

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Neighbourhood Services Committee Meeting held on Wednesday 23 October 2019 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Chair: Councillor G Hanna (Acting)
Councillor K Owen

Deputy Chair: Councillor G Stokes

Members:

Councillor T Andrews	Councillor D Curran
Councillor W Clarke	Councillor V Harte
Councillor T Hearty	Councillor L Kimmins
Councillor O Magennis	Councillor G Malone
Councillor H McKee	Councillor D Taylor
Councillor J Tinnelly	

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

NS/067/2019: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor McKeivitt.

Councillor Hanna introduced Councillor Owen and advised she was the new DUP Councillor who was replacing Councillor Harvey and would be chairing the Committee from next month.

NS/068/2019: DECLARATIONS OF "CONFLICTS OF INTEREST"

Councillor Clarke, Hanna and McKee declared an interest in Minute NS/084/2019 - Report on Mutual Granting of Easement for visibility splays at Daisy Hill, Newry as Members of the Planning Committee and withdrew from the discussion/decision.

NS/069/2019: ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON TUESDAY 19 SEPTEMBER 2019

Read: Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 19 September 2019. ***(Circulated)***

AGREED: **On the proposal of Councillor Curran, seconded by Councillor Andrews, it was agreed the Action Sheet of the**

**Neighbourhood Services Committee Meeting held on Tuesday
19 September 2019 be noted and actions removed as marked.**

Issues raised

- Councillor McKee referred to the sustainable Christmas tree project and said that a sustainable tree be provided as part of the Environmental Improvement Scheme at Annalong. Officers advised this project was being delivered through ERT colleagues.

FOR CONSIDERATION AND/OR DECISION

NS/070/2019: NOTICE OF MOTION

The following Notice of Motion came forward for consideration in the name of Councillor Tinnelly:-

“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.”

Councillor Tinnelly formally proposed and Councillor Clarke seconded the Notice of Motion and in doing so spoke on this very emotive issue and the need for a peaceful, quiet space where someone who had lost a child could come to terms with their loss.

Read: Report dated 23 October 2019 from Mr A Mallon, Head of Maintenance, re: proposed Memorial Gardens landscape scheme. ***(Circulated)***.

AGREED: On the proposal of Councillor Tinnelly, seconded by Councillor Clarke it was agreed to 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.

Mr Scullion advised a further report would be brought back to the December Meeting of the Neighbourhood Services Committee.

NS/071/2019: REPORT ON MEMORANDUM OF UNDERSTANDING PARTNERING ARRANGEMENTS FOR THE REMOVAL OF SNOW AND ICE FROM TOWN CENTRE FOOTWAYS AND PEDESTRIAN AREAS

Read: Report dated 23 October 2019 from Mr R Moore, Director Neighbourhood Services, regarding Memorandum of Understanding partnering arrangements for the removal of snow and ice from town centre footways and pedestrian areas.
(Circulated)

AGREED: On the proposal of Councillor Clarke, seconded by Councillor Stokes, it was agreed to review the Agreement and Schedule of the Memorandum of Understanding Partnering Arrangements for the Removal of Snow and Ice from Town Centre Footways and Pedestrian areas during prolonged winter weather and the Agreement would be extended for a further 12 months in accordance with the "Scope of the Agreement" Clause 3 and Appendix 1 as amended.

It was also agreed officials meet with representatives from Dfi to review the priority list of locations, with a view to adding towns/villages that had increased in population and other relevant factors and also to raise the provision of grit to local communities by Dfi, for spreading themselves, in extreme weather situations.

NEIGHBOURHOOD SERVICES

NS/072/2019: REPORT ON NEIGHBOURHOOD TRANSFORMATION PROJECT

Read: Report dated 23 October 2019 from Mr R Moore, Director Neighbourhood Services regarding Neighbourhood Services Transformation Project *(Circulated)*

AGREED: On the proposal of Councillor Andrews, seconded by Councillor McKee, it was agreed to approve the Action Sheet of the Neighbourhood Services Working Group held on 17 September 2019.

FACILITIES MANAGEMENT & MAINTENANCE

NS/073/2019: REPORT ON PROPOSED PROPERTY MAINTENANCE POLICY AND STRATEGY 2019 TO 2023

Read: Report dated 23 October 2019 from Mr K Scullion, Assistant Director, Facilities Management & Maintenance Department,

regarding proposed Maintenance Policy and Strategy 2019 to 2023. *(Circulated)*

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Curran, it was agreed as follows:

- 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.

During discussions the following issues were raised and responded to:-

- Where possible the development of the Strategy to be undertaken using in-house resources.
- The Schedule also to deal with maintenance for Council owned rights-of-way.
- The Schedule also to deal with maintenance of Council owned street furniture such as fences, bins, seats.

NS/074/2019: REPORT ON PROVISION OF NEW BUS SHELTER IN JONESBOROUGH VILLAGE:

Read: Report dated 23 October 2019 from Mr Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department regarding provision of new bus shelter in Jonesborough Village. *(Circulated)*

AGREED: On the proposal of Councillor Hearty, seconded by Councillor Magennis, it was agreed Council remove the bus shelter located at the junction of Finnegans Road and Edenappa Road, Jonesborough, and replace it with a Council cantilever type bus shelter with the addition of two side panels and a seat.

AGREED: At the request of Councillor Harte it was agreed Officials investigate the removal of the stone wall sides of the bus shelter on the Old Warrenpoint Road, Newry and their replacement with transparent side panels.

(Councillor Stokes and Councillor Taylor left the meeting – 6.45 pm).

WASTE MANAGEMENT

NS/075/2019: REPORT ON HOUSEHOLD RECYCLING CENTRES (HRC) UPDATE:

Read: Report dated 23 October 2019 from Mr Joe Parkes, Assistant Director, Waste Management, regarding household recycling centres (HRC) update. *(Circulated)*

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor Hearty, it was agreed to approve the following:-**

1. **Implementation of HRC sites continue as planned:**
 - **Official opening for new site**
 - **Extension of entrance procedures to sites at Castlewellan and Ballynahinch**
 - **Introduction of Permit system**
 - **Refreshment of site signage**
 - **To further illustrate changes at the new HRC site at Downpatrick, an HRC competition to be promoted at all primary schools at Downpatrick.**
 - **The success of the competition to be reviewed with proposal to run similar at both Castlewellan and Ballynahinch if deemed worthwhile.**
2. **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.**
3. **Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.**
4. **Translations to be sought for recommended languages relating to communities recommended by Projects Co-Ordinator (Diversity and Inclusion).**
5. **Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.**

AGREED: **It was also agreed Officers review the wording in relation to the Site Permit System to allow all domestic property owners to access the HRC sites with double axle trailers rather than single axle trailers.**

NS/076/2019: REPORT ON ILLEGAL TYRE DISPOSAL

Read: Report dated 23 October 2019 from Mr Joe Parkes, Assistant Director, Waste Management, regarding illegal tyre disposal *(Circulated)*

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to endorse and support the interagency groups in addressing illegal fly tipping of tyres and the use of them on bonfires.**

AGREED: **It was also agreed to invite representatives from NIEA to a future meeting of the NS Committee to discuss issues relating to fly tipping and in particular illegal tyre disposal.**

(Councillor Harte, Hearty and Magennis left the meeting – 7.10 pm).

NS/077/2019: REPORT ON ENFORCEMENT IMPROVEMENT PLAN UPDATE

Read: Report dated 23 October 2019 from Mr Joe Parkes, Assistant Director Waste Management re Enforcement Improvement Plan update. *(Circulated)*,

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to note and endorse the Enforcement Plan Update and to agree to the Council taking part in the Dogs Trust Partnership Award 2019/2020.**

In response to a query regarding a review of the provision and siting of litter and dog waste bins, Mr Parkes said this would fall within the remit of the Litter Bin Policy which would be coming back to Committee for consideration.

NS/078/2019: REPORT ON FLY TIPPING REVISED SHARED PROTOCOL

Read: Report dated 23 October 2019 from Mr Joe Parkes, Assistant Director, Waste Management. *(Circulated)*

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor McKee, it was agreed to approve the proposed Fly Tipping Protocol between the Council and the NIEA subject to the following:-**

- **The Technical Advisory Group (TAG) be consulted to ensure a uniform approach and reply from the 11 Councils.**
- **The Agreement to be reviewed at the end of a 12-month period as provided for in the Agreement.**

The Protocol would also commence amendments to the Waste Contaminated Land (Amendment) Act (Northern Ireland) 2011, with a Commencement Order scheduled to be implemented end-February 2020 therefore:

- **Officers from relevant Departments meet to review the operational arrangements and responsibilities arising from the commencement of the Order. This would involve a number of Directorates across the Council.**

NS/079/2019: COUNCIL STRATEGIC WASTE MANAGEMENT ARRANGEMENT UPDATE

Read: Report dated 23 October 2019 from Mr R Moore, Director of Neighbourhood Services re: Council Strategic Waste Management arrangement update *(Circulated)*

AGREED: **On the proposal of Councillor Clarke, seconded by Councillor Curran, it was agreed to note the contents of this report and to**

endorse the actions of Officers to date and to receive future updates in due course.

NS/080/2019: ACTION SHEET FROM STRATEGIC WASTE WORKING GROUP 20 MARCH 2019

Read: Action Sheet from Strategic Waste Working Group 20 March 2019 (*Circulated*).

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to approve the Action Sheet from the Strategic Waste Working Group Meeting held on 20 March 2019.

FOR NOTING

NS/081/2019: Arc21 JOINT COMMITTEE MINUTES 15 AUGUST 2019

Read: Report of Arc21 Joint Committee Meeting (No.43), held on Thursday 15 August 2019. (*Circulated*)

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to note the above Report.

NS/082/2019: ARC21 MEMBERS MONTHLY BULLETIN - SEPTEMBER 2019

Read: Arc21 Members Monthly Bulletin – 26 September 2019. (*Circulated*)

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to note the Arc21 Members Monthly Bulletin – 26 September 2019.

EXEMPT INFORMATION ITEMS

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

Items 17, 18 and 19 were 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 Andrews, seconded by Councillor Clarke, it was agreed to exclude the public and press from the meeting during discussion on these items.

NS/083/2019: IN COMMITTEE ITEMS FROM Arc21 JOINT COMMITTEE MINUTES 15 AUGUST 2019

Read: In Committee items from Arc21 Joint Committee Minutes – 15 August 2019. *(Circulated)*.

NS/084/2019: REPORT ON MUTUAL GRANTING OF EASEMENT FOR VISIBILITY SPLAYS AT DAISY HILL, NEWRY

NOTED: It was unanimously agreed Councillor Andrews Chair the meeting for discussion on this item as Councillor Hanna had declared an interest as a Member of the Planning Committee and had withdrawn from the discussion/decision.

Read: Report dated 23 October 2019 from Mr K Scullion re: mutual granting of easement for visibility splays at Daisy Hill, Newry. *(Circulated)*.

NOTED: Councillor Clarke, Hanna and McKee declared an interest in this item as Members of the Planning Committee and withdrew from the discussion/decision.

NS/085/2019: BUSINESS CASE FOR DEVELOPMENT OF CAR PARK AT STRANGFORD ROAD DEPOT, DOWNPATRICK

Noted: Councillor Hanna resumed Chairing the Meeting.

Read: Report dated 23 October 2019 from Mr K Scullion re: business case for the development of a car park at Strangford Road Depot, Downpatrick. *(Circulated)*.

Councillor Andrews proposed and Councillor Kimmins seconded to come out of closed session.

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

Item 17 – In Committee Items from Arc21 Joint Committee Minutes – 15 August 2019

On the proposal of Councillor McKee, seconded by Councillor Curran, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 15 August 2019.

Item 18 – Mutual granting of easement for visibility splays at Daisy Hill, Newry

The Chairman, Councillor Hanna, reported Councillor Clarke, Councillor McKee and himself had declared an interest in this item as Members of the Planning Committee and had withdrawn from the discussion/decision.

On the proposal of Councillor Andrews, seconded by Councillor Curran, it was agreed to note the content of the report dated 23 October 2019 and that the Council grant an easement of visibility splay for an adjacent landowner for their property located adjacent to Council property at Daisy Hill, Newry, subject to the landowner granting the Council an easement of visibility splay for its property at Daisy Hill, Newry.

Item 19 – Business Case for development of car park at Strangford Road Depot, Downpatrick

On the proposal of Councillor Andrews, seconded by Councillor Curran, it was agreed to note the content of the report dated 17 September 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 appointment, through a tender process, of a competent contractor to develop a car park facility at the Council's depot site in Downpatrick in accordance with agreed planning approval. It would also see a licence agreement set up for the provision of off-site parking for staff vehicles pending completion of construction phase of car park.**
- **Current Capital budget for works was £100,000 and this will be reviewed as part of Rates Estimates Process. If project was to proceed it was intended that works would begin in the current Financial year 2019/20. Permission is sought to bring part of this agreed capital spend forward into this current year for works completed in 2019/20 and to increase capital provision to complete the project to £152,070 as part of rates estimates process.**
- **That the replacement of Strangford Road Depot should be considered through the Strategic Project Working Group.**

There being no further business the meeting ended at 8.00 pm.

For adoption at the Council Meeting to be held on Monday 4 November 2019.

**Signed: Councillor Hanna
(Acting) Chairperson of Neighbourhood Services Committee**

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