & Maintenance

Figure 3 - Council Management Structure



8.0 Financial Information

Net estimated expenditure (2021-22)	
Facilities Management and Maintenance	£6,300,918
Waste Management	£19,592,489
Directorate	£147,414
TOTAL: Neighbourhood Services	£26,040,821

9.0 Governance Arrangements

- 9.1 Reviewing performance and reporting progress to Elected Members and other key stakeholders facilitates transparency, accountability and improvement in everything the Council does. The governance arrangements to develop, monitor and report the Council's progress in implementing the Director's Business Plan are outlined below, and are supplemented by regular reviews by the Director and his team. The governance arrangements the Council has put in place to deliver continuous improvement are also subject an annual audit and assessment by the Northern Ireland Audit Office.

Figure 4: Governance Arrangements

Full Council

- Ratification of Neighbourhood Services Directorate Business Plan
- Ratification of annual review of Neighbourhood Services Directorate Business Plan

Strategy, Policy and Resources Committee / Audit Committee

- Scrutiny and challenge around the Duty of Improvement
- Provide assurance that performance management arrangements are robust and effective

Neighbourhood Services Committee

- Consideration, scrutiny and approval of Neighbourhood Services Directorate Business Plan
- Consideration, scrutiny and approval of annual and bi-annual reviews of Neighbourhood Services Directorate Business Plan

Senior Management Team

- Development, consideration and approval of Neighbourhood Services Directorate Business Plan
- Development, consideration and approval of the annual and bi-annual reviews of Neighbourhood Services Directorate Business Plan

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and South Armagh**

0330 137 4000 (Council)
0330 137 4036 (Planning)
council@nmandd.org
www.newrymournedown.org

Oifig an Iúir
Newry Office
O'Hagan House
Monaghan Row

Newry BT35 8D1

Oifig Dhún Pádraig
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	23 June 2021
Subject:	Neighbourhood Services Recovery Plan
Reporting Officer:	Johnny Mc Bride, Director of Neighbourhood Services
Contact Officers:	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Peter Whyte, Head of Refuse and Cleansing Liam Dinsmore, Head of Waste Processing & Enforcement Gail Kane, Head of Facilities Management Aidan Mallon, Head of Maintenance

For Decision	X	For noting only	
1.0	Purpose & Background		
1.1	The purpose of this report is to provide the Committee with an update on the service recovery plan for the Neighbourhood Services Directorate's services as COVID-19 restrictions are relaxed.		
2.0	Key Issues		
2.1	A recovery plan for both Departments within the Directorate (Waste Management Department and Facilities Management & Maintenance Department) has been developed (see Appendices I-III attached). Each plan identifies the current level of provision for each service area and anticipates likely future demands on services as the current restrictions are eased.		
2.2	The key issue for the Committee to consider is that there are several emerging financial risks which are attached to the recovery of the Directorate's services, namely: a resurgent COVID-19 virus, the absence of central government funding to mitigate the financial impact of the pandemic, as well as increased staycationing arising from the continued bar on non-essential foreign travel.		
2.3	Furthermore, a specific timetable for the recovery of services can only be determined following a future NI Executive decision on a corresponding timetable for the relaxation of social distancing measures.		
3.0	Recommendations		
3.1	Members are asked to: ▪ Note the contents of the report and approve the Neighbourhood Services service recovery plan		
4.0	Resource Implications		
4.1	There are resource implications attached to this report. Additional resources estimated at c.£250,000 may be required to meet any increases in service demand over and above what has already been provided for in the 2021-22 budget. Where these additional costs cannot be absorbed by existing budget provision and / or by central government funding, then a business case will be prepared seeking additional in-year resources. Members will continue to be appraised of service recovery arrangements, as well as any corresponding financial implications.		

5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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>
7.0	Appendices
	<ul style="list-style-type: none"> ▪ Appendix I: Refuse & Cleansing Service Recovery Plan ▪ Appendix II: Waste Processing & Enforcement Service Recovery Plan

	<ul style="list-style-type: none">▪ Appendix III: Facilities Management & Maintenance Department Service Recovery Plan
8.0	Background Documents
8.1	<ul style="list-style-type: none">▪ None

Appendix 1 - Refuse and Cleansing Section Covid 19 Recovery Plan – May 2021



Aims

To identify and implement a return to a level of service delivery that meets the needs of the district going forward

Objectives

- Analyse the current levels of service provision
- Identify the anticipated service demands as lockdown is eased
- Detail the resource levels available and required to facilitate meeting service demand
- Distinguish and mitigate risks associated with service recovery

Background

As part of contingency planning at the commencement of the pandemic the Refuse and Cleansing Section rated its services into two priority areas.

Priority One	Priority Two
Domestic Waste Collection	Mechanical Sweeping
Commercial Waste Collection	Cleansing of Public Conveniences
Cleansing of Town Centres	Collection of Illegal Dumping
Emptying of Litter Bins	Cleansing of Arterial and Country Roads
	Bulky Waste Collection
	Bin Deliveries

Throughout the pandemic the section has ensured the delivery of priority one services. Priority two services have been impacted significantly at various times. As the current lockdown eases the following Section Recovery Plan has been identified that, as well as identifying how services can be returned to normal level, anticipates changes in demand for services and mitigates these changes.

Appendix 1 - Refuse and Cleansing Section Covid 19 Recovery Plan – May 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Refuse Collection	Domestic waste collection	Normal service provision ongoing	Increase in waste arisings associated with lockdown to be reduced	No additional resources required	Increased absence due to reactions from vaccination
	Commercial waste collection	Normal service provision ongoing	Increase in customers and increase in waste arisings as premises re-open	No additional resources required	Demand increases beyond capacity of normal resource level
	Bulky waste collection service	Normal service provision ongoing	Increase in usage to pre-Covid levels	No additional resources required	Demand increases beyond capacity of normal resource level
	Bin deliveries	Increased service provision due to no collection facility	Service demand to remain at currently level until depots reopen to public	Additional hired vehicles in place. Four additional staff required to allow Cleansing staff to return to normal tasks.	If additional resource not provided Cleansing service recovery will be compromised

Appendix 1 - Refuse and Cleansing Section Covid 19 Recovery Plan – May 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Cleansing	Litter Bin Emptying	Normal service provision ongoing	Increased footfall will result in increased usage of litter bins	Additional litter bins in high footfall areas OT provision for additional staff at high demand times such as weekends and public holidays	Reputational damage caused by overflowing litter bins
	Cleansing of Town Centres	Normal service provision ongoing	Increased footfall will increase quantity of litter	Additional litter bins	Reputational damage due to a poor level of cleanliness
	Mechanical Sweeping	Minimal mechanical sweeping as staff supporting refuse section	Increased need and demand to return level of cleanliness to normal	Hired sweeper in place in Down area to remain until replacement procured. Cleansing resource supporting refuse to be returned to substantive post or backfilled	Reputational damage due to a poor level of cleanliness

Appendix 1 - Refuse and Cleansing Section Covid 19 Recovery Plan – May 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Cleansing	Cleansing of Arterial and Country Roads	Service suspended due to lack of resource	Increased need due to increase in recreational activity in these areas	No additional resources required. Cleansing resource supporting refuse to be returned to substantive post or backfilled	Reputational damage due to a poor level of cleanliness
	Collection of Illegal Dumping	Increased demand due to higher incidence of fly tipping	Reduction in incidence of fly tipping as HRC's return to normal operation hours	No additional resources required. Cleansing resource supporting refuse to be returned to substantive post or backfilled	Reputational damage by increased time lag between reporting and collecting of fly tipping

Appendix 1 - Refuse and Cleansing Section Covid 19 Recovery Plan – May 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
	Cleansing of Public Conveniences	25 away from home toilets operating at reduced opening hours. 7 away from home toilets not open or operating at reduced capacity Increased cleansing frequency	Increased frequency of cleansing to remain. Extended opening hours at key strategic toilets All toilets to be accessible at full capacity.	Four additional staff and 2 additional hired vehicles required to meet anticipated service demand	Reputational damage as a result of toilets not being open to public

Summary

The Section Recovery Plan identifies significant changes to service demands, particularly in Cleansing. To mitigate these changes a requirement for additional resources has been identified of c.£166,000.

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



Aims

- 1.To prepare the Household Recycling Centre Service for a phased return to 'normal' service delivery during the Coronavirus pandemic.
- 2.To review ongoing capability of the Enforcement and Customer Services Sections to respond to enquiries relating to illegal dumping, service enquiries and to provide response in relation to such enquiries.

Objectives

- Identify and outline the different phases the Section will undertake as service delivery is adjusted
- Identify and mitigate the risks associated with each phase of return
- Detail the current resource levels and identify the levels required at each phase of return

Background

As part of contingency planning Neighbourhood Services Directorate identified the following Waste Processing Services as being Priority One service areas with additional staffing provided at key times to ensure a service continuity.

Priority One
Provision of HRC sites to receive permitted Household Wastes
Provision of Enforcement Services to respond to reports of Illicit Dumping
Provide appropriate call-handling and information relating to Waste Services
Processing of payments and Liaison with Waste Processing Partners

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



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Throughout the Pandemic the section has ensured the delivery of priority one services.

As the current lockdown eases the following Section Recovery Plan has been identified that, as well as identifying how services can be returned to normal level, anticipates changes in demand for services and mitigates these changes.

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Call-handling	Domestic waste collection-response to calls	Normal service provision ongoing Call-handlers mixture of home-working and in-office	Increase in waste arisings associated with lockdown to be reduced	No additional resources required	Increased absence due to reactions from vaccination
	Commercial waste collection	Normal service provision ongoing	Increase in customers and increase in waste arisings as premises re-open	Additional resources required at peak demand e.g. Issue of invoices	Demand increases beyond capacity of normal resource level/exposure to sickness in this key area.
	Bulky waste collection service-response to calls	Normal service provision ongoing	Increase in usage to pre-Covid levels	No additional resources required	Demand increases beyond capacity of normal resource level
	Bin deliveries-response to calls	Increased service provision due to no collection facility	Service demand to remain at current level until depots reopen to public	No additional resources required	Service to ensure availability of replacement Wheeled bins

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
	Caravan Collections	Anticipate higher volume of usage at sites	Anticipate higher service demand	Liaise with Refuse and Cleansing Services	Demand increases beyond capacity of normal resource level
	Requests for assisted Litter Collections from Community Groupings	6-8 assisted collections per week	Anticipate higher service demand but coordinate through Sustainability Section and KNIB.	No additional resources anticipated	Demand increases beyond capacity of normal resource level

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Enforcement	Response to Illegal dumping incidents	Normal service provision ongoing	Implemented Enforcement Improvement Plan and communications will heighten awareness of activity resulting in increased reporting.	Seasonal Enforcement has been recruited (2 Officers)	Addressing reports of Illicit Dumping may impact on other Enforcement duties
	Issue of FPN.	Team comprises: 4 Permanent 2 Seasonal Officers	Increased footfall will increase quantity of litter and potentially Enforcement Requirements	Additional litter bins Additional Enforcement Staff	Reputational damage due to a poor level of cleanliness and potential challenge of Improvement Plan
	Communications/Liaison with Public	All complaints attended by Enforcement Officer	Following communications for Enforcement Improvement Plan, contacts /requests from the public may increase	Additional Enforcement Staff	Delayed response to public where staff are assigned to other additional duties

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
HRC sites	Provision of HRC Sites. Service Recovery has been addressed, to date, on a Phased Basis – PHASE 3	<p>Service currently available at all sites, except Hilltown (closed Tuesday)</p> <p>10:00am - 4 pm (Mon-Saturday). Sites open 6x6 = 36 hours per week.</p> <p>Details communicated via Website/Facebook regarding</p> <ul style="list-style-type: none"> • Permitted materials • Entrance requirements • Site signage and staff 	<p>Requirement is anticipated to increase further.</p> <p>1. For wastes received from Community Clean-ups and/or service failure in other areas</p> <p>2. Receiving of garden wastes.</p>	<p>Additional resources have currently been provided to assist with traffic management and managing social distancing. These resources continue to be required at key sites.</p> <p>A review has been made regarding potential for additional opening hours, attached below. Refer phase 4 and Phase 5 Proposals. Requirement exists to substitute on-site traffic management by automated barriers.</p>	<p>Complaints received where sites not available at all reasonable times.</p> <p>Staffing issues in the event of any resurgence in Covid 19.</p> <p>Ongoing discussions with TU side.</p>

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



Phase 4: Phase to be implemented 17 May 2021 to apply to 30 September 2021, (further review to be undertaken post implementation of traffic control and any further Govt. relaxation / restrictions).

Service Provision		Staffing Level (ShortFall)	
Phase 4	<ul style="list-style-type: none">Relaxation of some site sanitisation and cleansing regimesAs per Phase 3 plus Saturday opening for all of the HRC sites.	<ul style="list-style-type: none">29 staff required to open 10 sites (+ 2 staff x holiday cover)Will also require changes to working patterns & working hours.Overtime requirement 1.0 hours per site to provide late night openingSeek to reduce by 2 staff members following Risk Assessments at Kilkeel and Hilltown sites.	
	</		

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



	<ul style="list-style-type: none"> ▪ 2-person operation at 4 sites (Warrenpoint /Crossmaglen/Newtownhamilton/Hilltown) agreed following a new risk assessment) *closed lunch ▪ Risk assessments continue to address traffic control issues. Seek grant-aid to implement automated traffic barriers at all sites ▪ Seek to reduce staffing at Hilltown to a single operative following Risk Assessment ▪ Implement automated barrier at Kilkeel to reduce staffing by 1.0 staff member. ▪ Risk Assessment completed and agreed Target June. ▪ Seek to provide 1.0 late night opening at 9 sites ▪ Same waste accepted at Phase 2 	
--	--	--

Increased opening hours are consistent with increased relaxation for Covid 19 restrictions.

Risks

- The continuation of a restricted HRC service will not be sufficient as lockdown restrictions are eased
- Staffing levels will not be sufficient due to annual leave requirements and the loss of re-deployed staff to other recovered services
- Increases in sickness absence may result in short-term staffing deficits (additional pressure placed on other services to train & re-deploy staff)
- Unsuccessful Trade Union consultation may delay the implementation of this phase

Appendix 2 – Waste Processing Section Covid 19 Recovery Plan May - 2021



Phase 5: Phase to be addressed June 2021-Sept 2021.

	Service Provision	Staffing Level (ShortFall)
Phase 5	<ul style="list-style-type: none"> As per Phase 4. Implement further changes as may be possible in the event of further restrictions Seek to return all sites to 2-person operation, following implementation of traffic control measures by barrier automation Seek to further review opening hours at sites, with HRC Phase 2 Review Same waste accepted at Phase 2 Seek to implement new Permit System at sites 	<ul style="list-style-type: none"> Return to Budget staffing levels to open 10 sites (+ 2 staff x holiday cover) Will also require changes to working patterns & working hours, with Trade Union participation. Opening Hours to be reviewed as per Phase 2 of HRC review

Summary

The Section Recovery Plan identifies current service demands, particularly in HRC sites.

To address these changes, a requirement for current resources to be maintained arises and for additional resources to be provided with respect to provision of traffic control systems has been identified. The costs of the additional resource is estimated at c.£70,000

Appendix 4 Facilities Management & Maintenance Department Recovery Plan – May 2021



Aims

To identify and implement a return to a level of service delivery that meets the needs of the district going forward

Objectives

- Analyse the current levels of service provision
- Identify the anticipated service demands as lockdown is eased
- Detail the resource levels available and required to facilitate meeting service demand
- Distinguish and mitigate risks associated with service recovery

Background

As part of contingency planning at the commencement of the pandemic the Facilities Management & Maintenance Department rated its services into two priority areas.

Priority One	Priority Two
Burials	Management of Public Conveniences
Management of Cemeteries	Management of Markets
Keeping Civic buildings open for staff	Grounds Maintenance Management
Keeping Council depots open for staff	Cemetery Maintenance
Planned & Reactive Building Maintenance	
Fixed wire and Emergency light testing	
Water Quality Management	
Asbestos Management	
Play Park Maintenance	

Appendix 4 Facilities Management & Maintenance Department Recovery Plan – May 2021



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Throughout the pandemic the section has ensured the delivery of priority one services. Priority two services have been impacted significantly at various times.

Maintenance sections particularly Grounds Maintenance have supported Refuse and HRC during periods of high demand or when pressure on staffing due to COVID infection, shielding or self- isolating.

Building Maintenance services have coped throughout the pandemic with little effect on service delivery. The reduction in facility usage and close down of Grounds/Playing facilities allowed Maintenance to focus on planned programmed maintenance and assist Refuse and HRCs.

As the current lockdown eases the following Departmental Recovery Plan has been identified that, as well as identifying how services can be returned to normal level, anticipates changes in demand for services and mitigates these changes.

Appendix 4 Facilities Management & Maintenance Department Recovery Plan – May 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Burials/Management of Cemeteries	Organisation of all Burials	Normal service provision ongoing	No anticipated increase in service demand	No additional resources required	Increased absence due to reactions from vaccination
	Management of Cemeteries	Normal service provision ongoing	No anticipated increase in service demand	No additional resources required	Increased absence due to reactions from vaccination
Management of Civic Buildings & Council Depots	Opening of Civic Buildings & Council Depots to more Council staff	Normal service provision ongoing	Increase in numbers of staff returning to work from office instead of working from home	Additional Cleaning/Caretaking staff may be required, especially in Downshire Civic Centre where we are currently 1 No. vacancy	Covid transfer risks should adequate additional cleaning not be undertaken

Appendix 4 Facilities Management & Maintenance Department Recovery Plan – May 2021



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Section	Service	Current Service Level	Anticipated service demand	Resources Required	Risks
Public Conveniences	Management of Public Conveniences	25 Public Conveniences operating at reduced opening hours. 7 Public Conveniences not open or operating at reduced capacity. Increased cleansing frequency	Increased frequency of cleansing to remain. Extended opening hours at key strategic facilities. All facilities to be accessible. Report being presented to May 2021 NS Cttee with full reopening details	As per Cleansing Recovery Plan – 4 No. additional staff and 2 No. additional hired vehicles required to meet anticipated service demand	Reputational damage as a result of Public Conveniences not being open to the public
Markets	Management of Markets	Normal service provision ongoing with exception of Castlewellan May Day Fair 2021 which did not take place due to lack of delivery time for organisation	No anticipated increase in service demand	No additional resources required	Reputational damage should Markets not continue as normal going forward

Appendix 4 Facilities Management & Maintenance Department Recovery Plan – May 2021



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Summary

The Facilities Management & Maintenance Department Recovery Plan identifies significant changes to service demands, particularly in Public Conveniences. To mitigate these changes a requirement for additional resources has been identified. The costs of the additional resource were identified in the separate paper which was presented to Neighbourhood Services Committee in May 2021 in regards to reopening of Public Conveniences.

Report to:	Neighbourhood Services Committee
Date of Meeting:	23 rd June 2021
Subject:	Scoping Exercise - Public Toilet Strategy
Reporting Officer	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
Contact Officer	Gail Kane, Head of Facilities Management

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to seek approval from the Committee to set up a Scoping Exercise for the Council's Public Toilet Strategy.
1.2	<p>At the Neighbourhood Services Committee Meeting in May 2021 a report was provided which led to the Council approving a Public Toilet Strategy.</p> <p>The recommendations arising from this report included the following.</p> <ul style="list-style-type: none"> ➤ <i>Council Officers to revert to this Committee with a report setting out each work package as part of the implementation process for delivery of the service going forward.</i> <p>Officers are seeking to provide this report for the Committee meeting in August 2021. Officers view is that Councillors should have an input into the priority to be given to each work package areas and how they may be implemented.</p>
2.0	Key issues
2.1	<p>The Councils approved Public Toilet Strategy has nine key recommendations as detailed below.</p> <ul style="list-style-type: none"> • Council will remain committed to providing a Public Toilet Service across the district; • Council will undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need; • 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;

	<ul style="list-style-type: none"> • Council will review the opening/closing times of its Public Toilets and consider extending these to meet identified need; • Council will review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service; • Council will consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision; • Council will consider providing Changing Places facilities as part of its Public Toilet provision; • Council will investigate the introduction of charging at some facilities as a means of reducing vandalism and antisocial behaviour; • Council will consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.
2.2	<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, 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.</p>
2.3	<p>Officers are to revert to the Committee with a report setting out each work package as part of the implementation process for delivery of the service going forward. Officers are of the view that Councillor involvement at this stage is critical so that the work programme presented takes account of the Councillors priorities and that Councillors are aware of potential financial and logistical implications arising from the work packages.</p> <p>It is considered that this may best be achieved through a scoping exercise attended by Councillors and relevant Officers. In this way the nine objectives can be looked at in further detail, prioritised and input from Councillors can be obtained in relation to the implementation plan to be presented to Committee in August 2021.</p> <p>It is recommended that all Councillors be invited to attend the Scoping Study Exercise.</p> <p>It is also recommended that if considered necessary that a professional Facilitator be employed to assist with the Scoping Exercise.</p>
3.0	Recommendations
3.1	<ul style="list-style-type: none"> • To note contents of this report. • To agree to the setting up of a Public Toilet Scoping Exercise under the terms detailed in section 2.3 of this report.
4.0	Resource implications
4.1	<p>Officer and Councillor time and fees for professional Facilitator if required.</p>

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

7.0	Appendices
7.1	None
8.0	Background Documents
8.1	None

Report to:	Neighbourhood Services Committee
Date of Meeting:	23 rd June 2021
Subject:	Proposed Memorial Gardens Landscape Scheme
Reporting Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer (Including Job Title):	Jonathan Ellis, Grounds Maintenance Manager

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

For decision ☒ **For noting only** ☐

1.0	Purpose and Background
1.1	<p>This report arises out of a recommendation approved by Council in November 2019 that Officers identify two locations for Memorial Gardens in the district, one in each Health Trust areas and that Officers develop designs for such locations to include plants, materials requirements and costs to establish and maintain.</p> <p>This recommendation arose out of a notice of motion presented to the Neighbourhood Services Committee in October 2019.</p>
1.2	<p>The notice of motion stated the following:</p> <p><i>"This Council recognises there is no greater heartbreak or tragedy to befall a family than the death of a child. We acknowledge the importance of small memory gardens where families can visit for reflection, remember their deceased children and find solace in a purpose build peaceful setting, other than a cemetery and to that end this Council now proposes to provide 2 such facilities within our district. A memory garden is a simple construct, a small corner in one of our public spaces surrounded by a small hedge for privacy and containing nothing more than a couple of benches with a few symbolic flowers and plants. Our officers will now identify a potential host site on Council land in each of our Health Trust areas to establish our first two highly symbolic memory gardens and then immediately proceed with their design and construction."</i></p>
1.3	Attached at Appendix 1 is the proposed design concept which is being recommended for the Memorial Gardens.
2.0	Key Issues
2.1	<p>Officers have identified two sites for consideration by the Committee.</p> <ol style="list-style-type: none"> 1. The Quoile waterway and 2. Carlingford Lough (Ross Monument). <p>These locations are within high-quality landscapes thereby utilising the districts best natural assets. If approved works will proceed with their design and construction.</p>

	Attached at Appendix 2 are details of the proposed design for each site including site plans and photographs. Attached at Appendix 3 is information on likely design, implementation and maintenance costs.	
2.2	<p>Essential elements of these designs are the necessity for limited maintenance with expanding Council remits and efficiency requirements. Because of this, officers have reassessed the districts natural landscape potential for a sustainable result.</p> <p>The locations proposed will create an aesthetic scene to offer 'peace and tranquillity and form a memorable landmark</p> <p>The locations chosen are believed to be such that there is less likelihood of vandalism and antisocial activity.</p>	
3.0	Recommendations	
3.1	Committee approves the choice of locations for both Memorial Gardens and the implementation of the proposed design for each site.	
4.0	Resource implications	
4.1	<p>Please refer to costs provided at Appendix 3 of this report. In summary the costs are as below.</p> <ul style="list-style-type: none"> Initial Landscape Cost – circa Total £6860.00 Annual Maintenance Cost Total £1050.00 <p>This would be categorised as Revenue spend and would be funded through the Councils Grounds Maintenance budget.</p>	
5.0	Equality and good relations implications	
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations. An equality screening and rural needs impact assessment has been undertaken.	
6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p>	
	Rural Needs Impact Assessment completed	<input checked="" type="checkbox"/>
7.0	Appendices	
7.1	<p><u>Appendix 1:</u> The Sustainable Design Concept</p> <p><u>Appendix 2:</u> Draft Memorial Garden Concept.</p>	

	<u>Appendix 3:</u> Financial & Resource Implications.
8.0	Background Documents
8.1	None

Appendix 1

The Sustainable Design Concept

A formal garden construction would have the following problems

- Significant capital outlay
- Significant ongoing maintenance requirement
- Likelihood of excess memorabilia & the potential shrine effect.
- Integrating this into the wider landscape could prove problematic on many locations.

This scheme has been formulated by taking a step back and utilising the natural landscape which the proposed sites possess.

Utilising Minimalist Intervention Landscape Architectural Concepts

- A contemplative space can be created by joining aesthetic and environmental values with mental health benefits for its visitors. Contemplation is associated with exposing oneself to landscape scenes while simply relaxing and being in nature
- Developing landscape layers, landform, vegetation, light and colour, compatibility, archetypal elements to create a character of peace and silence
- Long-distance views are associated with the contemplative experience of space. These include a "sense of personal freedom, experiencing natural, perception possibilities" and "mental pleasure," which also lead to stress reduction

The most contemplative landscapes can be defined as ones with a high level of compatibility, characterized by adjacent scenery & elements and views of the landscape detailed in terms of scale, balance, and harmony.

Those with long-distance views, where the observer can see the fore, middle, and background, with a smooth landform and vegetation, but maintained and organized. All elements of composition are worked out in terms of scale and inter- relations, where colours are natural, and not too contrasting, but one can observe light and shade movements.

The most contemplative landscapes contain archetypal elements, such as water scenes, notable mature tree forms, and invite rest & relaxation through their character of peace.

Contemplative landscapes are directly connected to the improved quality of the designed landscape, which leads to improvement in the quality of life of residents as well as benefits in terms of their mental health and well-being.

The design also addresses the landscape architectural terms of memory object and passage landscape for memorial places.

Memorial places are capable of bridging the gap between the space of life and death, while supporting the regeneration of present memories and the construction of future ones.

Passage landscapes allow the user to drift in thought between imagined states to establish connections with the deceased.

Appendix 2

Draft Memorial Garden Concept

1. BACKGROUND

1.1 create a design where families can come to grieve and remember their loved ones, in their own unique way. The landscape will be located a natural, peaceful space in which to pause and reflect.

1.2 both designs feature a small area of hardscape with a bench, the visitor can rest reflect and appreciate the high-quality S Down natural landscape. Minimal specimen trees bring structure and shelter to the area and create a sense of enclosure from the wider landscape directing the view over the vista of The Quoile Waterway & Carlingford Lough.

1.3 Spending time with nature is recognised as having a restorative effect on people's mental health. These spaces would bring comfort and support to bereaved families and are places they can escape the pressures and stress of the outside world and feel safe and undisturbed in their grief, inspiring people to make connections with nature and their loved ones.

1.4 Planting – will be minimal with the natural landscape creating “placeness” and will include -

Wildflowers

The experience is heightened when wildlife is attracted to the location and this takes on special significance following bereavement. Wildflowers suggested will help encourage this, having the effect of relating to one's own youth with associated meanings.



Trees

Planting commemorative trees is a unique and touching tribute to a loved-ones which will last for many lifetimes and serve as a living legacy. Suggested species include -



Hazel tree (above) embodies wisdom, faith and inspiration



Silver Birch tree is highly sacred and symbolises new beginnings, renewal and protection



Sorbus - in Celtic mythology, the Rowan is known as the 'Tree of Life' and symbolises wisdom and protection



Hawthorn tree is a magical tree that represents love and protection. It is so sacred that fairies are said to live beneath it to keep it safe for years to come



Oak tree is a time-honoured symbol of truth, courage and wisdom, it will grow to be one of the oldest trees on earth – these will be sourced from local Irish Seed providing genetic continuity with our intrinsic link with the land.

Both potential schemes above will directly address the council landscape strategies resulting in a unified design process with a common theme. Simple contemplative spaces with classic vistas create a memorable experience with a lower potential for vandalism.

3. Planning Considerations

3.1 - Planning permission will not apply to any landscape improvement, as they are small scale in impact with minimal landscape impact.

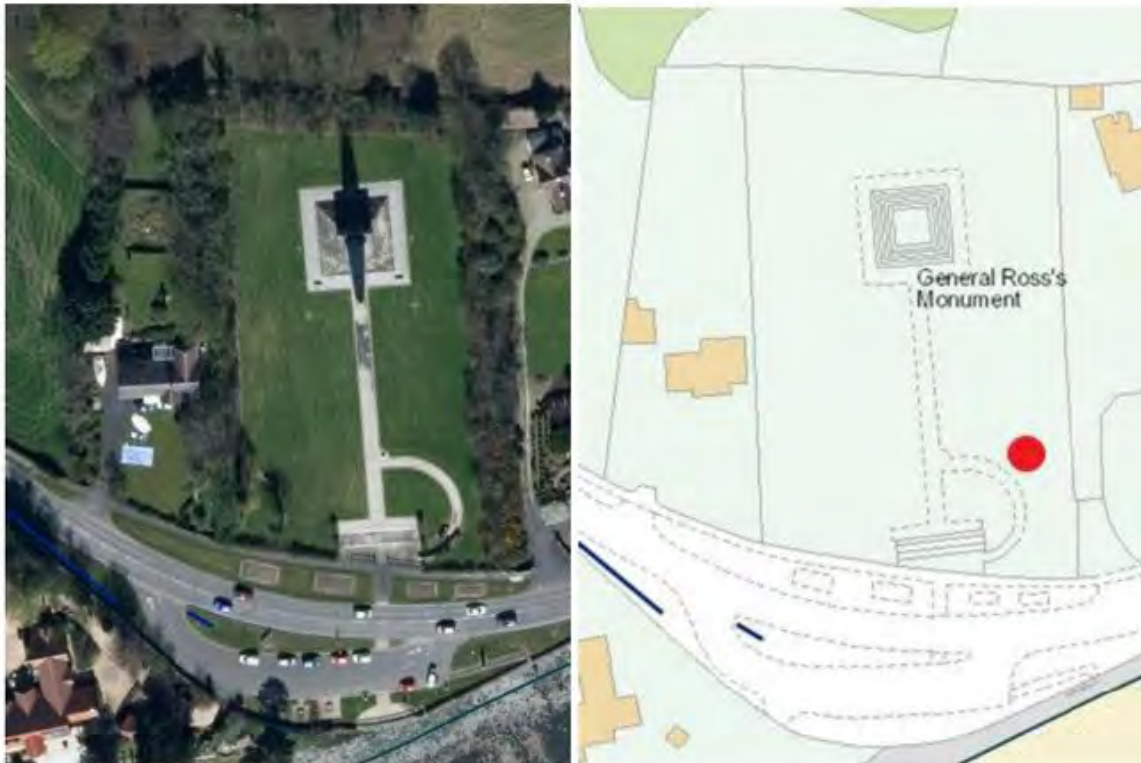
4. Environment

4.1 Design will enhance the existing landscape, and which will be maintained above the present minimum levels.

4.2 The design concept will address the wider green infrastructural benefits of planting include carbon sequestration, climate adaption air quality improvement.

Suggested Location 1 Ross Monument - Rostrevor.

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Map above Suggested Location for Newry Legacy – Red Dot Marks Location.



Photo above – a Vista of international quality with foreground shrubbery screening the busy roadway, sculptural tree form and shoreline in the middle ground and The Cooley Peninsula creating a sculptural landform defining Carlingford Lough.



Photo above (June 2021) - The rewinding concept forms a unifying backdrop to locate the space within, biodiverse plants increase our appreciation of nature and often kindle childhood memories.

Suggested Location 2 – The Quoile Downpatrick.

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Map above - suggested location with reflection space located within existing rewilding green space.

Map below - illustrates the high quality vistas over the meandering Quoile waterway and surrounding woodland.



Photos contemplative space offering high quality views over the S Down Meandering Waterways Landscape.



Photos above – the vista from the proposed space over the S Down landscape.

Appendix 3 (Resource Implications)

Financial & Resource Implications for the (Proposed Option3) Sustainable Memorial Space.

Landscape Costs for Proposed Scheme.

Design Item	Details	Cost to Landscape Scheme
Memorial Bench	A simple bench with possible memorial text.	£750.00
Bin	Unfortunately, a necessity in static public green space locations.	£400.00
	Circular Contemplative Space (4m dia) 30m sq.	£850.00
Tree Planting	Circa 5 species per location £70 per tree	£350.00
Bark mulching		£100.00
Wildflower	Strip soil, nutrient medium application & seed	£980.00
Total		£3430.00

Costs to Maintain Each Site on an Annual Basis

Maintenance	Details	Cost	No of times per annum	Cost
Clean hard Surfacing and Furniture	Blow & sweep paths, clean furniture with algicides.	£50.00	3.00	£150.00
Weed control	Spot treat hard and soft landscape	£50.00	1.00	£50.00
Tend Planting & Trees	Pruning, hand weeding etc.	£50.00	2.00	£100.00
Empty Bin	Litter & bin emptying	£15.00	20.00	£300.00
Vandalism Wear & Tear	Antisocial behaviour, plant damage, broken glass etc.	£150.00	1.00	£150.00
Wildflower cutting & maintenance	Cutting & lifting and maintaining wildflower area	£300.00	1.00	£300.00
Total Annual Maintenance				£1050.00

Report to:	Neighbourhood Services Committee
Date of Meeting:	23 rd June 2021
Subject:	Applications for bus shelters in Crossgar and Saintfield
Reporting Officer	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
Contact Officer	Andrew Sweeney Facilities Coordinator East

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to consider an application received for the relocation of a bus shelter in Crossgar and an application for the erection of a new shelter in Comber Street Saintfield
1.2	<p>The request was received for the relocation of a bus shelter at Downpatrick Street Crossgar following the recent installation of traffic islands close to the existing shelter location.</p> <p>Request was received for the erection of a new shelter in Comber Street Saintfield.</p> <p>Attached at Appendix 1 is a report which summarises the assessment of each application having due regard to the requirements of the Council's Bus Shelter Policy.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> The Neighbourhood Services Directorate, empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department for Infrastructure is responsible for the erection and maintenance of bus shelters. A request for the relocation of the shelter was received from Councillor Brown for the Downpatrick Street, Crossgar, shelter relocation. A request for the erection of a new shelter in Saintfield was received from Councillor Owen. Following the consultation process in line with Council Policy there were objections to both applications individually. The Procedures as part of the bus shelter policy state that "A bus shelter will not be erected if one third or more of home owners/tenants in the vicinity (50m radius) confirm in writing that they object to the shelter being located as proposed".

	<ul style="list-style-type: none"> • Downpatrick Street Crossgar - there were 16 residents consulted within 50m of the proposed bus shelter, with 5 objections received in writing. Therefore, less than one third of those consulted have objected to the application and the application therefore meets the criteria for local support. • Comber Street Saintfield – there were 24 residents consulted within 50m of the proposed bus shelter, with 1 objection received in writing. Therefore, less than one third of those consulted have objected to the application and the application therefore meets the criteria for local support. • In all other respects the applications were found to comply with the requirements of the Council Bus Shelter Policy.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> • Note the content of the report. • Approve the recommendations in the attached Appendix 1 for the erection of a bus shelter at Comber Street Saintfield and the relocation of a shelter at Downpatrick Street Crossgar.
4.0	Resource implications
4.1	Costs associated with this procurement will be funded through the Council's Capital Programme, which currently has a budget of £30,000.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>

5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Appendix 1: New Bus Shelter Comber Street Saintfield & Downpatrick Street Crossgar</p>
8.0	<p>Background Documents</p>
8.1	<p>Council Bus Shelter Policy 2015</p>

Appendix 1: Report on Bus Shelter Requests

Bus Shelters Requests for consideration to Approve/Decline

1. New bus shelter at Comber Street Saintfield

Background & Summary of Findings to date

Cllr K Owen has requested Council consider a bus shelter to be erected at the bus stop on Comber Street Saintfield.



Proposed Location

Table 1 below summarises consultation process which has been carried out having regard to Council Policy Requirements.

Table 1

Consultee	Response	Comment
DFI Roads	No objections	Complies with Policy
PSNI	No objections	Complies with Policy
Translink	More than 20 passengers use this bus stop over the course of a day	Complies with Policy
Local property owners/residents within 50 metre radius of proposed site	24 properties located within 50 metres of proposed location. 1 objection following to consultation letters.	Complies with Policy

Recommendations

As all policy requirements have been met it is recommended to approve the installation of a bus shelter in the proposed location at Comber Street, Saintfield. Cantilever style shelter with no side panels recommended.

2. Relocation of bus shelter at Downpatrick Street,Crossgar

Background & Summary of Findings to date

Cllr P Brown has requested Council consider a bus shelter and bus stop on Downpatrick Street Crossgar. The proposal would see the shelter moved approximately 30m into the village in the direction of Belfast. There is an existing layby to accommodate the bus shelter. Translink, Roads Service and the PSNI are in support of the proposal as it will improve the road safety surrounding the Bus stop and Shelter.

DRD Roads have recently installed new pedestrian refuge islands in the road close to the existing shelter location. When a bus is stopped to collect or drop off passengers the pedestrian refuge islands are obstructed which is cause for concern from a road safety perspective.



Proposed Location with Existing Bus Shelter in the Background

Table 1 has now been updated to summarise the consultation process which has been carried out having regard to Council Policy Requirements.

Table 2

Consultee	Response	Comment
DFI Roads	No objections	Complies with Policy
PSNI	No objections	Complies with Policy
Translink	More than 20 passengers use this bus stop over the course of a day	Complies with Policy
Local property owners/residents within 50 metre radius of proposed site	16 properties located within 50 metres of proposed location. 5 objections were received.	Complies with Policy

Recommendations

As all policy requirements have been met it is recommended to approve the relocation of the bus shelter to the proposed location at Downpatrick Street, Crossgar.

Report to:	Neighbourhood Services Committee
Date of Meeting:	23 June 2021
Subject:	Provision of Restricted Access Litter Bins
Reporting Officer (Including Job Title):	Peter Whyte, Head of Refuse and Cleansing
Contact Officer (Including Job Title):	Peter Whyte, Head of Refuse and Cleansing

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

For decision	For noting only	✓
1.0	Purpose and Background	
1.1	The purpose of this report is to update member on the provision of 'bird proof' litter bins for the district.	
1.2	Officer are currently undertaking a procurement exercise for the provision of litter bins. Included in the procurement exercise is an option to purchase litter bins to restrict access for animals.	
2.0	Key issues	
2.1	Members have raised concerns about the litter problem created by birds accessing litter bins to forage for food and removing waste material from the litter bins that is then scattered around the proximity of the litter bin.	
2.2	The current procurement exercise for litter bins includes the option for litter bins that will restrict access for animals.	
2.3	It is envisaged that the restricted access litter bins will be ,mainly, placed along the east coast of the district. Likely areas include: <ul style="list-style-type: none"> • Strangford; • Ardglass; • Killough; • Tyrella; • Newcastle; • Annalong; • Kilkeel; • Cranfield; • Greencastle; • Warrenpoint; and • Rostrevor. 	
2.4	The provision of restricted access litter bins will be based on the existing Litter Bin Procedure. As part of their consideration Officers will consider what type of litter bin is most suitable for the specofoc area being assessed.	
3.0	Recommendations	

3.1	Members note the content of this report.
4.0	Resource implications
4.1	A revenue budget of £20,000 is available for the purchase of litter bins.
4.2	Council has requested an additional £40,000 for the purchase of litter bins through the DAERA Emergency Covid Fund.
5.0	Equality and good relations implications
5.1	N/A
6.0	Rural Proofing implications
6.1	N/A
7.0	Appendices
7.1	N/A
8.0	Background Documents
8.1	N/A

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	23 June 2021
Subject:	Refuse Collection Escort Vehicles Update
Reporting Officer:	Peter Whyte, Head of Refuse & Cleansing
Contact Officers:	Tom Daly, Head of Fleet Management Peter Whyte, Head of Refuse & Cleansing

For Decision		For Noting only	X
1.0	Purpose & Background		
1.1	The purpose of this report is to update the Committee on the continued use of escort vehicles in refuse collection. This report should also be considered in the context of the Refuse & Cleansing service recovery plan.		
1.2	Members may recall that as part of the service's COVID-19 contingency arrangements, escort vehicles have been utilised to support the refuse collection service. There are currently thirteen (13) vehicles <3.5T GVW which have been on short-term hire since mid-September 2020; the cost of which has been supported by COVID-19 funding received from DAERA.		
2.0	Key issues		
	<u>Escort Vehicle Requirement</u>		
2.1	The need to continue to use escort vehicles is required due to the continuing COVID-19 pandemic, as well as the subsequent need to maintain social distancing to support infection control and protect the welfare of staff. An escort vehicle arrangement is being provided on twenty-two (22) of the Council's refuse collection rounds (12 in Newry & 10 in Downpatrick). Prior to the short-term hire of these vehicles, demand was absorbed by the Directorate via the standing-down of non-essential building and grounds maintenance services. However, with the recovery of these services in late 2020, these vehicles have ceased to be available.		
	<u>Future Direction of Travel</u>		
2.2	It is assumed the use of escort vehicles will continue given the on-going COVID-19 risks, however the Committee is asked to also note that a timetable for their potential removal is dependent upon future NI Executive decisions in respect of social distancing.		
	<u>Capital Procurement</u>		
2.3	Officers have explored the potential for the capital purchase of vehicles <3.5T GVW to mitigate the on-going revenue commitment for this requirement. However, market research undertaken has identified supply shortages in the small vans market in GB due to a significant increase in demand for home retail since lockdown. This situation is unlikely to change in the short-term.		
2.4	Furthermore, Council approval was recently secured in March 2021 with regards to an overall approach to vehicle replacement and transitioning the fleet in-light of the climate change agenda. Vehicles <3.5T GVW have been identified as early adopters of greener fuel technology with a business case currently being developed to support investing in the necessary EV		

	infrastructure at the Council's depots to support these types of vehicles. This will need to be factored into the future procurement of vehicles <3.5T GVW.
3.0	Decision(s) Required
3.1	Members are asked to: <ul style="list-style-type: none"> Note the contents of the report
4.0	Resource Implications
4.1	There are resource implications for the Committee to consider and which are attached to each of the to the continued use of escort vehicles on a short-term hire basis. The key issue for Members to consider is that the use of escort vehicles is unbudgeted expenditure. To-date the Council has expended approximately £35,000 ¹ on vehicle hire and a further £20,000 ² on additional fuelling costs, the cost of which has been supported by funding received from DAERA.
4.2	Members are asked to further note that DAERA has committed to providing funding for only Q1 2021-22 and is adopting a "wait & see" approach with regards to Q2 2021-21.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p>

¹ £100 p/w x 26 weeks (since mid-September) x 13 vehicles

² 55 litres p/w x £1.10 per litre x 26 weeks x 13 vehicles

	<p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	<ul style="list-style-type: none"> ▪ None
8.0	Background Documents
	<ul style="list-style-type: none"> ▪ None



MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various agenda items which will be considered by the Joint Committee at its forthcoming meeting.

The titles highlighted in blue relate to the various agenda items.

Item 1 - Conflicts of Interest

The Joint Committee are reminded of their personal responsibilities and asked to declare any conflicts of interest that might arise during the meeting.

Item 2 - Apologies

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

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC056 held on 29 April 2021.

Item 4 - Matters Arising

Item 5 - Contracts & Operations Briefing Report

For noting

Services are running well with COVID-19 measures still in place at the various sites. There were a number of rejected of loads.

A review of contract tonnages is provided for information. Some information has been supplied regarding the use of the NWP compost across the arc21 area.

An overview of supplies orders and deliveries is supplied for information.

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



Item 6 - Waste Tonnage Trends

For noting

The graphs show the waste trends for each of the arc21 contracts and Members will be able to see the trends in terms of tonnage delivered and the impact of COVID-19.

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

'IN COMMITTEE' ITEMS - COMMERCIALY CONFIDENTIAL

Item 7 - Minutes of Joint Committee Meeting 056 held on 29 April 2021 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC056 held on 29 April 2021 'in committee'.

Item 8 - Matters Arising

Item 9 - Landfill Tax Scheme Update

For noting

The UK Landfill Tax was first introduced in the UK in 1996 to better reflect the environmental costs of landfilling.

The rate of landfill tax has increased each year, starting with £7 per tonne back in 1996. It is currently £96.70 per tonne, and represents around 85% of the cost of landfilling.

Landfill operators, including councils, use some waste for their own purposes (i.e. to line the cells of their sites). In 2008, a Court ruled that this portion of waste was not "waste" and therefore not subject to Landfill Tax, enabling claims for refunds to be made from HMRC.

Biffa and Alpha Resource Management, the arc21 landfill contractors at that time, submitted their own claims for refunds and the Landfill Tax portion of arc21 councils' waste included in those claims was estimated at c.£1.2M.

The case has been through the whole legal processes since 2008 and the Court of Appeal recently ruled in favour of HMRC and, crucially, denied landfill operators the right to appeal to the Supreme Court.

The Joint Committee is asked to note this report.



Item 10 - Commercially Sensitive Contract & Procurement Issues

For noting

Alpha Resource Management Ltd., service providers for the receipt and disposal of landfill waste for Ards & North Down Borough Council, Belfast City Council and Lisburn & Castlereagh City Council have indicated that they will not seek to enter into an extension with arc21 beyond the current contract expiry of the end of January 2022.

The report provides an overview of gate fee rebate and income share from the Organic Waste Treatment and MRF contracts.

An update is provided on the WEEE and Battery Contracts.

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

Item 11 - Residual Waste Treatment Project

Recommendation for approval

Procurement & Planning - A volume of Further Environmental Information has been prepared and will be submitted to support the planning application. DfI Planning still await a response from DAERA on their consultation on need.

Communications / Marketing - The bidding consortium have been proactive in providing information regarding the project to media outlets. arc21 has reduced its proactive communications following last month's decision to defer any enhanced effort to provide information and context for citizens.

It is recommended that the Joint Committee:

- approve the development of a workshop to hear about residual waste management approaches;
- approve the continuation of the marketing/engagement programme; and
- note the remainder of the report.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

Item 12 - Remote Meetings

Recommendation for approval

Due to the Covid-19 pandemic, the Joint Committee and Audit Committee have had to meet remotely to ensure that Public Health Agency guidance was followed.



The authority to meet remotely is governed by S78 of the Coronavirus Act 2020 and this act became effective on 1 May 2020.

However, the legislation expired on 6 May 2021 and the Assembly has currently made no provision to extend the regulations resulting in the Joint Committee and Audit Committee being required to be “*physically*” present to make decisions.

The Department is working on the introduction of legislative changes to extend powers to operate remotely but, in the meantime, arrangements need to be put in place to enable decisions to be made when meetings are held remotely.

Following advice from Mr C Campbell, our Legal Advisor, it is proposed to amend the Standing Orders to permit the hosting of remote meetings of both the Joint Committee and the Audit Committee to continue. A copy of the updated Standing Orders, with the new Clause 17 added, is attached at Appendix B.

The Joint Committee is asked to agree the changes to the Standing Orders.

Item 13 - Consultation on Extended Producer Responsibility for Packaging

Recommendation for approval

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

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

The “*Consistency in Household & Business Recycling in England*” consultation is not extended to Northern Ireland.

The consultation exercises on extended producer and deposit return scheme closes on 4 June 2021.

The Joint Committee is asked to consider the proposed arc21 first draft of the response to the consultation and provide any comments so that they can be taken into account in the final response.



Item 14 - Consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland

Recommendation for approval

To present the Joint Committee with a proposed arc21 response to Defra's consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland launched on 10 March and closing on 2 June 2021.

The consultation exercise closes on 4 June 2021.

The Joint Committee is asked to consider the proposed arc21 first draft of the response to the consultation and provide any comments so that they can be taken into account in the final response.

Item 15 - DEFRA Consultation on the Draft Policy Statement on Environmental Principles

Recommendation for approval

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

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

The Joint Committee is asked to consider the proposed arc21 draft response to the consultation and provide any comments so that they can be taken into account in the final response.

Item 16 - Waste Management Plan

For noting

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



The Joint Committee is asked to note the approach being adopted by the NI WMP Group and support the approach being used by the arc21 representatives to progress the review of “our” Waste Management Plan.

Item 17 - AOB

Item 18 - Next Meeting Thursday 24 June 2021

CONFIDENTIAL

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 056
MINUTES
Thursday 29 April 2021

Members Present:

Councillor M Goodman
 Councillor A Bennington
 Alderman R Gibson (*Chair*)
 Councillor G Walker
 Councillor F Ferguson
 Councillor M Gregg
 Alderman D Drysdale
 Councillor S Lee
 Councillor D Reid
 Councillor H McKee
 Councillor K Owen

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

Members' Apologies:

Councillor R Kinnear
 Alderman A Carson
 Councillor P McReynolds
 Councillor JJ Magee
 Alderman R Cherry
 Councillor I Friary
 Councillor W Clarke (*Deputy Chair*)

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

Officers Present:

T Walker
 G Craig (*Secretary*)
 H Campbell
 J Green
 K Boal
 M Lavery
 D Lindsay
 N Martin
 B Murray
 J McConnell
 H Moore
 P Thompson
 J McBride

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

Officers' Apologies:

G Girvan
 S Toland

Antrim & Newtownabbey Borough Council
 Belfast City Council

The Chair welcomed all 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 055 held on 25 March 2021

The minutes of the Joint Committee meeting 054 held on 25 March 2021 were agreed.

Action: Agreed

Item 4 - Matters Arising

Page 9 - Mr Craig reported that the end of year accounts were currently being prepared and one thing highlighted each year by the Local Government Auditor was the Declaration of Members Interests forms. He reported that these forms had been circulated to Members and requested that they are completed and returned as quickly as possible, either electronically to george.craig@arc21.org.uk or heather.campbell@arc21.org.uk, or by post to arc21 at Belfast Castle, whichever is most convenient.

Action: Members

Page 9 - Mr Craig advised that a report on the recent Audit Committee meeting would be presented later in the meeting.

Action: Noted

Page 10 - Mr Walker advised that a letter had been drafted to the Chief Executives outlining some of the issues raised at the last meeting on the state of the NI waste management landscape etc. and would work with the Chair on finalising this.

Action: Mr Walker / Chair

Item 5 - Contracts and Operations Briefing Report

Ms Boal presented an overview of the arc21 contracts and supplies orders.

She reported that service across all contracts was being maintained with contractors who were continuing to have COVID-19 preventative measures in place.

She noted that there were four rejected loads delivered to the Organics facility which seemed to be mainly due to collection vehicles not being properly emptied from the previous collection round and therefore it was not the fault of the householder. Concerns were noted by Members and she advised that when such incidents occur officers are reminded to review their protocols in relation to this.

Ms Boal reported that the first impact of COVID-19 on waste tonnages began in March 2020 and direct comparisons against the tonnages received in March 2021 are not therefore always directly comparable. On an annual comparative basis, however, most contracts saw increased tonnages.

She reported that in relation to the residual Landfill Waste Contracts, there had been an increase of 27.4% in March 2021 when compared to March 2020. Overall, when comparing the year 2020/21 to 2019/20 there had been an additional 16,654 tonnes delivered through the contracts leading to a rise of 10.5%. Members raised their concerns regarding this increase, and Ms Boal advised that it was potentially due to the pandemic but that it was an issue which would be monitored closely.

She also reported on issues relating to the increasing cost of compostable caddy liners due to worldwide issues associated with the availability of raw materials. This is also likely to affect some suppliers of bins in the event they do not have a stockpile of raw materials.

Due to a shortage of raw materials, she reported that there had been issues in securing the fixed prices for compostable caddy liners under the framework arrangement that is being utilised. arc21 is therefore currently using the option under the framework arrangement to undertake mini competitions. This will continue until the requests for price changes have been reviewed and agreed by the ESPO framework

In addition, several suppliers of bins and caddies have also notified arc21 of issues caused by a global shortage of raw materials. The main suppliers of bins to arc21 councils, Craemer and MGB Straight (IPL Global) currently have supplies available so there is no immediate effect on prices. Councils, however, have been encouraged to place orders for bins they require as soon as possible to mitigate against any future delays or price increases.

In the event that the ESPO prices for these items cannot be maintained, mini competitions may also be required for these products.

Following discussion, the Joint Committee noted the report.

Action: Noted

Item 6 - Audit Committee Meeting 26 March 2021 Report

Mr Craig provided an update on the business conducted by the Audit Committee at the meeting held on 26 March 2021 and presented a copy of the executive summary providing the detail of the items discussed.

He noted that the local government auditor had made the formal presentation of the Annual Audit Letter at the meeting and reported that the accounts had been certified, once again, without qualification. Mr Craig also took the opportunity to express his personal thanks to the Principal Financial Accountant, Mr Brian McKeown, for delivering this outcome and providing such a high quality of financial management to the organisation which provides the Joint Committee with an independent level of assurance.

Following discussion, the Joint Committee noted the report.

Action: Noted

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

IN COMMITTEE

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

Following discussion on the commercially sensitive matters, the Chair advised members that the meeting would now return to the main agenda but whilst "*in committee*" there were five matters discussed as follows:

Item 7 - Minutes of Joint Committee Meeting 054 held on 25 February 2021 'in committee' **Action: Agreed**

Item 8 - Matters Arising **Action: Noted**

Item 9 - DAERA Covid-19 Waste Management Funding Support	Action: Noted
Item 10 - Crown Commercial Services Framework for Insurance	Action: Agreed
Item 11 - Residual Waste Treatment Project Update	Action: Partly Agreed

The Chair advised Members that the meeting would now come out of the “in committee” process and return to the main agenda, which was agreed. **Action: Agreed**

OUT OF COMMITTEE

Item 12 - Investment Strategy Northern Ireland (ISNI) 2021-2031 - Call for Evidence

Mr Walker presented members with the proposed arc21 response to the Investment Strategy Northern Ireland (ISNI) 2021-2031 - Call for Evidence and members were asked to provide any comments so that the submission could be finalised and released in accordance with the end of April deadline.

He reported that the development and maintenance of a long term ISNI is one of SIB's core statutory responsibilities as set out in the Strategic Investment & Regeneration of Sites (Northern Ireland) Order 2003. The principal objective is to set out a clear framework for future investment in major capital projects across the region in order to assist in their planning, financing, procurement and delivery.

The ISNI is drafted by SIB on behalf of Ministers, working closely with The Executive Office (TEO) and Department of Finance, and with officials from the spending departments. It is one of the Executive's three high level policy documents, published alongside and consistent with the Executive's Programme for Government (PfG) and Budget. It sets out the Executive's plan for capital investment by all departments and arms-length bodies for the 10-years ahead, including transport infrastructure, schools, colleges, health facilities, social housing, water infrastructure and public sector office accommodation.

He reported that the current ISNI programme is coming to an end, and an updated ISNI, covering the period 2021-31, is now being developed by SIB alongside work by TEO to update the Executive's PfG.

As in the past, ISNI is underpinned by extensive research and evidence as well as stakeholder engagement with citizens, statutory, private, and voluntary/third sectors, and with other relevant organisations.

Mr Walker advised that SIB are welcoming views on the development of the next ISNI by asking stakeholders etc. to respond to the Call for Evidence by end of April 2021.

The Joint Committee was asked to consider the proposed arc21 draft response and provide any comments so that they can be taken into account in the final submission.

While Members supported the commentary stressing the existence of an infrastructural deficit, notwithstanding the role of the councils' Waste Management Plans in informing the procurement programme undertaken by arc21, several raised concern regarding the priority given to the Hightown Quarry proposals for Mechanical-Biological Treatment (MBT) and Energy-from-Waste (EfW) facilities as they considered that EfW may not be the only viable solution for residual waste. As the MBT/EfW infrastructure proposals are not universally accepted, Members asked that this is reflected in the response.

It was also suggested that it would be useful to more clearly include arc21 councils' tonnage figures.

Following discussion, it was agreed that Mr Walker is given delegated authority to review the response reflecting the concerns raised by members and work alongside the Chair to finalise the response for submission prior to the deadline.

Action: Mr Walker / Chair

Item 13 - Outreach Report

Mr Walker presented members with a report on recent developments with the Advisory Committee on Packaging (ACP) and the Department for Economy, Circular Economy Coalition.

He reported that the DEFRA ACP had been looking for local government representation on the Committee and an interest had been registered by him on behalf of NI Plc. He reported that as there had been no other volunteers, he had been shortlisted and interviewed and had recently been informed that he had been successful in gaining a seat on the ACP.

Mr Walker also reported on an invitation received from the Minister for the Economy to contribute to a newly formed Circular Economy Coalition (CEC) to get involved with her Department to develop a Circular Economy Strategic Framework (CESF) which will inform upcoming economic, environmental, and social policy development, raise awareness within the private and public sectors as well as the third sector, and identify opportunities to deliver greater circularity in Northern Ireland.

The Coalition is a crucial element in developing a CESF as the Minister considers it will bring insight, knowledge and experience from practitioners and key stakeholders involved in the transition towards a CE and draft Terms of Reference have been developed to reflect this.

Following discussion, the Joint Committee noted Mr Walker's involvement in both the ACP and CEC as outlined.

Action: Noted

Item 13 - AOB

CIWM and IEMA webinars - Mr Walker advised members on a series of webinars being held in May which they may find of interest. These include:

1. a series of events hosted by the Environmental Policy Forum to facilitate how the future governance arrangements set out in the Environment Bill can be implemented to best effect in Northern Ireland; and
2. a series of CIWM webinars regarding the EPR and DRS consultations which Members may find of interest as the consultations will have considerable impact for Councils going forward.

Mr Walker advised that he would circulate the details to the Joint Committee Members accordingly as they may wish to register for the events.

Action: Mr Walker

A Member suggested that as concerns continued to be expressed at the Joint Committee, arc21 consider either adding an agenda item at a future Joint Committee meeting or holding a dedicated session regarding the residual waste project which could address the decision-making and site-selection issues, and also address other potential options. Given the procurement process, it was recognised that this would require legal input.

As this discussion was focused on the suitability and performance of the MBT/EFW infrastructure proposals for the Hightown Quarry site, Members were asked to consider the appropriateness of holding a number of site visits for informative purposes.

Action: arc21

Item 14 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held, once again in a virtual format, on Thursday 27 May 2021 at 10 30am.

Action: Noted

Date: _____

Chairman: _____

Transport Policy Division



The Chief Executive
District Council Offices
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

council@nmandd.org

Room 301
Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB

Tel: (028) 90540510
Email:
blathnaid.mcalorum@infrastructure-ni.gov.uk

Your reference:
Our reference: IN1-19-7989

4th June 2021

Dear Lewis

The Low Road, Newry (Abandonment) Order (Northern Ireland) 2021 – S. R. 2021 No. 148

Please find enclosed a copy of the above mentioned statutory rule and related map for your information.

Yours sincerely

Blathnaid McAlorum

Blathnaid McAlorum
Transport Legislation Branch

ABANDONMENT – The Low Road, Newry

The Department for Infrastructure has made a Statutory Rule entitled "The Low Road, Newry (Abandonment) Order (Northern Ireland) 2021" (S.R. 2021 No. 148) which comes into operation on 8th July 2021.

The effect of the rule is to abandon an area of 548 square metres of former road at U5344 Low Road, Newry.

During the current Covid-19 restrictions, a copy of the Rule may be viewed at DfI offices during office hours (Monday to Friday 9.00 a.m. to 5.00 p.m.) by appointment only. Appointments can be arranged either by email to southernlandsteam@infrastructure-ni.gov.uk or by telephone on 0300 200 7899. The Rule may be viewed online at <http://www.legislation.gov.uk/nisr>





DEPARTMENT FOR INFRASTRUCTURE

Map No. IN1/20/48756 referred to in "The Low Road, Newry (Abandonment) Order (Northern Ireland) 2021" made by the Department on 4th June 2021 and coming into operation on 8th July 2021.

©Based upon the Ordnance Survey map with the Permission of the Director and the Chief Executive.

Crown Copyright

SCALE 1:1250

File Ref:	RAB/586/16
Length	78m
Area	548m ²
OSNI Tile	27602 NW,NE

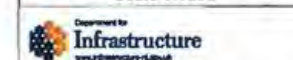
Project
Land Ownership at Forkhill Road
Low Road Newry

Site
Abandonment Drawing

FILE NO.	DESIGNED	DATE
DRAWN	CHECKED	DATE
TRACED	APPROVED	DATE

Drp. No. Revision

Scale 1:1250



Design and Consultancy Services
Southern Division
Marlborough House
Central Way
Craigavon
BT64 1AD

Telephone: 02838 34114
Fax: 02838 341667

STATUTORY RULES OF NORTHERN IRELAND

2021 No. 148

ROADS

The Low Road, Newry (Abandonment) Order (Northern Ireland) 2021

Made - - - - - *4th June 2021*

Coming into operation - *8th July 2021*

The Department for Infrastructure^(a) makes the following Order in exercise of the powers conferred by Article 68(1) and (5) of the Roads (Northern Ireland) Order 1993^(b) and now vested in it^(c).

The Department in accordance with Article 68(4) of that Order proposes to abandon the area of road described in the Schedule as it is not necessary.

Notice has been published, served and displayed in compliance with paragraphs 1, 2 and 3 of Schedule 8 to that Order.

No objection has been received.

Citation and commencement

1. This Order may be cited as The Low Road, Newry (Abandonment) Order (Northern Ireland) 2021 and shall come into operation on 8th July 2021.

Application

2. The area of road described in the Schedule is abandoned.

3.—(1) All existing cables, wires, mains, pipes or other apparatus placed along, across, over or under the abandoned area of road shall be retained.

(2) All existing rights as to the use or maintenance of such cables, wires, mains, pipes or other apparatus shall be preserved.

Sealed with the Official Seal of the Department for Infrastructure on 4th June 2021

(L.S.)

Mary Toner
A senior officer of the Department for Infrastructure

(a) Formerly the Department for Regional Development; see section 1(6) and (11) of, and Schedule 1 to, the Departments Act (Northern Ireland) 2016 (2016 c. 5 (N.I.))

(b) S.I. 1993/3160 (N.I. 15)

(c) S.R. 1999 No. 481 Article 6(d) and Schedule 4 Part IV

SCHEDULE

Article 2

AREA OF ROAD TO BE ABANDONED

An area of 548 square metres of former road at U5344 Low Road, Newry starting at a point 12 metres south of its former junction with Forkhill Road and extending for 78 metres in a southerly direction more particularly delineated and shown hatched and coloured red on map number IN1/20/48756.

A copy of the map has been deposited at the Department's Headquarters, Room 301, Clarence Court, 10-18 Adelaide Street, Belfast; and at the Department's Roads Southern Division, Marlborough House, Central Way, Craigavon.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order abandons the area of road described in the Schedule.

NEIGHBOURHOOD SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		to the December Meeting of the NS Committee			
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.	K Scullion	On hold as part of Neighbourhood Services Review. Carrying out various tenders for Electrical, Plumbing and construction which will have a major effect on policy	N
NS/075/2019	Household Recycling Centres (HRC) Update	To further illustrate changes at the new HRC site at Downpatrick, a HRC competition to be promoted at all primary schools at Downpatrick. Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in procedures of sites at Castlewellan and at Ballynahinch and commencement of Permit System. Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.	L Dinsmore	Completion of HRC Review Phase 2 has been impacted upon by Covid-19 service response. Timetable to be agreed with the NS Committee for the completion of the review	N N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.			N
NEIGHBOURHOOD SERVICES MEETING 19 FEBRUARY 2020					
NS/127/2020	Study visit to Dulkeek EFW Plant	Agreed to visit the Indaver Facility, Duleek, County Meath on Thursday 4 April 2020 and also agreed the proposed programme	L Dinsmore	Postponed due to COVID-19	N
NS/129/2020	Historic Actions Tracking Sheet	Agreed an update report on proposed memory gardens would be brought back to the Neighbourhood Services Committee	K Scullion	In progress - Delayed due to current pandemic priorities	Y
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 JUNE 2020					
NS/168/2020	Business Case – Inspection, Testing and Maintenance of Councils Fire Alarm Systems	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent contractor to inspect, test and maintain Council Fire Alarms throughout	K Scullion	In progress- Tender being prepared	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council premises at recommended intervals ensuring Councils legal compliance.			
NS/169/2020	Business Case – Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and monitor all 45 No. intruder alarm systems in the Council asset register.	K Scullion	In Progress – Tender being prepared	N
NS/171/2020	Bring Sites Review	Note the content of the report and agree to:- <ul style="list-style-type: none"> A reduction in the current number of bottle bank “bring sites” across the District. Future provision to be restricted to the twenty-two (22) sites set-out at Appendix I as circulated. The use of the contractor for the future safety inspection and maintenance of “bring sites” at a cost per annum detailed in the report; and 	L Dinsmore	Redundant sites removed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> To authorise Officials to explore income generation opportunities attached to the disposal of the redundant stock of "bring sites" <p>It was also agreed that when removing the sites, that potential recycling options for Island Park, Newcastle be considered.</p>			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 AUGUST 2020					
NS/170/2020	Notice of Motion – Delivery of small brown food waste bins	<p>Committee agree to the Motion and that Officers undertake necessary research and report back to NS Committee presenting options and costs for consideration and approval.</p> <p>Also that officers look at options both for brown bin caddies and liners and report back to Committee.</p>	L Dinsmore	Report to be considered at August-21 Committee meeting	N
NS/190/2020	Recycling of Mattresses	Agreed to note the content of the report and agree to the recommendations contained at 2.3 and 2.4 of the report in relation to the recycling of mattresses.	L Dinsmore	Business case is not currently viable. Mattresses continue to be receipted into	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				HRCs but are processed via general waste.	
NS/192/2020	Business case for the supply and delivery of biomass wood pellets	Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to proceed to Tender for a Biomass Wood Pellet Supplier for an initial 12-month contract with a view to extending to 24 months.	K Scullion	In progress – Tender being prepared	N
NS/193/2020	Business case for the annual servicing and maintenance of fire fighting equipment in Council buildings	Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to see the appointment, through a tender process, of a competent contractor to inspect, maintain and testing of all Fire Fighting Equipment in Buildings in the Council's asset register.	K Scullion	In progress – Tender being prepared	N
NS/194/2020	Neighbourhood Services Procurement Action Plan	Agreed to note that services will continue "out of contract" until new contracts are awarded and also to approve the recommended Neighbourhood Services	J McBride	In Progress. Quarterly update to be presented.	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Directorate procurement action plan. Also agreed a quarterly update on the Plan would be provided to Committee.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020					
NS/230/2020	Business Case – Provision of new public toilet in Killough	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.	K Scullion	In progress	N
NS/231/2020	Business Case – Provision of Electrical Maintenance and Minor Projects	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor	K Scullion	In progress – Tender being prepared Tender being compiled and finalised	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		electrical works, for a three-year period or up to the maximum value of the overall contract (£450,000). The service to be procured through tender or through use of suitable Framework.			
NS/232/2020	Business Case – Provision of Minor Construction Works	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with Option 3. Option 3 will see the appointment of a minor construction works contractor to complete minor works contracts across the Council for a three-year period or up to the maximum value of the overall contract (£180,000). The service to be procured through tender or through use of a suitable Framework	K Scullion	In progress – Tender being prepared	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/243/2020	Notice of Motion – Green New Deal Strategy	Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future 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.	L Dinsmore	Response received from DAERA Minister and considered by NS Committee. Scoping of the issues delayed by on-going COVID-19 pandemic.	N
NS/246/2020	Fly Tipping Revised Shared Protocol	Agreed the Council now sign up to the Fly Tipping Revised Shared Protocol and review after 12 months	L Dinsmore	Protocol currently with Chairperson's Office for signature	Y
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 15 DECEMBER 2020					
		Household recycling centres permit scheme for private	L Dinsmore	No progress since last	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		operators – expressions of interest be sought now to gauge demand.		Committee Meeting	
NS/270/2020	Business Cases – Pest Control Services across Council facilities	Agreed to accept the findings of the Business Case presented at Appendix 1 of this report. This would see the Council appoint, through a tender process or framework, a suitably competent pest control operator to provide both planned and reactive pest control service for all Council facilities over a three-year period or up to a maximum value of £90,000.	K Scullion	In progress – Tender issued and now being assessed	N
NS/271/2020	Maintenance of Council Public Space CCTV	<p>Agreed to note the content of the report and approve the recommendations as detailed in Section 1.6 of the report.</p> <p>It was also agreed to write to the Justice Minister at Stormont on assistance with the maintenance costs of Council public space CCTV.</p>	<p>K Scullion</p> <p>K Scullion</p>	In progress – Tender being prepared	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 JANUARY 2021					
NS/008/2021	Business Case for the refurbishment of Struell Cemetery Amenity Building	Agreed to note the content of the report and to accept the conclusion of the business case that option 2 be approved. Option 2 would see the appointment, through tender, of a competent contractor to undertake refurbishment works to Struell Cemetery amenity building which was extensively fire damaged in 2020.	K Scullion	In Progress. Tender pack being prepared.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 FEBRUARY 2021					
NS/014/2021	Big District Clean Up	Approval to Officers to develop a scheme, similar to the “Cleaner, Greener Communities Initiative” in 2019, to be implemented later in the year. This would be subject to the easing of COVID-19 Regulations, as well as the availability of the necessary supporting resources. A report to be brought back to a future meeting of the Neighbourhood Services Committee on the detail of the proposed scheme.	L Dinsmore	In Progress	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		It was also agreed that the Council engage with external groups, including Statutory Agencies, to encourage them join in this initiative.		In Progress	N
NS/015/2021	Review of Council Bus Shelter Policy	Agreed to note the content of the report and that Council write to Translink seeking clarification on its programme for delivering bus shelters in this Council area and seeking confirmation that they have a budget available to undertake these works.	K Scullion	Completed	Y
NS/017/2021	Christmas Illuminations and Celebrations Working Group Meeting – 14 January 2021	<p>Agreed to note the content of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 14th January 2021 and to approve the recommendations as set out in Section 1.2 to 1. 6 on the report.</p> <p>Agreed that Killyleagh Street, Crossgar, be added to the list for the provision of potential future Christmas lighting and that officials add this location to the list to bring back to Committee with costings.</p>	K Scullion	In Progress – updated report to NS 23/06/21	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/023/2021	Historic Actions Tracking Sheet	<u>NS/070/2019 – Notice of Motion Memory Gardens</u> Mr Scullion advised this issue had not been progressed due to pressure on staff resources as a result of the pandemic. However it remained on the action sheet as work to be progressed.	K Scullion	Ongoing	Y
		<u>NS/171/2020 – Bring Sites Review</u> Mr Dinsmore confirmed the documentation to seek tenders had been prepared and tender for removal was ready to be sought. Mr Dinsmore added that it was hoped to start to take in Bring Banks by mid-March.	L Dinsmore	Redundant sites removed	Y
NS/025/2021	Business Case for minor works maintenance across Council Play areas	Agreed to note the content of the report and accept the conclusion of the business case that option 3 be approved. Option 3 would see the appointment through tender of a competent contractor or contractors to undertake council wide minor works contract within Council play	K Scullion	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		parks and MUGA'S (costs not exceeding the maximum value per works order as detailed in the report).			
NS/027/2021	Proposed extension to Kilbroney Cemetery	Agreed to note the content of the report and that Committee approve the recommendations within section 1.6 of this report.	K Scullion	In Progress	Y
NS/028/2021	Business case for the supply of feminine hygiene products	Agreed to note the content of the report and approve the findings of the business case presented in that Option three was the preferred option. Option three would see the appointment of a contractor to supply and service feminine hygiene products and similar services in Council facilities for the next 36-month period or up to a maximum value as detailed in the report	K Scullion	Ongoing	N
NS/029/2021	Business case for the provision of as required cleaning services	Agreed to note the content of the report and approve the findings of the business case presented in that Option three was the preferred option. Option three would see the appointment of a competent cleaning contractor to provide "as required" cleaning services for the Councils 31	K Scullion	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Public Toilets, Newry Market and Chapel of Ease, to cover any future staff shortages for the next 12-month period or up to a maximum value as detailed in the report.			
NS/030/2021	Business Case for Maintenance of Council public space CCTV	Agreed to note the content of the report; approve the findings of the business case presented for Town Centre CCTV Repairs and Maintenance and accept Option 3 - to issue a tender for 2 + 1 year to appoint competent CCTV Maintenance Contractor to provide maintenance of Council Public CCTV systems	K Scullion	In Progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – TUESDAY 16 MARCH 2021					
NS/041/2021	Siting of bee hives on former Council landfill at Aughnagun	Agreed to note the content of this report and recommend Council give permission to the Beekeeping organisation to place 6 hives on the former landfill site at Aughnagun, initially for 1 x year subject to: 1.Successful engagement with local residents and on-site gas-	L Dinsmore	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>extraction partner, to support the placing of beehives on the Aughnagun site.</p> <p>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</p> <ul style="list-style-type: none"> - access arrangements to site and to hives - location for hives - communications with Local residents - ongoing review - renewal dates/periods - any potential insurance implications - Strict guidance with respect to attendance on site to be adhered to 			
NS/046/2021	Business Case for the provision of Hire of Building Maintenance and Grounds Maintenance Plant and Machinery	Agreed to note the content of the report and approve the findings of the business case presented in Option three which would see the appointment of suitable hire firm(s) to supply ad hoc plant and machinery for the next 12 month period with	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		an option to extend or up to a maximum value of £80,000.			
NS/047/2021	Business Case for Deep Cleaning of Paved Surfaces in Public Realm Area	Agreed to note the content of the report and approve the business case to procure a contract for the provision of deep cleaning of public realm areas within the District.	P Whyte	In progress	N
NS/048/2021	Business Case for Supply and Delivery of 120L Street Litter Bins	Agreed to note the content of the report and approve the business case to procure a contract for the supply and delivery of 120l street litter bins.	L Dinsmore	In Progress	N
NS/049/2021	Business Cases for the replacement of Medium-Size Chassis Cab Vehicles (Cover Report)	Agreed to note the content of the report and approve the business cases for the replacement of medium-size chasis cab vehicles.	T Daly	In Progress	N
NS/050/2021	Business case for the replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for	Agreed to approve the business case at Appendix II for the replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing	T Daly	In Progress	N

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.			
NS/067/2021	Cleaner, Greener Communities Initiative	<p>Agreed to note the content of this report and approve the following recommendations:-</p> <p>Continue with support to Community Groups to undertake one-off roadside litter collection and Community Clean-ups, where Government Guidance permits.</p> <p>Council to provide assistance as detailed in the report.</p> <p>Litter pick pack to be provided and kept by registered group, comprising 6 no. litter picks (senior) Litterbags 6 sets of gloves</p>	L Dinsmore	<p>In progress.</p> <p>Meeting with KNIB and Council Sustainability Section to be arranged.</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Receipting arrangements to receive wastes at HRC site</p> <p>Mechanical sweep to be arranged for areas as appropriate</p> <p>Promote and signpost to the KNIB Adopt a Spot Scheme</p> <p>those Groups who would like to carry out a number of community clean ups in their area.</p> <p>Council to provide number of litter pickers (10) and brown bin caddies (10) for each of the 101 primary schools in the District to compliment the ongoing schools' education work at schools relating to recycling and protection of the environment.</p> <p>Responsible Dog Ownership to be promoted within schools</p> <p>Agreed that officials email clear guidance to all Councillors with a step by step guide on what needs to be done if organising a community litter pick and</p>		In Progress	<p>N</p> <p>Y</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		relevant contact details for officers.			
NS/068/2021	Refuse Collection Calendars	<p>Agreed to note the content of this report and approve the following recommendations:</p> <p>Officers to arrange for Waste Calendars to be made available and distributed in accordance with the proposed timetable. Detail to be displayed to web-page that calendar was currently being updated and advise householders:</p> <p>(a) no change in their current collection sequence</p> <p>(b) householders who are unsure of their collection sequence to contact Customer Services at 0330 137 4047</p> <p>Also agreed officials investigate the provision of an app for the refuse collection service which would give information such as collection days; delays in collection; recycling</p>	L Dinsmore	Completed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		information etc.			
NS/073/2021	Neighbourhood Services Procurement Action Plan – Quarterly Report	Agreed to:- Approve the progress update report for the period 1 December 2020 – 31 March 2021; Note that services will continue “out of contract” until new contracts are awarded and regularised; and Approve the revised target completion dates as set-out in Appendices I – IV	J McBride	In Progress – updated report to NS Meeting on 23/06/21	Y
NS/074/2021	Business Case for the supply of Vehicle Hire Services	Agreed to note the content of the report and approve the economic appraisal to procure a contract for the supply of vehicle-hire services	T Daly	In Progress	N
NS/076/2021	Public Space CCTV – monitoring and analogue fibre cable services	Agreed to note the content of the report and approve the findings of the business cases presented, that is: Business Case for Town Centre CCTV Monitoring – Approve Option	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		1 - Continue with annual monitoring contract with the named provider for 21 town centre Public Space CCTV cameras for 12-month period under an STA. Business Case for Town Centre CCTV Analogue Fibreoptic lines to link Camera system to Monitoring Centre – Approve Option 1 - Continue with analogue line rental from the named provider pending outcome of review of Public Space CCTV for 12-month period under an STA.			
END					