

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

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**Minutes of Neighbourhood Services Committee Meeting held on Tuesday 17 December 2019 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry**

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**Chair:** Councillor K Owen

**Members:** Councillor T Andrews Councillor D Curran  
Councillor W Clarke Councillor V Harte  
Councillor T Hearty Councillor L Kimmins  
Councillor O Magennis Councillor C Mason  
Councillor K McKevitt Councillor D Taylor  
Councillor J Tinnelly

**Non-Committee Members** Councillor Enright  
Councillor Walker

**Officials in Attendance:** Mr R Moore, Director of Neighbourhood Services  
Mr K Scullion, Assistant Director Facilities Management and Maintenance  
Ms C McAteer, Democratic Services Officer

**NS/101/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillor Stokes and Mr J Parkes, Assistant Director.

The Chairperson wished everyone a happy Christmas and New Year and thanked officers for their assistance to her during the year.

**NS/102/2019: DECLARATIONS OF "CONFLICTS OF INTEREST"**

No declarations of Conflicts of Interest were made.

**NS/103/2019: ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 20 NOVEMBER 2019**

Read: Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 20 November 2019. ***(Circulated)***.

**AGREED:** **On the proposal of Councillor Curran, seconded by Councillor McKevitt, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 20 November 2019 be noted and actions removed as marked.**

In response to a query, Mr Moore advised that an issue regarding target setting for enforcement which had been raised at the Council meeting in December, would be

discussed with the Chairperson of Neighbourhood Services in the first instance and then agree a way forward.

Councillor Andrews congratulated staff on the excellent Christmas lights and tree which had been provided in Crossgar.

**NS/104/2019:            REVIEW OF COUNCIL MUNICIPAL CEMETERY RULES AND REGULATIONS**

Read:                      Report dated 17 December 2019 from Mr K Scullion re: Review of Council Municipal Cemetery Rules and Regulations. The report recommended adoption of the revised Rules and Regulations Booklet as circulated. ***(Circulated)***.

Councillor Tinnelly expressed his concerns in relation to the proposed Council Municipal Cemetery Rules and Regulations and proposed that the recommendations within the report be deferred until the following information had been obtained:-

- A record of triple grave requests received since these cemeteries were opened.
- In percentage terms how much burial ground has been utilised in each of the cemeteries to this point.
- An estimation of when the land may run out.

There was no seconder for this proposal.

Councillor Andrews proposed and Councillor Clarke seconded that the report and recommendation to adopt the revised Rules and Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District be adopted and that Councillor Tinnelly be furnished with the information he had requested.

The proposal was put to a vote by a show of hands and was unanimously agreed.

**AGREED:    On the proposal of Councillor Andrews, seconded by Councillor Clarke it was unanimously agreed to adopt the revised Rules and Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District and that Councillor Tinnelly be furnished with the information he had requested.**

Councillor McKevitt thanked staff for the excellent work done at Monkshill Cemetery in re-aligning grass to footways.

**FOR NOTING**

**NS/105/2019:            LETTER DATED 28 NOVEMBER 2019 FROM NIEA – NEWRY MOURNE & DOWN DISTRICT COUNCIL/FINAL RECONCILIATION 2018/19**

Read:                      Letter dated 28 November 2019 from NIEA – Newry Mourne & Down District Council/Final Reconciliation 2018/19 – The Landfill

Allowance Scheme (NI) Regulations 2004 (as amended) 14<sup>th</sup> Scheme Year 2019/2020. (*Circulated*).

**AGREED:** It was unanimously agreed to note the above report.

**NS/106/2019:** **LETTER DATED 9 DECEMBER 2019 FROM NIEA – AGENCY’S APPROACH TO TACKLING ILLEGAL WASTE DISPOSAL INCLUDING THE ILLEGAL DISPOSAL OF WASTE TYRES**

Read: Letter dated 9 December 2019 from NIEA – Agency’s approach to tackling illegal waste disposal including the illegal disposal of waste tyres (*Circulated*).

**AGREED:** On the proposal of Councillor Clarke, seconded by Councillor Andrews, it was agreed to note that Mark Cherry, Enforcement Branch, NIEA, would attend the NS Meeting to be held on 22 January 2020 to discuss illegal waste issues.

**NS/107/2019:** **Arc21 JOINT COMMITTEE MINUTES – 31 OCTOBER 2019**

Read: Arc21 Joint Committee Minutes – 31 October 2019 (*Circulated*).

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Curran, it was agreed to note the above Minutes.

**NS/108/2019:** **Arc21 Members’ Monthly Bulletin – 5 December 2019**

Read: Arc21 Members’ Monthly Bulletin – 5 December 2019 (*Circulated*).

**AGREED:** On the proposal of Councillor Taylor, seconded by Councillor Clarke, it was agreed to note the above Bulletin.

**NS/109/2019:** **HISTORIC ACTIONS TRACKING SHEET**

Read: Historic Actions Tracking Sheet (*Circulated*)

Councillor Tinnelly referred to page 4 of the report re: Memory Gardens. He asked that it be put on record that he was not happy with the way his Notice of Motion had been progressed. He said the Motion had been taken through the Neighbourhood Services Committee and the outcome ratified by Council. It had then been diverted off through the Equality and Good Relations Forum and work on it’s progress had been halted by this Forum.

Mr Moore advised there were sensitivities in relation to naming and memorials and the Council had a process for dealing with these issues. He said he hoped issues around the proposal Memory Gardens could be resolved at the next meeting of the Forum.

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Tinnelly, it was agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee be noted and actions removed as marked.

### **EXEMPT INFORMATION ITEMS**

#### **ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014**

Items 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 and 20 are deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 – information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

**On the proposal of Councillor Hearty, seconded by Councillor Kimmins, it was agreed to exclude the public and press from the meeting during discussion on these items.**

**NS/110/2019: BUSINESS CASE FOR THE APPOINTMENT OF CONTRACTOR TO UNDERTAKE LEGIONELLA CONTROL MEASURES**

Read: Business case for the appointment of Contractor to undertake Legionella Control Measures (*Circulated*).

**NS/111/2019: BUSINESS CASE FOR THE APPOINTMENT OF A CONTRACTOR TO UNDERTAKE ASBESTOS CONTROL MEASURES**

Read: Business case for the appointment of a Contractor to undertake Asbestos Control Measures (*Circulated*).

**NS/112/2019: BUSINESS CASE FOR THE PROVISION OF COUNCIL WIDE SERVICE CONTRACTS FOR ALL COUNCIL PREMISES**

Read: Business case for the provision of Council wide service contracts for all Council premises (*Circulated*).

**NS/113/2019: BUSINESS CASE FOR THE PURCHASE OF SMALL SCALE MACHINERY FOR GROUNDS MAINTENANCE**

Read: Business case for the purchase of small scale machinery for grounds maintenance (*Circulated*).

**NS/114/2019: BUSINESS CASE FOR THE PURCHASE OF NEW INDUSTRIAL HEAVY GRADE TRACTOR AND SIDE ARM FLAIL/CUTTING UNIT FOR GROUNDS MAINTENANCE AT VARIOUS LOCATIONS**

Read: Business case for the purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations ***(Circulated)***.

**NS/115/2019: BUSINESS CASE FOR THE PURCHASE OF 2 NEW INDUSTRIAL GRADE TRACTORS FOR GROUNDS MAINTENANCE FOR VARIOUS LOCATIONS DISTRICT WIDE**

Read: Business case for the purchase of 2 new industrial grade tractors for grounds maintenance for various locations district wide ***(Circulated)***.

**NS/116/2019: BUSINESS CASE FOR APPROVAL TO TENDER FOR EXTERNAL UNDER-VEHICLE WASH SERVICE FOR FLEET**

Read: Business case for approval to tender for external under-vehicle wash service for fleet ***(Circulated)***.

**NS/117/2019: FLEET REPLACEMENT (CAPITAL) UPDATE**

Read: Business case for fleet replacement (Capital) update ***(Circulated)***.

**NS/118/2019: BUSINESS CASE FOR REPLACEMENT OF GANTRY VEHICLE WASH – GREENBANK DEPOT NEWRY**

Read: Business case for replacement of gantry vehicle wash – Greenbank Depot Newry. ***(Circulated)***.

**NS/119/2019: REVIEW OF “BRING SITES” ACROSS THE DISTRICT**

Read: Business case to review “Bring Sites” across the District ***(Circulated)***.

**NS/121/2019: IN COMMITTEE ITEMS Arc21 JOINT COMMITTEE 31 OCTOBER 2019**

Read: In Committee Items Arc21 Joint Committee 31 October 2019 ***(Circulated)***.

Councillor McKeivitt proposed and Councillor Clarke, seconded to come out of closed session.

When the Committee was out of closed session the Chairman reported the following had been agreed:-

Item 10 – Business Case for the appointment of a contractor to undertake Legionella Control Measures

**AGREED:** On the proposal of Councillor Magennis, seconded by Councillor Kimmins, it was agreed to note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 be chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Councils Legionella Management Control Scheme for a three-year period.

Item 11 – Business Case for the appointment of a contractor to undertake Asbestos Control Measures

**AGREED:** On the proposal of Councillor Andrews seconded by Councillor Clarke, it was agreed to note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 1 be chosen as the preferred option. Option 1 would see the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Councils Asbestos Management Plan for a three-year period.

Item 12 – Business Case for the provision of Council Wide Service Contracts for all Council premises

**AGREED:** On the proposal of Councillor Taylor, seconded by Councillor Clarke, it was agreed to note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the Facilities Management Section organising corporate wide maintenance and servicing of all services within all Council premises.

Item 13 – Business Case for the purchase of small scale machinery for Grounds Maintenance

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor McKevitt, it was agreed to note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the procurement through tender of a range of small scale machinery to the value of £150,000.

At the request of Councillor Andrews it was also agreed Officials investigate and report back on his query if machinery could be used to deal with dog fouling on footpaths.

Item 14 – Business Case for the purchase of new industrial heavy grade tractor and side arm/flail/cutting unit for Grounds Maintenance at various locations

**AGREED:** On the proposal of Councillor Clarke, seconded by Councillor Hearty, it was agreed to note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the procurement through tender of an industrial heavy grade tractor & side arm flail / cutting unit.

Item 15 – Business Case for the purchase of 2 new industrial grade tractors for Grounds Maintenance for various locations District wide

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Taylor, it was agreed to note the content of the report dated 17 December 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 4 was chosen as the preferred option. Option 4 would see the procurement through tender of two industrial tractors to replace existing tractors which were beyond their useful life.

Item 16 – Business Case for approval to tender for external under-vehicle wash service for fleet

**AGREED:** On the proposal of Councillor Taylor, seconded by Councillor McKevitt, it was agreed to note the content of the report dated 17 December 2019 and for Council to give approval to Fleet to test the market through a tendering exercise with a view to appointing one or more suppliers to provide under-vehicle washing operations for the Council's fleet.

Item 17 – Fleet replacement (Capital) update

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to note the content of the report dated 17 December 2019 and that Council approve the revised forecasted spend within the Capital Spend Budget, as detailed in Appendix 1 circulated at the Meeting and also that Officers develop a Fleet Transition Strategy in consultation with other relevant organisations. Officers continue to consider alternatives prior to completion of the Strategy.

It was also recommended that the hired small refuse vehicle (MacPac) be retained for a period of 12 months or until such times as the route remeasurement exercise was completed.

Item 18 – Business Case for replacement of Gantry Vehicle Wash – Greenbank Depot Newry

**AGREED:** On the proposal of Councillor McKevitt, seconded by Councillor Hearty, it was agreed to note the content of the report dated 17 December 2019 and that Council approve the replacement of the existing gantry wash unit with a similar automatic wash system at an estimated cost of £95,000.

Item 19 – Review of “Bring Sites” across the Council District

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor McKevitt, it was agreed to note the content of the report dated 17 December 2019 and that the Council grant approval to Council to undertake a review regarding the current provision of the bring-sites currently provided by the Council. The review to examine:

- Current usage at bring-site locations
- Cost benefits associated with provision of bring-site locations
- Options for repositioning of bring-banks
- Options for income-generation and licence considerations
- Maintenance costs
- Potential contractual issues
- Disposal options for any redundant stock

The review would consider removal of the banks which were not at the designated household recycling centres.

Item 20 – In Committee Items from Arc21 Joint Committee Minutes – 31 October 2019

**AGREED:** On the proposal of Councillor Hearty, seconded by Councillor Clarke, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 31 October 2019.

There being no further business the meeting ended at 7.05 pm.

For adoption at the Council Meeting to be held on Monday 6 January 2020.

**Signed:** Councillor Owen  
Chairperson of Neighbourhood Services Committee

**Signed:** Mr R Moore  
Director of Neighbourhood Services