

Notice Of Meeting

You are requested to attend the meeting to be held on Tuesday, 19th September 2023 at 6:00 pm in Boardroom Monaghan Row.

Committee Membership 2023 - 2024

Councillor T Andrews **Chairperson**

Councillor W Clarke **Deputy Chairperson**

Councillor D Finn

Councillor J Jackson

Councillor G Kearns

Councillor T Kelly

Councillor M Larkin

Councillor O Magennis

Councillor L McEvoy

Councillor K Murphy

Councillor H Reilly

Councillor M Rice

Councillor M Savage

Councillor D Taylor

Councillor J Truesdale

Agenda

1.0 Introduction and Apologies

2.0 Declaration of Interest

3.0 Action Sheet arising from Sustainability & Environment Committee Meeting held on 22 August 2023

[Final SE Action Sheet - 22 August 2023.pdf](#)

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For Consideration and/or Decision

4.0 Report on Notice of Motion in relation to the establishment of a disabled users forum and other matters. (Attached)

[SE Committee SEpt 2023 - Report on Notice of Motion by Councillor Clarke.pdf](#)

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5.0 Newry Mourne and Down Active Travel Masterplan Updates to Council and Shared Footway/Cycleway route development at Dundrum/Murlough

[NMD Active Travel Programme.pdf](#)

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[DFI - Dundrum to Murlough.pdf](#)

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[DFI - Dundrum to Murlough Mapping.pdf](#)

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6.0 Memorandum of understanding partnering arrangements for the removal of snow and ice from town centre footways and pedestrian areas

[Report MoU Dfi and Council re snow and ice.pdf](#)

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[Appendix 1 Dfi MoU NMD.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

7.0 Update on New Service Provision Tender Process

This item is 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 and the public may, by resolution, be excluded during this item of business.

 *Update on NSP Tender Process.pdf*

Not included

8.0 Purchase of a New Council Boat for Aquatic Grounds Maintenance at Various Locations District Wide

This item is 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.

 *Report Business Case for Replacement Boat Aug 23.pdf*

Not included

 *Full Business Case Template Boat Aug 23 (002).pdf*

Not included

 *Appendix 1 - Potential Boat Unit - BERKY NEREUS 240 AMPHI_Salesfolder_EN.pdf*

Not included

9.0 Purchase of New Tractors & Cutting Machinery for Grounds Maintenance at Various Locations District Wide

 *Report Business Case for Replacement New Tractor Machinery.pdf*

Not included

 *Full Business Case Template Purchase of New Tractors Cutting Machinery for Grounds Maintenance at Various Locations District Wide.pdf*

Not included

 *Appendix 8 Sample photos.pdf*

Not included

10.0 Business Case for the use of a suitable supply framework to facilitate the use of fuel cards

This item is 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.

 *SE Committee Report - Use of supply framework for fuel cards - Cover report 19.09.23.pdf*


Not included

 *Appendix 1 - Full Business Case Fuel cards 2023.pdf*

Not included

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

11.0 Arc21 Joint Committee Members' Monthly Bulletin held on 31 August 2023. (Attached)

 *ARC21 - 31Aug23-JC MembersBulletin.pdf*

Not included

12.0 Arc 21 Joint Committee Meeting in Committee Minutes of Thursday 29 June 2023. (Attached)

📄 *ARC21 - 31Aug23-Item6-JC InCommMinutes29June23.F.pdf*

Not included

For Noting

13.0 Review of 2023 Summer Season Cleansing

📄 *SE Committee Report - Review of 2023 Summer Season Cleansing 19 09 23.pdf*

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14.0 Review of Bus Shelter requests being actioned by Council

📄 *Report - Review of Bus Shelter requests being actioned by Council.pdf*

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15.0 Update on Municipal Cemetery Development Projects

📄 *Report - Update on Cemetery Development Works.pdf*

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16.0 Sustainable Foods Update

📄 *SE Committee Sustainable Foods Update Sept 23.pdf*

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17.0 'FASTER' EV Project Update

📄 *SE Report FASTER 19.9.23.pdf*

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18.0 Update on Development of a Sustainability & Climate Change Strategy and Annual Action Plans

📄 *SE Report Sustainability and Climate Change Strategy 19.9.23.pdf*

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19.0 Arc21 Joint Committee Meeting Minutes of Thursday 29 June 2023. (Attached).

📄 *ARC21 - 31Aug23-Item4-JC Minutes29June23.F.pdf*

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Invitees

- Cllr Terry Andrews
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- Cllr Callum Bowsie
-
- Cllr Jim Brennan
-
- Cllr Pete Byrne
-
- Cllr Philip Campbell
-
- Mr Andrew Cassells
-
- Cllr William Clarke
-
- Mrs Linda Cummins
-
- Cllr Laura Devlin
-
- Ms Louise Dillon
-
- Cllr Cadogan Enright
-
- Cllr Doire Finn
-
- Cllr Aoife Finnegan
-
- Ms Joanne Fleming
-
- Cllr Conor Galbraith
-
- Cllr Mark Gibbons
-
- Cllr Oonagh Hanlon
-
- Cllr Glyn Hanna
-
- Cllr Valerie Harte
-
- Cllr Roisin Howell
-
- Ms Catherine Hughes
-
- Cllr Jonathan Jackson
-
- Cllr Geraldine Kearns
-
- Miss Veronica Keegan
-
- Mrs Josephine Kelly
-
- Cllr Tierna Kelly
-
- Mrs Sheila Kieran
-
- Cllr Cathal King
-
- Cllr Mickey Larkin
-
- Cllr David Lee-Surginor
-
- Cllr Alan Lewis
-
- Cllr Oonagh Magennis
-
- Mr Conor Mallon
-
- Aidan Mallon
-
- Cllr Aidan Mathers
-
- Cllr Declan McAteer
-
- Cllr Leeanne McEvoy
-
- Cllr Andrew McMurray
-
- Cllr Declan Murphy
-
- Sinead Murphy
-
- Cllr Kate Murphy
-
- Cllr Selina Murphy
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Cllr Siobhan O'Hare
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Cllr Áine Quinn
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Mr Brian Rankin
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Cllr Henry Reilly
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Cllr Michael Rice
.....
Cllr Michael Ruane
.....
Cllr Michael Savage
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Cllr Gareth Sharvin
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Donna Starkey
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Sarah Taggart
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr Jill Truesdale
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Mrs Marie Ward
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ACTION SHEET ARISING FROM SE MEETING HELD ON 22 AUGUST 2023

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/075/2022	Feasibility Study for Community Social Farm	Mr Devlin stated that officers were currently looking at the feasibility of the project at this stage and he would circulate further information to Members in order to provide more background on the initiative and level of funding required.	E Devlin	Ongoing	N
		It was agreed to approve Officers procuring an initial feasibility study for development of a social farm on identified land at Castlewellan Forest park. Scope of the study will be to provide a general report for consideration of need and community support for a farm facility on council land.	E Devlin	Ongoing	N
AHC/076/2022	Edible Landscapes 'We can grow' Pilot Programme	It was agreed to increase the scope of the scheme to have 6 community projects in order that each DEA would benefit from one of the schemes.	E Devlin	Ongoing	N
		It was agreed to approve officers procuring one or more horticultural contractors to supply and deliver 6 community projects with follow up support for one growing season.	E Devlin		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
EXEMPT INFORMATION ITEMS					
SE/071/2023	Report re. Upgrade to Public Space CCTV Systems	It was agreed to note the report and associated correspondence from PSNI and approve the findings of the Business Case presented at S&E Committee on 21st June 2023	G Kane	Ongoing consultation with PNSI	N
SE/072/2023	Business Case for Refurbishment and Upgrade to Public Conveniences, Newcastle and Installation of Changing Place Facility	It was agreed to proceed with Option 5 of the officer's report i.e. Upgrade to Donard Park and Central Promenade Public Toilet facilities in Newcastle. Refurbishment of public toilets at Downs Road, Newcastle together with the installation of a Changing Places facility was also agreed	G Kane	Ongoing	N
FOR NOTING					
SE/82/2023	Historical Action Sheet	It was agreed the Historic Actions Tracking Sheet of the Sustainability and Environment Committee Meetings be noted and actions removed as marked.	DSO	NOTED	
END					

Report to:	Sustainability and Environment Committee
Date of Meeting:	19 September 2023
Subject:	Report on Notice of Motion in relation to the establishment of a disabled users forum and other matters.
Reporting Officer:	Andrew Cassells, Director of Sustainability & Environment
Contact Officer:	Andrew Cassells, Director of Sustainability & Environment

	For Decision	X	For Noting Only	
1.0	Purpose & Background			
1.1	The purpose of this report is to facilitate discussion on the Notice of Motion received from Councillor Clarke as deferred from the Council Meeting of 4 September 2023 concerning the establishment of a disabled users forum and other matters.			
2.0	Key Issues			
2.1	<p>At the Council Meeting of Monday 4 September 2023, the following Notice of Motion was tabled by Councillor Clarke; at the Council Meeting it was agreed that this be referred to the Sustainability and Environment Committee;</p> <p>The following Notice of Motion was received from Councillor Willie Clarke:</p> <p>“That this Council recognises the importance of ensuring that the district’s tourist attractions, services and products are fully accessible for all.</p> <p>Will establish a disabled users forum to proactively engage with local residents & organisations who experience accessibility issues in the district to hear first-hand how they experience council facilities and local attractions.</p> <p>All Council facilities and promotional material will clearly display a list of local changing places and accessible facilities in the district.</p> <p>All Council employees will be made aware of changing places, units and accessible features within council facilities.</p> <p>Furthermore, when an event is applied for that it includes the use of portable toilet facilities a mobile changing places unit must be provided also”.</p> <p>The Motion was seconded by Councillor Oonagh Hanlon.</p>			

2.2	<p>There are a number of key and inter-related elements contained within the Motion which may be summarised as follows:</p> <ol style="list-style-type: none"> 1. Accessibility for all to tourist attractions, services, and products 2. The establishment of a Disabled Users Forum 3. Providing information on the location of Changing Places and accessible facilities 4. Provision of a mobile Changing Places facility for events 						
2.3	<p>Should Members agree with the Motion then it would be necessary to work through each of the issues as raised in the Motion. The Officer view is that this process would be best facilitated by a joint officer/Member working group to further develop the issues as raised in the Motion in order to provide input for a report to be prepared and presented to a future meeting of the Sustainability and Environment Committee.</p>						
3.0	<u>Recommendations</u>						
3.1	<p>That Members consider the Motion and:</p> <ol style="list-style-type: none"> 1. Provide Officers with direction with regards to progressing the issues outlined in the Motion should Members so agree. 						
4.0	Resource Implications						
4.1	Unknown until further feasibility examined and approved.						
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><i>n/a</i> <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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="201 1406 1369 1491">The policy (strategy, policy initiative or practice and / or decision) has been equality screened</td> <td data-bbox="1372 1406 1437 1491" style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="201 1496 1369 1576">The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation</td> <td data-bbox="1372 1496 1437 1576" style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	The policy (strategy, policy initiative or practice and / or decision) has been equality screened	<input type="checkbox"/>	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	<input type="checkbox"/>		
The policy (strategy, policy initiative or practice and / or decision) has been equality screened	<input type="checkbox"/>						
The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	<input type="checkbox"/>						
5.3	<p><i>Proposal initiating consultation</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="201 1653 1369 1787">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</td> <td data-bbox="1372 1653 1437 1787" style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="201 1792 1369 1854">Consultation period will be 12 weeks</td> <td data-bbox="1372 1792 1437 1854" style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="201 1859 1369 1921">Consultation period will be less than 12 weeks (rationale to be provided)</td> <td data-bbox="1372 1859 1437 1921" style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p><i>Rationale:</i> <i>n/a</i></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"/>	Consultation period will be 12 weeks	<input type="checkbox"/>	Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/>
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"/>						
Consultation period will be 12 weeks	<input type="checkbox"/>						
Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/>						

6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following:	
	Rural Needs Impact Assessment completed	<input type="checkbox"/>
7.0	Appendices	
7.1	None	
8.0	Background Documents	
8.1	None	

Report to:	S&E Committee
Date of Meeting:	19 September 2023
Subject:	Newry Mourne and Down Active Travel Masterplan Updates to Council and Shared Footway/Cycleway route development at Dundrum/Murlough
Reporting Officer (Including Job Title):	Andrew Cassells, Director of Sustainability and Environment
Contact Officer (Including Job Title):	Brian Rankin Head of Sustainability

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

For decision	X	For noting only	
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1.0	Purpose and Background
1.1	<ol style="list-style-type: none"> To consider and give permission for DfI to carry out works to upgrade a Council owned pathway to a Shared Footway/Cycleway route on the old railway track route between Dundrum and Murlough and to approve a mechanism for Council approving or noting similar future projects linked to the Council's Active Travel Masterplan.
2.0	Key issues
2.1	<p>The Council's Active Travel Masterplan, a 10-year vision for Active Travel within the District, includes recommendations for actions to improve active travel infrastructure as well as other interventions to increase uptake of cycling and walking and make active travel a safe option for local people as well as visitors to the district.</p> <p>The Department for Infrastructure's (DfI) Active Travel Unit has been working closely with Council to develop its local network of Cycle and Walking routes throughout the District using the Masterplan as guidance.</p> <p>One such project is the development of a Shared Footway/Cycleway route between Dundrum to Murlough which will form part of the overall route linking the existing cycle path from Clough to Mountpanther and continuing on into Newcastle.</p> <p>Part of this route includes a stretch of the old railway line which is Council owned and runs from near Dundrum to the Council playground and car park near Murlough. DfI are seeking approval to develop this route on Council land upgrading the existing pathway. The Shared Footway/Cycleway route will then continue along the side of the road to the Sliddyford Bridge (12 arches) as per the attached plans/maps.</p> <p>This Paper also seeks approval for a mechanism to approve or note similar developments by DfI as part of the overall programme to develop more active travel infrastructure in the district linked to the Masterplan.</p> <p>This process should not seek to impede or delay such work but allow it to continue in an efficient manner especially where budgets need to be spent and projects progressed in a timely manner.</p>

	<p>The Active Travel Masterplan has already been approved by Council and DfI are working closely with Council Officers to ensure projects are implemented across all 7 DEAs.</p> <p>It is proposed that officers present an update to Committee and Council on DfI's, completed, in progress or planned active travel projects on a twice per year basis.</p> <p>This will allow elected representatives to have an input and comment on the overall programme as it continues to progress.</p> <p>In summary as part of the Active Travel Masterplan the Council is requested to:</p> <ol style="list-style-type: none"> 1. Approve the proposed project to construct the Shared Footway/Cycleway route on the Council owned old railway route between Murlough and Dundrum <p style="padding-left: 40px;">and</p> <ol style="list-style-type: none"> 2. To approve the approach of 2 Updates per year to Council on DfI and other Active Travel projects in the district. <p>Where specific projects involve Council owned land or where a project requires special consideration this can be brought separately to Committee via usual Council procedures.</p>
3.0	Recommendations
3.1	<p>To approve the proposed project to construct the Shared Footway/Cycleway route on the Council owned old railway route between Murlough and Dundrum</p> <p>and</p> <p>To approve the approach moving forward to provide 2 updates per year to Council on DfI and other Active Travel projects in the district.</p>
4.0	Resource implications
4.1	<p>There is no cost to Council for the current project proposal as DfI will be funding the project.</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 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>Proposal initiating consultation</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> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	<p>Appendices</p>
	<p>Appendix 1: Department for Infrastructure Draft Plans and Map for Shared Footway/ Cycleway route between Dundrum and Murlough</p>
8.0	<p>Background Documents</p>
	<p>None</p>

12 Dundrum Village to Old Road - Slidderlyford Bridge (Phase One)

12.1 Background to the Scheme

Overlooking Dundrum Bay, the village of Dundrum is located approximately 41km South of Belfast City centre along the South Down coastline within the Newry, Mourne and Down District Council area. Similar to the village of Clough, Dundrum is considered a 'through' destination for motorists travelling along the A2 following the coastline between Newcastle and Clough, before merging onto the A24 Ballynahinch Road, which provides a key transport corridor to and from Belfast.

Apart from the A2 Dundrum Road and Newcastle Road which follows along the southern coastline, there is only one additional road within Dundrum Village. The C293 Dromara Road, provides a link onto A25 Castlewellan Road.

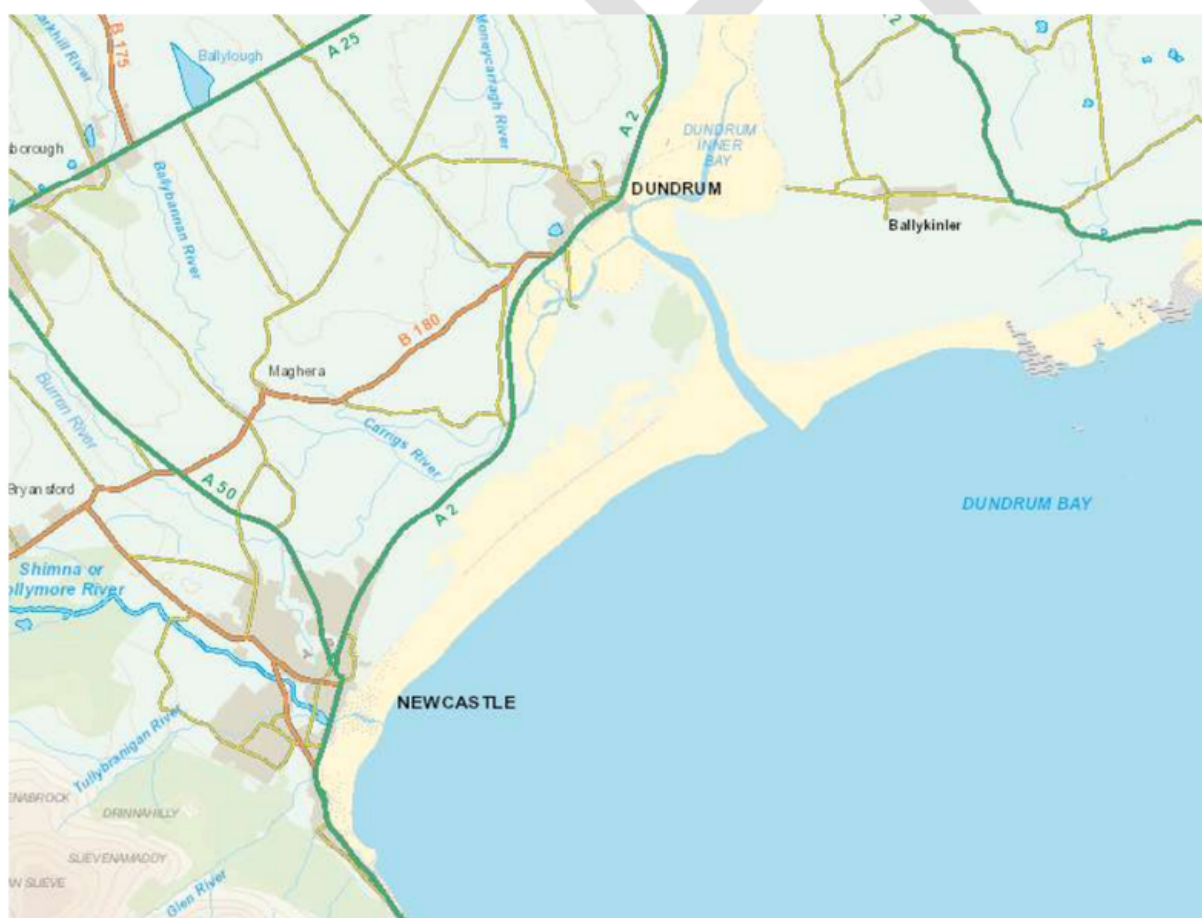


Figure 29 : Map Showing Dundrum to Newcastle Extents

Project Name BLUE GREEN ACTIVE TRAVEL
Document Title Proposed Programme 2022/2023



Department for
Infrastructure
www.infrastructure-ni.gov.uk

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At approximately 700 acres, the Murlough Nature Reserve, is an extensive series of sand dunes and heaths with a network of paths and boardwalks, accessible by both Keel Point on the outskirts of Dundrum and opposite Old Road.

The National Trust, Murlough Nature Reserve, creates an offline walking path for approximately 2km utilising the Keel Point Road. Those who use this pathway usually complete their outward or return journey by the main A2 Newcastle Road which is a similar distance of approximately 2km. Along this online section is a dedicated hard shoulder on the southern extents and a footway along the Northern extents.

During summer months, the attraction of the Murlough Nature Reserve will see a regular occurrence of motorists parked along the hard shoulder in order to gain access into the Murlough Nature Reserve.

The proposed scheme from Dundrum Village to the Slidderford Bridge (Murlough) will be undertaken in two phases of works with both phases shown below.

DRAFT

Project Name BLUE GREEN ACTIVE TRAVEL
Document Title Proposed Programme 2022/2023



Department for
Infrastructure
 www.infrastructure-ni.gov.uk

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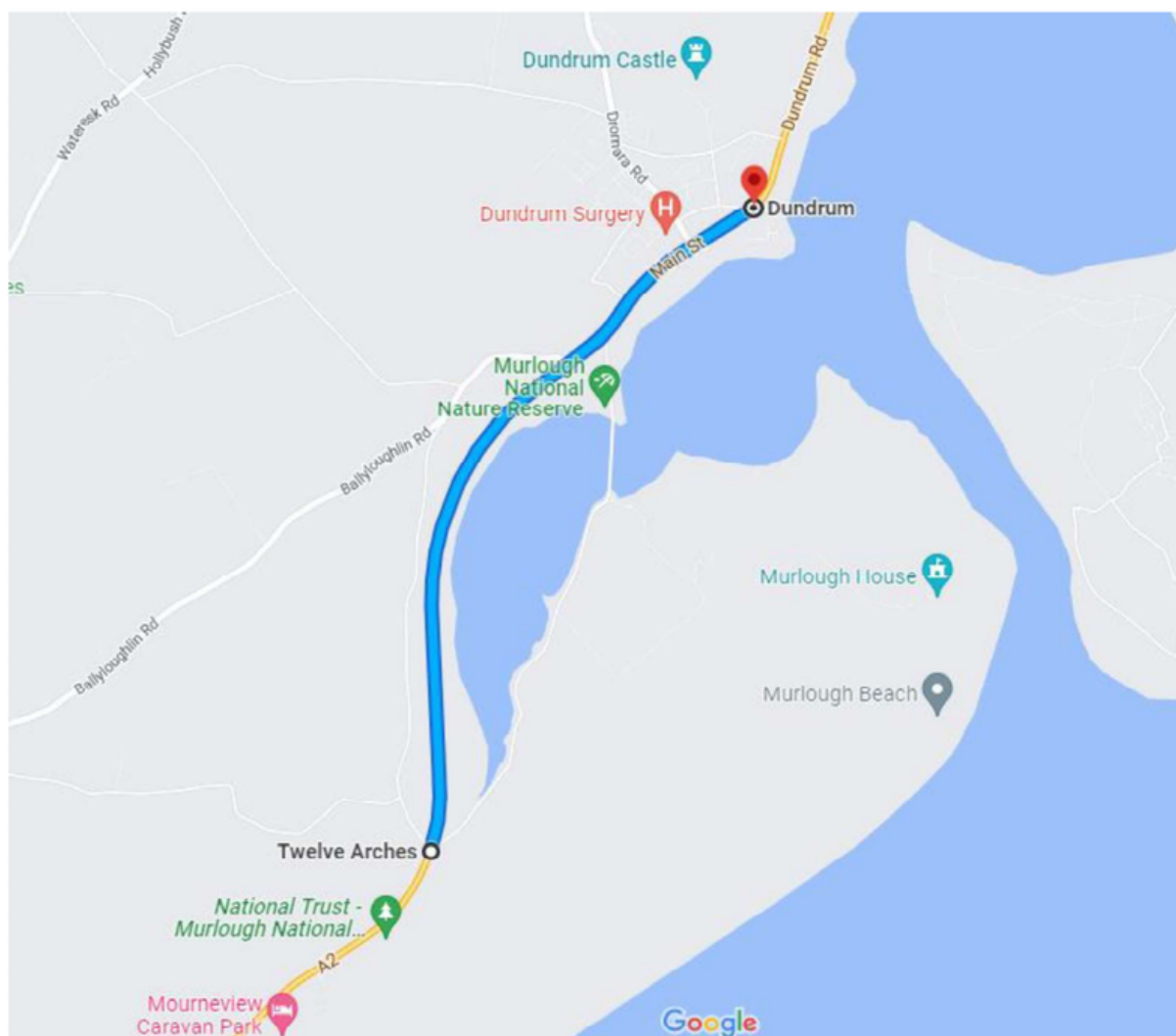


Figure 30 : Keel Point to Slideryford Bridge (Twelve Arches)

12.2 Scheme Extents

Within Phase One, it is proposed that the scheme will commence at the Dundrum Inner Bar Car Park and Play Park and will continue South along the A2 Newcastle Road, to provide a minimum 3m wide shared footway/cycleway along the Western extents for approximately 1.2km until the junction with C377 Old Road located opposite the Murlough Nature Reserve.

This section will aim to utilise the existing hard shoulder that exists along this length and as such this scheme will also propose to replace the existing dropped kerbs along this section with minimum 100mm high slayed kerbs to comply with DMRB requirements.

The scheme will terminate on the Eastern extents of the Old Road junction with the provision of dropped kerbs to allow pedestrians and cyclists to independently cross the Old Road junction (at the Murlough) and access the Council owned car park at Slideryford

Bridge (Twelve Arches). Along this extents, there is an existing playground that will allow users of the proposed shared footway/cycleway to avail of.

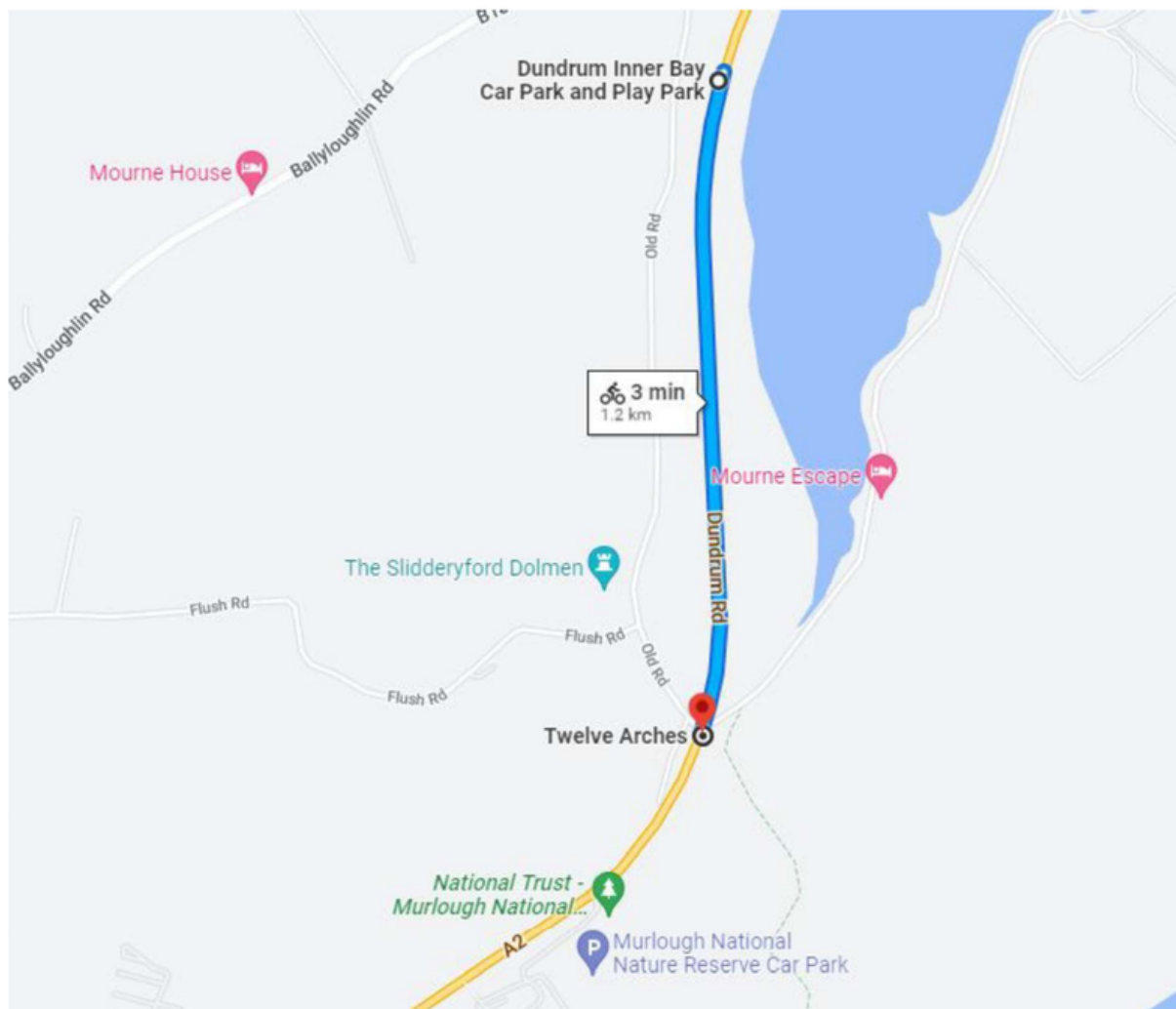
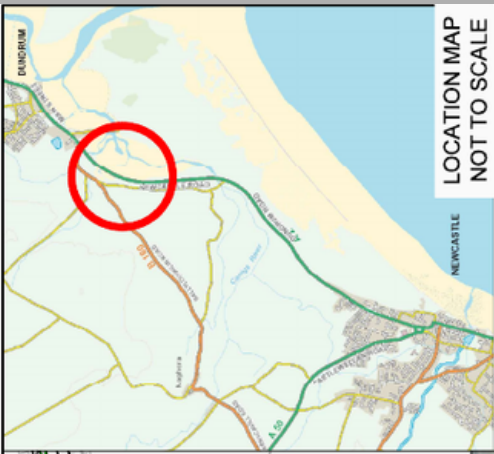


Figure 31 : Keel Point to Slideryford Bridge (Twelve Arches) (Phase One)

This scheme is estimated to cost £220,000 including Contingency (20%) and PFF (37%) based on the per metre cost of a similar existing scheme.



NO.	REVISION	DATE

Project

**A2 Newcastle Road/ Dundrum Road
Proposed Shared Footway/ cycleway**

Title

Preliminary sketch for NMDDC

FILE NO.	DESIGNED	CMG	Date	JUL-23
DRAWN	CHECKED	CMG	Date	
TRACED	APPROVED	DH	Date	JUL-23

Dwg. No.

Q221115/0012

Revision

-

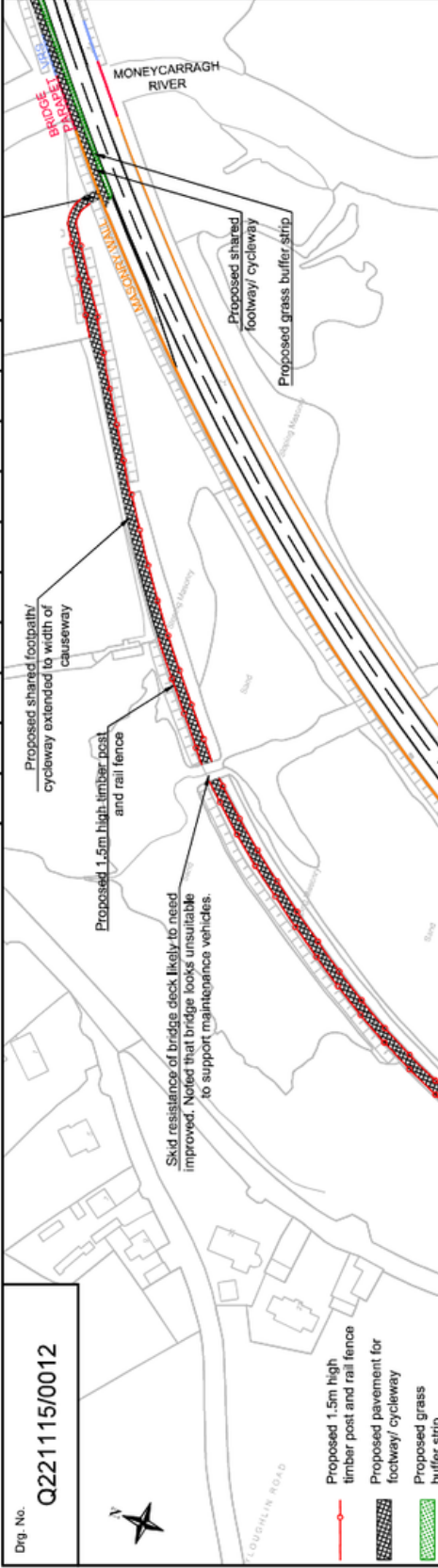
Scales

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Department for Infrastructure
In Roinn Infrascruiltire
Department for Infrastructure
www.infrastructure-ri.gov.uk

Southern Division
Marlborough House
Central Way
Craigavon, BT64 1AD
Telephone: 0300 200 7889

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Dwg. No.

Q221115/0012

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Report to:	Sustainability & Environment Committee.
Date of Meeting:	19 th September 2023
Subject:	Memorandum of understanding partnering arrangements for the removal of snow and ice from town centre footways and pedestrian areas
Reporting Officer	Aidan Mallon: Acting Assistant Director: Facility Management & Maintenance
Contact Officer	Aidan Mallon: Head of Maintenance

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 agreement from the Council to a review of the current Memorandum of Understanding (MoU) between Council and the Department for Infrastructure regarding the clearance of snow and ice from town centre footways and pedestrian areas.
1.2	The Council has no legal responsibility for clearing snow and ice from such areas which are under the ownership of the Department for Infrastructure (Dfi).
1.3	<p>The Council has a current MoU with Dfi to partner with them during prolonged periods of snow and ice to clear defined areas of town centre footways and pedestrian areas. This was last agreed at the Neighbourhood Services Committee held in October 2019 for a twelve-month period.</p> <p>Dfi are now seeking to renew the MoU for a three-year period. When this was previously discussed at Committee, Councillors requested that in addition to the areas referred to within the MoU that consideration be given to extending the areas of coverage to include; Crossmaglen, Camlough, Hilltown and Castlewellan.</p> <p>Discussion have been held between Council Officers and Dfi concerning a proposed extension to include these areas in the new MoU. This has been agreed and a copy of the revised MoU is attached at Appendix 1 for review and if agreed approval.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> It is anticipated that footways will generally only be considered for treatment after significant snow or ice events although there may be occasions when footways could be pre-treated if freezing is forecast following heavy rain. It is appreciated that neither DfI Roads nor Newry, Mourne and Down District Council have a statutory obligation to salt footways.

	<ul style="list-style-type: none"> The Memorandum shall commence on 1st October 2023 and will remain in force until 31st March 2026.
3.0	Recommendations
3.1	It is recommended to approve the proposal and extend for a further three years, in accordance with the 'Scope of the Agreement' Clause 3 and Appendix 1 as amended, and to sign the updated MOU with additional locations.
4.0	Resource implications
4.1	<p>Council staff resources will be resourced from within existing salaries and wages Revenue Budgets from within the Directorate Maintenance Service.</p> <p>It is not possible at this stage to quantify the level of expenditure as this will depend on the extent of use of the MoU.</p>
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</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</p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation</p>
5.3	<p><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</p> <p>Consultation period will be 12 weeks</p> <p>Consultation period will be less than 12 weeks (rationale to be provided)</p> <p><i>Rationale:</i></p>

6.0	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</p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs</p>
7.0	Appendices
7.1	Appendix 1: Proposed Memorandum of understanding partnering arrangements for the removal of snow and ice from town centre footways and pedestrian areas between the Department for Infrastructure and Newry, Mourne and Down District Council. (Note: Awaiting amended version for signing with correct start date of 1 st November 2023)
8.0	Background Documents
8.1	None

Memorandum of Understanding
Of
Partnering Arrangements
between
DfI Roads and Newry, Mourne & Down District Council
for
Clearing Busy Town Centre Footways and Pedestrian Areas of Snow and Ice.

Introduction

1. The purpose of this Memorandum of Understanding (MOU) is to set out the basis of partnering arrangements between DfI Roads and Newry, Mourne and Down District Council for the treatment of snow and ice from busy town centre footways during prolonged periods of wintry weather. It is anticipated that footways will generally only be considered for treatment after significant snow or ice events although there may be occasions when footways could be pre-treated if freezing is forecast following heavy rain.
2. It is appreciated that neither DfI Roads nor Newry, Mourne and Down District Council have a statutory obligation to salt footways and are not resourced for this work but under this MOU footway clearance and salt/grit spreading may be undertaken by DfI Roads and/or Newry, Mourne and Down District Council staff, depending on resources available at the time.
3. This MOU sets out a broad framework of key principles agreed by the DfI Roads, the Northern Ireland Local Government Association (NILGA) and the Society of Local Authority Chief Executives (SOLACE) to be put forward for consideration and agreement by individual local councils.
4. It is anticipated that these key principles will be specifically tailored at local level, to take account of council preferences/restraints. For example should existing local arrangements between DfI Roads Section Offices and local councils be deemed appropriate by all parties, these arrangements can be retained, subject to agreement and to a schedule of work being agreed by all.

Objectives

5. The objectives of the Memorandum of Understanding are to:
 - Provide an agreed framework which local offices can build on to formalise the level of service to be provided by each organisation in those areas;
 - Define each organisation's duties and obligations in delivering this service;
 - Establish a schedule of footways to be treated in the event of prolonged periods of wintry weather;

- Promote an efficient and co-operative working relationship between both organisations.

The Role and Commitments of Dfl Roads

6. Dfl Roads shall lead consultation, ultimately to be agreed by individual councils, on a schedule of main village/ town/ city centre footways to be treated. This is attached as Appendix 1.
7. Dfl Roads shall lead consultation, ultimately to be agreed by individual councils, when a salting operation should be carried out, on the basis of conditions, weather information and the availability of resources. The rationale supporting this decision making process should be developed locally.
8. Dfl Roads will provide Newry, Mourne and Down District Council with salt, or a salt/grit mix, free of charge to treat those footways on the schedule, when required. Dfl Roads shall confirm the availability of and determine the release of salt or salt/grit mix required; and such availability and its release will be subject to Dfl Roads resources and it being required by Newry, Mourne and Down District Council.
9. Dfl Roads will extend the indemnity being offered to Newry, Mourne and Down District Council and their authorised agents, as defined in paragraph 14 of this MOU.

The Role and Commitments of Councils

10. During extreme conditions following heavy snowfalls or prolonged freezing council staff may assist the Department with footway clearance and salt/grit spreading on an agreed schedule of footways depending on resource availability at the time.
11. Newry, Mourne and Down District Council will nominate a representative to be responsible for the council's contribution to the treatment of snow and ice from busy town centre footways during prolonged periods of wintry weather and to attempt to resolve any difficulties or problems that may arise.
12. Newry, Mourne and Down District Council will assist Dfl Roads in developing a rationale for when a salting operation should be carried out, on the basis of conditions, weather information and the availability of resources etc.
13. Newry, Mourne and Down District Council may delegate their responsibilities under this Memorandum in whole or in part to businesses, trading organisations, and community groups ("authorised Council Agents") within their council areas, which are willing to undertake this work. Newry, Mourne and Down District Council shall be responsible for coordinating and supervising the work of their authorised Council Agents.

14. Newry, Mourne and Down District Council will work in close liaison with the Dfl Roads Section Engineer's staff in order to maximise efforts and co-ordinate the deployment of the Dfl Roads and the Council's workforce, which may comprise both the employees and contractors of the Council, their Trading Organisation Agents and community groups.
15. Newry, Mourne and Down District Council shall provide sufficient supervisory staff for the personnel employed to carry out the work. Personnel employed to carry include the servants and employees and contractors of the Council and the authorised Council Agents.

Legislation

16. Article 8 of the Roads (Northern Ireland) Order 1993 ("the Roads Order") of the Roads Order imposes a statutory duty to maintain roads (including footways) adopted for maintenance by the Department. While Dfl Roads has no statutory obligation to salt roads Article 9 of the Roads Order provides the Department with the legal right to exercise a discretionary power to take such steps as it considers reasonable and practicable to prevent snow and ice interfering with the safe passage of persons or vehicles using a road.
17. For that purpose it may also enter into agency arrangements with any persons for the treatment of roads affected by snow and ice.
18. Newry, Mourne and Down District Council is empowered by Sections 104 and 105 of the Local Government Act (NI) 1972 to exercise functions on behalf of and to enter into arrangements with a government department for the supply of services.
19. Under these arrangements Dfl Roads is prepared to offer Newry, Mourne and Down District Council the same range of defences that are available to the Department. This indemnity will include groups of traders or community groups operating on the Councils behalf.
20. This means that Councils that enjoy discretionary delegated powers can run the same defences as are available to Dfl Roads. Newry, Mourne and Down District Council shall indemnify Dfl Roads against any claims made against Dfl Roads arising from allegations of negligence or fault on the part of the Council, their staff, contractors or authorised Council Agents in carrying out work under this MOU.

Terms and Conditions of the Memorandum.

21. The Memorandum shall commence on 1st October 2023 and will remain in force for a maximum period of 3 years. It replaces any previous winter service agreements between Dfl Roads and Newry, Mourne and Down District Council.
22. Either Dfl Roads or the Newry, Mourne and Down District Council may seek amendments to the Memorandum at any time.

- 23. Subject to the consent of both DfI Roads and Newry & Mourne District Council the Memorandum may be extended at one year intervals.
- 24. The Memorandum may be terminated by either party with 6 months written notice.
- 25. The effectiveness of these arrangements will be reviewed in April of each year. Further analysis of actual costs to carry out this work in order to advocate the finances necessary to undertake this work will also be undertaken in April of each year.

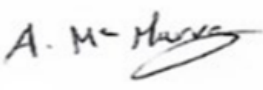
The Signatories

Both organisations signify below their acceptance of the Memorandum on the terms and conditions set out

Signed on behalf of Newry Mourne & Down District Council.

Date:

Signed on behalf of DfI Roads.



Date: 14/09/2023

APPENDIX ONE

FOOTWAYS AND PEDESTRIAN AREA

ICE AND SNOW CLEARANCE – PRIORITY 1 / PRIORITY 2

ROAD	EXTENT	OTHER COMMENTS
		<p>Refer to attached schedules identifying locations agreed with Councils</p>

Appendix One lists the footways to be treated in priority order

APPENDIX ONE**FOOTWAYS AND PEDESTRIAN AREA****ICE AND SNOW CLEARANCE – PRIORITY 1 / PRIORITY 2**

ROAD	EXTENT	OTHER COMMENTS
<u>PRIORITY ONE</u>		
<u>DOWNPATRICK</u>		
Market Street	Irish Street to entrance to Leisure Centre	
Irish Street	From Scotch Street to entrance to Irish Street car park	
English Street	From Church Street junction for a distance of 50m	
Church Street	From Scotch Street to entrance to Church Street car park	
Scotch Street	From Church Street junction for a distance of 50m	
<u>NEWCASTLE</u>		
Main Street	From Railway Street to Central Promenade	
Central Promenade	From Main Street to Bryansford Road	
Railway Street	From entrance to car park at Percy French to Junction with Donard Street	
Donard Street	From Railway Street to Bryansford Avenue	
Bryansford Avenue	From junction with Main Street for a distance of 50 m	

Appendix One lists the footways to be treated in priority order

ICE AND SNOW CLEARANCE – PRIORITY 1 / PRIORITY 2

ROAD	EXTENT	OTHER COMMENTS
<u>BALLYNAHINCH</u>		
Main Street and High Street	From Harmony Road to Dromore Road roundabout	
	<u>PRIORITY TWO</u>	
<u>BALLYNAHINCH</u>		
Harmony Road, Windmill Street	From Main Street junction to High Street Junction	
<u>CASTLEWELLAN</u>		
Main Street/Dublin Road	From Clarmont Place to Bann Road roundabout	
Upper Square	Main Street	
Newcastle Road	From Main Street to petrol filling station	
	<u>PRIORITY TWO</u>	
	Lower Square Castlewellan	
<u>KILLYLEAGH</u>		
Catherine Street, Cross Street	From Plantation Street to Frederick Street	
High Street	From Castle to Catherine Street	

Appendix One lists the footways to be treated in priority order

ICE AND SNOW CLEARANCE – PRIORITY 1 / PRIORITY

ROAD	EXTENT	OTHER COMMENTS
<p><u>NEWRY</u></p> <p>Priority 1 Hill Street and John Mitchell Place, Newry</p> <p>Priority 2 Monaghan Street, Newry</p> <p><u>Other Areas</u></p> <p>Mill Street, Buttercrane Quay and Bridge Street</p>	<p>Kildare Street to William Street</p> <p>Merchants Quay to Patrick Street</p> <p>Hill Street to Francis Street to Dublin Bridge to jct Bridge Street car park access road</p>	<p>Including Marcus Street and Mall to Bus Centre Pedestrian Entrance</p> <p>Including Patrick Street to SRC</p>

Appendix One lists the footways to be treated in priority order

ICE AND SNOW CLEARANCE – PRIORITY 1 / PRIORITY

ROAD	EXTENT	OTHER COMMENTS
<u>KILKEEL</u>	<u>Priority 2</u>	
Bridge Street, Kilkeel		
Greencastle Street, Kilkeel	From Bridge Street to Hotel	
Newry Street, Kilkeel	From Bridge Street to Town Hall	
Newcastle Street, Kilkeel	From Bridge Street to Asda	
<u>WARRENPOINT</u>	Priority 2	
The Square/Main shopping area, Warrenpoint	The Square Church Street Duke Street Dock Street	
	Priority 2	
<u>CROSSMAGLEN</u>	Footpaths around O'Faich Square	
<u>CAMLOUGH</u>	Newry Road	
<u>HILLTOWN</u>	Newry Road/Castlewellan Road	

Appendix One lists the footways to be treated in priority order

Report to:	Sustainability and Environment Committee
Date of Meeting:	19 September 2023
Subject:	Review of 2023 Summer Season Cleansing
Reporting Officer:	Sinead Murphy, Assistant Director Environment
Contact Officer:	David Hanna, Operations and Performance Manager

For Decision	For Noting only	X
1.0	Purpose and Background	
1.1	The purpose of this report is to update the SE Committee on Summer Cleansing undertaken during the 2023 Summer Season (April to September 2023).	
2.0	Key issues	
	<u>District Cleansing</u>	
2.1	Cleansing plans were developed and implemented to maintain high standards of cleanliness, particularly in high profile tourist areas over the Summer period. Feedback was generally positive following very successful May, King's Coronation, July and August public holiday periods. However, cleansing across the District was impacted and standards were not maintained during the two periods of industrial action – short of strike in April and July.	
2.2	<p>The plans utilised resources to maintain normal cleansing schedules in the key areas. This was supplemented with seasonal resources to provide additional cleansing services in the evenings. Agency staff were employed to cover vacant posts pending permanent recruitment to posts as agreed in the District Cleansing review which has been on hold during the period of industrial action – short of strike.</p> <p>Areas covered by the plans included: Newcastle, Warrenpoint and the Lecale coast, as well as hot-spots such as Bloody Bridge which experience the highest numbers of visitors in the Summer season and were been identified as requiring additional resources in this period. The District's two main settlements (Newry & Downpatrick) also had additional measures in-place.</p> <p>Increased resources were deployed around public holidays when footfall traditionally increases. Additional litter bins were also deployed on a temporary basis at key locations to provide additional capacity.</p>	
2.3	A contractor provided a deep clean in Newcastle, Downpatrick, Warrenpoint and Newry in July/August. This proved very successful in keeping the overall appearance of the area to a high standard. Additionally, we provided targeted pressure washes on pavement staining in Newcastle and Warrenpoint by our own mechanical sweepers.	
2.4	<p>Cleansing assistance was also provided to major festivals and events including:</p> <ul style="list-style-type: none"> • 12th July parades • Strangford Festival • Killough Festival • Fiddler's Green Festival, Rostrevor • Wake the Giant Festival Warrenpoint 	

	<ul style="list-style-type: none"> • Killyleagh festival • Eats and Beats festival Newcastle <p>Pre and post cleaning programmes were carried out at the above locations as required along with extra bin capacity to meet the needs of individual events. Staff were present at most of the larger events to maintain standards throughout the day and evening. Positive feedback was received for our team’s efforts in supporting these events.</p>
	<u>Enforcement</u>
2.5	These 2023 Summer Season Preparations were also supported by the deployment of Enforcement Officers who engaged with the public to educate and inform them of their responsibilities in preventing litter and dog fouling in the District, using enforcement action where necessary.
3.0	Recommendations
3.1	<p>The SMT is asked to:</p> <ul style="list-style-type: none"> ▪ Note the contents of the Review of 2023 Summer Season Cleansing.
4.0	Resource implications
4.1	No additional resources are associated with this report.
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>

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

Report to:	Sustainability & Environment Committee
Date of Meeting:	19 th September 2023
Subject:	Review of Bus Shelter requests being actioned by Council
Reporting Officer	Gail Kane, Acting Assistant Director of Facilities Management & Maintenance
Contact Officer	Andrew Sweeney Facilities Coordinator (East) Ciaran Og Mussen Facilities Coordinator (West)

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to provide Elected Members with an update on the substantive list of Bus Shelter requests that are currently being processed by the Facilities Management Section.
1.2	A report was presented to the Sustainability & Environment Committee on 21 st March 2023 with a list of Bus Shelter applications which were submitted to Translink and which were beyond the three-month period within the Policy which Council request Translink respond within. S&E Committee recommended Council Officers contact Translink again and request them to make a firm commitment to install a bus shelter at the locations listed.
2.0	Key issues
2.1	The list of Translink Bus Shelter applications referred to above are: - <ol style="list-style-type: none"> 1. Glasdrumman Road, Annalong 2. Saintfield Road, Crossgar 3. Bridge Road, Burren 4. Carnaget Road, Newry 5. Crossgar Road, Shrigley 6. Ballyhornan Road, Ballyalton 7. Edward Street, Downpatrick Translink responded and advised they submitted a business case to the Department in June 2022 for the installation of 111 bus shelters across the province, and this business case includes 2 of the bus shelters above at Glasdrumman Road, Annalong and Bridge Road, Burren. Unfortunately funding has not yet been approved.

	<p>The request for the bus shelter at Ballyhornan Road, Ballyalton has been refused by Translink. Council Officers are currently in the process of looking at the site to determine if a suitable alternative site is available.</p> <p>The other 4 bus shelters in the list above are on Translink's reserve list. Translink have been advised to keep Council Officers updated on any further developments.</p>
2.2	<p>Other bus shelter applications that have been received by the Facilities Management Department are as listed below with current details: -</p> <ol style="list-style-type: none"> 1. Whitecross – P.O. provided to Contractor for installation 2. Warrenpoint – 4 No. bus shelters – Application sent to Translink 3. Marine Park, Annalong – Council Officer liaising with applicant to determine location. 4. Armagh Road, Newry – On Translink's reserve list 5. Killyleagh – 2 No. bus shelters – 1 shelter being replaced via funding and the other shelter with Contractor for pricing 6. Annsborough – Application sent to Translink 7. Cove Bar, Derryleckagh – replacement shelter application has been refused by Translink. Council Officers liaising with applicant to determine alternative location.
2.3	<p>Based on information contained in 2.1 and 2.2 above, Council Officers are currently processing 18 No. bus shelter applications. There is an approved Capital budget in place of £18,200 for installation of bus shelters, however this will only go towards installation of 3 to 4 bus shelters.</p>
3.0	Recommendations
3.1	Note the content of the report.
4.0	Resource implications
4.1	£3,500 from Bus Shelter Capital funding for the installation of the bus shelter at Whitecross.
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	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
	None
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <p>a) <i>Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i></p> <p>b) <i>Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i></p> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>

Report to:	Sustainability & Environment Committee
Date of Meeting:	19 th September 2023
Subject:	Update on Municipal Cemetery Development Projects
Reporting Officer	Gail Kane, Acting Assistant Director of Facilities Management & Maintenance
Contact Officer	Gail Kane, Acting Assistant Director of Facilities Management & Maintenance

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to provide Elected Members with an update on the Municipal Cemetery development projects in Kilbroney Cemetery, Rostrevor and Monkshill Cemetery, Newry. This report will also provide Elected Members on an update on the current burial capacity remaining in Struell Cemetery, Downpatrick.
2.0	Key issues
2.1	<p><u>Kilbroney Cemetery</u> The Phase 2 extension of Kilbroney Cemetery, along with the refurbishment of Phase 1, reached completion in June 2023. This project encompassed several improvements, such as the creation of 208 additional plots in Phase 2 and the replacement of flagstone footpaths with concrete ones. Granite plaques, each displaying the grave number, were also installed in Phase 1.</p> <p>During the post-completion inspection, several issues came to light. These included problems with grass growth in the newly expanded area and a proliferation of weeds, which significantly detracted from the Cemetery's overall appearance. Additionally, a few other defects were identified. Subsequently, the Contractor took action by applying weed control measures and sowing additional grass seed. Furthermore, the remaining minor defects have been rectified to ensure the project's overall quality and to ensure it met with the initial specification outlined to the Contractor at the commencement of the project.</p>
2.2	<p><u>Monkshill Cemetery</u> Work on Phase 3 of the Monkshill Cemetery development, carried out by the chosen Contractor, commenced on Monday 4th September 2023. The initial activities involved excavating to remove old tree stumps and reshaping the site's slope, as well as the establishment of new access roads and primary pathways. In the upcoming weeks, the project will include digging trenches to facilitate the installation of electrical ducts and drainage systems.</p>

	In response to the pressing need for burial space in Monkshill Cemetery, Phase 3 is being executed in two distinct stages. Stage 1 is set to conclude by the end of November 2023, providing capacity for an additional 65 plots.
2.3	<p>Struell Cemetery</p> <p>In April 2023, the inaugural burial took place in Phase 2 of Struell Cemetery, and in the past five months, a total of 28 plots have been sold in this particular section.</p> <p>Phase 2 of Struell Cemetery encompasses a total of 273 plots. Based on the current rate of five graves sold per month, it is estimated that there is approximately 4.5 years' worth of burial space remaining within Struell Cemetery.</p> <p>Upon the successful completion of Phase 3 at Monkshill Cemetery, it is advisable to initiate further expansion efforts to create additional burial space within Struell Cemetery.</p>
3.0	Recommendations
3.1	Note the content of the report.
4.0	Resource implications
4.1	None
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	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
	None
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>

Report to:	S&E Committee
Date of Meeting:	19 th September 2023
Subject:	Sustainable Foods Update
Reporting Officer (Including Job Title):	Andrew Cassells, Director of Sustainability and Environment
Contact Officer (Including Job Title):	Brian Rankin, Head of Sustainability

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	That the Committee note the update in relation to sustainable foods.
2.0	Key issues
2.1	<p>A live action plan is in place in relation to sustainable foods, covering the following four areas:</p> <ul style="list-style-type: none"> ▪ Food poverty ▪ Food economics and procurement ▪ Local food movement and tackling climate emergency ▪ Food waste <p>A number of actions have been progressed in relation to these areas.</p>
2.2	<p>Feasibility Study for Community Social Farm</p> <p>It has been previously noted to Committee (Action Ref AHC/075/2022) that officers were considering the feasibility of a community social farm project and further information would be circulated to members.</p> <p>The scope of the feasibility study has been completed in draft form, with public consultation now intended to take place. A copy of the draft feasibility study has been attached as Appendix 1. The scope has been extended to now be referred to as a sustainable living and wellbeing centre. The final report, including any findings and recommendations, is anticipated to be available before the end of 2023.</p>
2.3	<p>Edible Landscapes 'We can grow' Pilot Programme</p> <p>Information on this pilot was previously reported to Committee (Action Ref AHC/076/2022) and at that time it was highlighted that the scope of the scheme would increase to 6 community projects. However, this initiative has now progressed and the scope has been widened further so that there are 7 community projects, one in each DEA. 4 of these projects has now been completed, with the remainder due to be completed in Autumn 2023, with further details provided below.</p> <ul style="list-style-type: none"> ▪ Crotlieve – Warrenpoint Municipal Park - Completed ▪ Downpatrick – Downpatrick Community Collective – To be Completed

	<ul style="list-style-type: none"> ▪ Newry – SHC, Laurel House - Completed ▪ Rowallane – Saintfield Men’s Shed – To be Completed ▪ Slieve Croob – St. Malachi’s High School, Castlewellan Forest Park - Completed ▪ Slieve Gullion – Newtown Together Group – To be Completed ▪ The Mournes – Nautilus Centre (Kilkeel Development Association) - Completed
2.4	<p>Community Growing Network</p> <p>We have developed a Community Growing Network bringing together local community growing groups which is being coordinated by Social Farms and Gardens. The Network has held several workshops and encourages community groups to share best practice and network to develop their own local community growing groups – which could be a vegetable garden or farm garden or allotments for local people. Through this network funding has been made available to several local groups to distribute Home Growing Kits (seeds, compost, pots and plants).</p>
2.5	<p>Support for the ‘Let’s Grow’ Fund through one of Council’s Financial Assistance Calls</p> <p>7 projects were successful in being awarded support in 2023/24 through this financial assistance call, totalling £10,300, with our Sustainable Foods Officer providing support as required to these projects as they progress.</p>
2.6	<p>Community Support and Training</p> <p>Online training is to be made available, via FutureLearn, for up to 50 households on subjects such as protein, probiotics and palm oil. A choice of two courses will be available:</p> <ul style="list-style-type: none"> ▪ Fibre, Fermentation and the Gut with BBC Good Food ▪ Engaging with Controversies in the Food System <p>AHC Committee previously approved support for the ‘Guardians of Grub’ campaign. Council intend to promote this initiative to local businesses, allowing them to take part in free online training on reducing food waste.</p>
2.7	<p>Sustainable Food Places (SFP) Funder Report and Bronze Award Submission</p> <p>Sustainable food places have provided financial support for our work in this area, to part fund our Sustainable Foods Officer. Our most recent report was approved and relevant funding has been claimed, with our final claim expected in early 2024.</p> <p>Committee have previously approved our bronze award submission to SFP, to highlight the range of initiatives which have been progressed on our council area. The deadline for award submissions was extended and training was provided, with our application to be submitted in September 2023. We would expect to be notified of the outcome of our submission before the end of 2023.</p>
2.8	<p>Sustainable Food Places (SFP) Conference</p> <p>A SFP conference is proposed to be held in our District in November 2023, which will allow an opportunity to promote the initiatives taking place in our region.</p>

3.0	Recommendations
3.1	That the Committee note the update in relation to sustainable foods.
4.0	Resource implications
4.1	N/A
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	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service

	<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
	Appendix 1: Sustainable Living and Wellbeing Centre Draft Feasibility Study.
8.0	Background Documents

Report to:	S&E Committee
Date of Meeting:	19 th September 2023
Subject:	'FASTER' EV Project Update
Reporting Officer (Including Job Title):	Andrew Cassells, Director of Sustainability and Environment
Contact Officer (Including Job Title):	Brian Rankin, Head of Service - Sustainability

Confirm how this Report should be treated by placing an x in either:-					
<table border="1"> <tr> <td>For decision</td> <td><input type="checkbox"/></td> <td>For noting only</td> <td><input checked="" type="checkbox"/></td> </tr> </table>		For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>		
1.0	Purpose and Background				
1.1	To provide an update on the FASTER EV project.				
2.0	Key issues				
2.1	As noted in the Sustainability Section update to S&E Committee in August 2023, Council are committed to supporting public electric vehicle (EV) charging infrastructure in our district.				
2.2	Newry, Mourne and Down District Council (NMDDC) is a partner in the FASTER project, with financial support of €6.4m under the EU INTERREG VA programme. The lead partner on this project is East Border Region, with Ulster University also involved to support project delivery. Three councils are part of the project, NMDDC, Belfast City Council and Ards and North Down Borough Council.				
2.3	As part of this project a total of 24 rapid EV chargers are to be installed at locations across each of the participating councils. These chargers will each have a minimum charging capacity of 50kw, although this may be increased, subject to the available grid capacity at each site. Within NMDDC 8-10 EV chargers are proposed to be installed, at the following locations: <ul style="list-style-type: none"> ▪ Newry Leisure Centre – 4 EV chargers (2 double chargers) ▪ Down Leisure Centre – 2-4 EV chargers (1-2 double chargers) ▪ Downshire Civic Centre – 2 EV chargers (1 double charger) The above installations are still to be confirmed, subject to site visits and site suitability.				
2.4	'Easygo' has recently been appointed as the contractor to design, build and operate the EV chargers for a seven-year period, with a possible three-year extension. The contract includes all associated maintenance costs, with KPIs to be set on performance. Stephen Clarke Consulting Ltd has also been appointed to provide project management support during the installation phase.				
2.5	Chargers are intended to be installed and operational by the end of the 2023 calendar year, in line with funding requirements.				

2.6	Members of the public will pay to charge their vehicles (as is now the case with public EV chargers operated by ESB and other organisations). Easygo will be responsible for setting these charges, with electricity supplied from each of the above sites via NMDDC, with all associated cost to the council to be recovered.
3.0	Recommendations
3.1	The Committee are asked to note this update on the FASTER EV project.
4.0	Resource implications
4.1	N/A
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	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service

	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	Further information on the FASTER EV Project can be found at www.fasterevcharge.com

Report to:	S&E Committee
Date of Meeting:	19 th September 2023
Subject:	Update on Development of a Sustainability & Climate Change Strategy and Annual Action Plans
Reporting Officer (Including Job Title):	Andrew Cassells, Director of Sustainability and Environment
Contact Officer (Including Job Title):	Brian Rankin, Head of Service - Sustainability

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>To provide an update on the development of a Council Sustainability & Climate Change Strategy and Annual Action Plans.</p> <p>To provide an opportunity for elected representatives to engage in the development of the above strategy and action plans.</p>
2.0	Key issues
2.1	<p>In June 2023 the Active and Healthy Communities (AHC) Committee approved the development of a Sustainability and Climate Change Strategy (2024-2030) for Newry, Mourne and Down District Council (NMDDC), along with the development of the first annual Action Plan (2024/25). These decisions were ratified by Council in July 2023.</p> <p>Alongside the above proposals, AHC Committee also approved a Sustainability and Environment Statement for NMDDC, which has now been published on our website.</p>
2.2	<p>The Sustainability Section is progressing the development of our Strategy and Action Plan, which are intended to be brought to S&E Committee for approval in Spring 2024. A copy of the report to AHC Committee in June has been provided as a background document for ease of reference, and a brief update on progress has been provided below for information.</p>
2.3	<p>A public consultation is intended to be held later this year, although in advance of that we would welcome any initial feedback from elected representatives.</p>
2.4	<p>To provide feedback, please email besustainable@nmandd.org before 31st October 2023, with an email subject title of 'Strategy Feedback'.</p> <p>Update on Strategy and Action Plan Development:</p> <ul style="list-style-type: none"> ▪ A review of similar or related strategies is progressing and a wide range of areas relating to sustainability have been identified. ▪ Colleagues across the council have engaged on the proposed structure of the strategy, our direction towards 2030, and potential targets for 2024/25. ▪ An initial draft of these documents will commence shortly, with relevant processes to be considered, including equality screening and stakeholder consultation.

<p>2.5</p>	<ul style="list-style-type: none"> ▪ We have identified 8 likely themes, within the strategy, although these are still subject to ongoing engagement and consultation: <ul style="list-style-type: none"> ○ Buildings and Energy ○ Transport ○ Carbon Emissions and Climate Change ○ Waste and Recycling ○ Ecology ○ Environmental Impact ○ Sustainable Communities ○ Leadership and Community Engagement ▪ Our strategy is intended to focus on our own internal operations, whilst recognising the services we deliver to our district and opportunities to engage with the public and our stakeholders. ▪ The strategy will not set a long-term carbon reduction target at this stage (aside from net zero by 2050), but an action in 2024/25 will be to commission consultancy support to identify our carbon baseline and set future targets. This approach allows us to align with wider carbon reduction targets which will be confirmed as part of Northern Ireland’s first Climate Action Plan. Approval was received from AHC Committee in June 2023 to procure a consultant in 2024. ▪ Our intention is to have an annual action plan, as opposed to one action plan to 2030. This approach allows us to focus on specific actions (likely to be in the region of 20 each year) and report on progress, whilst also providing flexibility. ▪ Council are also continuing to develop a climate adaptation plan, which is also intended to be brought to Committee for approval next Spring, and will be referenced in our wider strategy. A Biodiversity Strategy and Action Plan are also being progressed. <p>It is vitally important to note that decarbonising our council operations will come at a significant cost. Whilst some initiatives may have a financial payback, other interventions will not.</p> <p>It is also important to note that DAERA have not confirmed if any financial support is available (or level of such support). We are therefore conscious of ensuring a balanced approach is taken, to deliver environmental improvements whilst ensuring the financial burden is not excessive and does not unreasonably impact upon domestic and commercial ratepayers (which links to ensuring there is a ‘just transition’ to decarbonisation).</p>
<p>3.0</p>	<p>Recommendations</p>
<p>3.1</p>	<p>The Committee are asked to note this update on the development of a Council Sustainability & Climate Change Strategy and Annual Action Plans.</p> <p>Elected representatives are also invited to provide any initial feedback, prior to public consultation, using the information provided.</p>
<p>4.0</p>	<p>Resource implications</p>
<p>4.1</p>	<p>It is not anticipated at this stage that there will be any additional resource requirements in order to develop this strategy.</p> <p>However, it is anticipated that there will be additional budgetary and resource requirements associated with meeting future ambitious sustainability and climate change targets, as this represents a deviation from ‘business as usual’.</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 type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>
5.3	<p><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 checked="" type="checkbox"/></p> <p><i>Rationale:</i></p> <p>A consultation period of 8 weeks is proposed, as approved in the paper to AHC Committee in June 2023.</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 type="checkbox"/></p>

	<p><i>A Rural Needs Impact Assessment will be completed during the development of the Sustainability and Climate Change Strategy, prior to approval by Council.</i></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
8.0	Background Documents
	Sustainability and Climate Change Statement and Strategy paper to AHC Committee June 2023.

ITEM 4
ARC21 JOINT COMMITTEE
Virtual Meeting No 79
MINUTES
Thursday 29 June 2023

Members Present:

Councillor M Goodman (<i>Acting Chair</i>)	Antrim & Newtownabbey Borough Council
Alderman P Michael	Antrim & Newtownabbey Borough Council
Councillor A Cathcart	Ards & North Down Borough Council
Councillor J Cochrane	Ards & North Down Borough Council
Councillor A Givan	Lisburn & Castlereagh City Council
Councillor P Kennedy	Lisburn & Castlereagh City Council
Councillor R Quigley	Mid & East Antrim Borough Council
Councillor G McKeen	Mid & East Antrim Borough Council
Councillor C Enright	Newry, Mourne & Down District Council

Members' Apologies:

Councillor E McLaughlin	Antrim & Newtownabbey Borough Council
Councillor C Blaney	Ards & North Down Borough Council
Alderman S Skillen	Lisburn & Castlereagh City Council
Alderman A Wilson	Mid & East Antrim Borough Council
Councillor T Andrews	Newry, Mourne & Down District Council
Councillor W Clarke	Newry, Mourne & Down District Council

The representatives from Belfast City Council are still to be confirmed following the Local Government elections

Officers Present:

T Walker	arc21
H Campbell	arc21
G Craig	arc21
J Green	arc21
K Boal	arc21
L Daly	Antrim & Newtownabbey Borough Council
N Martin	Ards & North Down Borough Council
C Matthews	Belfast City Council
W Muldrew	Lisburn & Castlereagh City Council
P Thompson	Mid & East Antrim Borough Council
A Cassells	Newry, Mourne & Down District Council

Officers' Apologies:

M Laverty	Antrim & Newtownabbey Borough Council
D Lindsay	Ards & North Down Borough Council
R Harvey	Lisburn & Castlereagh Borough Council

In attendance:

William Curry, Arthur Cox Solicitors

Mr Walker welcomed all the Members to the first meeting of the new Joint Committee following the local government elections and he advised that as one council had not nominated their representatives, Members would need to appoint an Acting Chair for the purposes of discharging the business of the meeting.

He advised that there was an extra paper to be discussed at the end of the meeting and that due to its content, officers would be asked to leave the meeting.

Item 1 - Election of Chair to conduct the business of the meeting

Mr Craig advised that a lawful meeting must have a Chair and at the next Joint Committee meeting scheduled in August it was planned to hold the AGM to nominate a Chair and Deputy Chair, once all councils had nominated their representatives.

Members were asked to nominate a Member to chair the meeting and it was agreed that as Councillor Goodman was the only returning member from the former Committee, he would Chair the first meeting. Proposed by Councillor Enright and seconded by Councillor Kennedy and agreed by all.

Councillor Goodman took the Chair.

arc21 staff introduced themselves to the meeting.

Item 2 - Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement and none were noted. **Action: Noted**

Item 3 - Apologies

Apologies were noted.

Action: Noted

Item 4 - Minutes of Joint Committee Meeting 078 held on 30 March 2023

Mr Walker reported that regarding approving the minutes in the absence of Members from the previous Joint Committee being re-appointed, he had taken advice from Belfast City Council's Democratic Services [there was only one returning Member, who had also been present at the last Joint Committee meeting], and had been advised that it was ok to approve the minutes if the Councillor was content to vouch for them as a fair and accurate record.

The Chair advised that, as the only extant member of the former Joint Committee, he was happy to approve the minutes

Action: Agreed

Item 5 - Matters Arising

There were no matters arising.

Action: Noted

Item 6 - Contracts & Operations Briefing Report

Ms Boal provided a report on the current contracts and operations and noted that not all councils were in every contract, some may be specific to just one council while other contracts were for all of arc21's constituent councils. She advised that every month, this briefing report would be provided to update Members on contract activity and performance issues. Any issues of a commercially sensitive nature are dealt with in a separate report under the "In Committee" section of the meeting.

Service Status

Ms Boal advised that all services were operational during the month of May 2023 and no contractors required to put in place any contingency measures.

Performance

The Contractor Performance for May 2023 was presented showing the various contracts and Ms Boal summarised the contracts as follows:

- 2 contracts for the Mixed Dry Recyclables;
 - o Lot 1 is the contract with Bryson for all of the councils apart from NM&DDC; and
 - o Lot 2 is the contract with Regen which operates just for NM&DDC;
- all of the councils are part of the Organics contract;
- 4 councils partake of the Street Sweepings contract which is divided into 2 Lots, while Belfast City Council is the only user of Lot 1;
- Transfer contract for L&CCC for the movement of residual waste to landfill;
- Transfer contract for NM&DDC with Natural World Products for the movement of dry recyclables from a transfer station to the delivery point in the MRF Lot 2 contract;
- 3 Transfer Stations operated by councils are serviced by arc21 haulage contracts with Heatricks to move wastes to various locations.

She advised that arc21 has contracts in place for the processing or receipt of materials for disposal, and support contracts for delivery of those materials to sites.

Ms Boal noted that the number of loads, site visits, overweight vehicles, use of contingency arrangements, turnaround and data reporting is all monitored and reported on a monthly basis.

She reported that the turnaround times had been reviewed and in all cases the contractors provided adequate reasons for these, and therefore service credits were not applied. The turnaround times is normally 30mins, with the exception of organics which is 20mins.

The overweight vehicles relating to the Haulage contracts continue to be monitored and discussed at Contract Meetings. arc21 council officers have been asked to liaise with their Operational Managers to try and reduce the overweight vehicles going to the Landfill and Organics sites as these numbers are quite high. All reports this month were sent in on time and there were only some minor issues with Heatricks report that required revision due to incorrect data.

She noted that the next table presented looked at Bring Bank sites for glass, paper, cans and textiles across the borough. She noted that the frequency of collections and number of sites vary between council.

In May, there were 2 x Bottle Bank sites that did not have the specified capacity available. Ms Boal advised that the contractor was notified, following which these banks were then serviced as soon as possible. There were no Service Credits applied this month.

She noted that arc21 is out for procurement for a new contract which was reported separately at the meeting and one of the items arc21 has introduced a rectification mechanism in the new contract so that if arc21 receives notification of a site not being fully maintained then the contractor is given a fixed time period during which it is expected to rectify the situation.

Health & Safety

Ms Boal reported that arc21 requires the reporting of all incidents, including near misses. She advised that every time arc21 receives notification of an event, this is passed to the respective council for review and, if required, to enable appropriate action to be taken. Contractors may also take action and this can include requiring councils, or contractors acting on their behalf, to undergo re-induction.

During May 2023, she advised that there had been 3 x Health & Safety matters reported to arc21 by contractors and councils, and the details were noted in the table presented.

She advised that council officers had been asked to liaise with their Health & Safety officers and operational managers, including those of external contractors, to check all drivers understand their Health & Safety obligations on site whilst operating their vehicles.

Audits

Ms Boal reported that arc21 has a contract for the provision of external Health & Safety consultancy advice. Under the contract, they will visit all of the contractor sites to undertake independent Health & Safety audits. The findings are provided to the contractors and any actions arising are monitored for implementation.

In May, an audit was conducted at the NWP Transfer Station (Antrim). No issues were reported and it was concluded that *"the company maintains a high level of health and safety compliance on site"*.

Rejected Loads

(i) Organic Waste Treatment Contract

Ms Boal reported that another key factor is the quality of the material received by NWP and that, occasionally, loads are rejected due to contamination and these are highlighted each month to the relevant council. She advised that there had been two loads rejected from the organics delivery sites in May 2023 and, to put this in perspective, there had been over 40,000 loads delivered in the year to various sites. Overall, only 25 loads had been rejected in the 2022/23 year but nonetheless, it was important to focus upon quality and irradicate these incidents where possible.

She noted that this can be caused by vehicles not being fully emptied before being dispatched for an organics run, and council officers are encouraged to ensure that they have appropriate provision in place to ensure that the vehicles are fully emptied at the end of each round/day.

She noted that the rejected loads in the organics are taken to landfill and the relevant council will be charged accordingly.

(ii) Materials Recovery Facilities

Ms Boal reported that one rejected load had been received by Bryson in May 2023 and that these rejected loads are not taken to landfill but to another facility for further segregation following which an element will be sent for energy recovery. The emphasis being that little material will be dispatched to landfill.

She advised that officers have been requested to continue to review their protocols to ensure that systems are in place so that vehicles are fully emptied before collecting another material stream.

arc21 Contract Tonnages

Ms Boal reported that May had been a bumper month for organics, and the highest ever month since the contract had commenced.

She advised that it was important that arc21 increase the tonnages collected via kerbside collections of mixed food and garden waste or separately collected food as this would improve the prospective of a gate fee rebate and would benefit from savings from landfilling or treating that tonnage as residual waste.

A list of the contract tonnages for May 2023 compared to May 2022, was presented and summarised as follows:

- an increase of 1.2% for Mixed Dry Recyclable (MDR) material delivered into Bryson;
- a 10.5% increase in MRF Lot 2 for MDR material sent to ReGen;
- an increase of 4.3% for Type 1 Organic Waste (garden waste from civic amenity sites) for the Organics Contract;
- an increase of 20.2% for Type 2 Organic Waste (mixed garden and food or separately collected food waste collected at the kerbside);
- a 4.2% increase for the Landfill Contract.

Persistent Organic Pollutants In Domestic Soft Seating

Ms Boal reported on the emerging issues of Persistent Organic Pollutants (POPs) which is found in domestic soft seating, primarily due the fire retardant chemicals previously used to reduce the flammability of some of these furnishings. Reference was made to the fact that in England, there has been a regulatory position statement prepared by the Environment Agency (EA) aimed at moving this waste stream to incineration.

She advised that the EA had many meetings and briefings with local authorities in advance of preparing its position statement/guidance and that it gave advance warning of what was expected of local authorities in preventing the disposal of furnishings to landfill, including clearly setting a date when this guidance would become active. A particular set-up involving energy-from-waste facilities was recognized as being the considered the appropriate disposal route for these items.

She noted that Northern Ireland is obligated under the same national legislation but, to date, no similar guidance has been issued however it was acknowledged by the Department that in NI there is a lack of suitable infrastructure to deal with the waste stream.

arc21 has repeatedly sought guidance from DAERA/NIEA concerning issues including how the items are to be handled, the cost of transporting the suitable facilities probably in England or beyond and whether there would be any new burdens funding available to offset would could be a significant new financial burden on councils.

Given that POPs in soft furnishings is probably going to be extended to a range of other everyday items, this issue is only going to become more pressing and impact upon how councils will be expected to differentiate their waste streams.

She reported that Biffa had expressed concern that waste containing obvious amounts of POPs continued to be delivered to landfill by arc21's constituent councils. arc21 continue to seek to make contact with the NIEA for guidance on how these waste items are to be dealt with in the absence of suitable infrastructure.

Councillor Enright enquired as to the possibility of using the facilities at the Belfast Harbour Estate or across the border at Duleek and if arc21 had any relationship with them.

Ms Boal advised that arc21 has no relationship with these facilities at present and that the gasification plant at Airport Road had to pretreat all the materials it accepts.

There have also been conversations with other plants, such as cement kilns, and issues have been identified with licensing and monitoring requirements should these facilities consider accepting these items. In England, the EA guidance identified that shredding was likely to be needed prior to treating in an energy-from-waste facility, but the shredding process itself had to be managed in a controlled environment to prevent the release of fibres to the air, water or soil which few plants provided.

For Northern Ireland, it is likely that any guidance produced will have to consider such issues following which arc21 and the councils can respond accordingly.

Mr Walker advised that a call had been put out by DAERA to establish a POPs working group but that, at the time of writing, this had not been established. It remains a critical issue and will not be adequately addressed until clarity is provided by the Department as to what steps need taken.

He noted that the waste streams at this time is domestic seating like chairs, cushions etc but the annual meeting of the Stockholm Convention raises the prospect of further items being included as the impact of the POPs chemicals becomes increasingly apparent and restrictions on their use (and/or disposal) is introduced to mitigate their impacts.

It was noted that this was an ongoing issue and Members would be kept informed accordingly.

Supplies

Ms Boal advised that arc21 also purchases supplies through a framework and a summary of the relevant aspects pertinent to the supplies contract was provided.

She advised that due to current market conditions which include extended delivery timeframes and price increases, councils have been reminded to ensure that stock levels are monitored and order requests made well in advance of requirements.

The Joint Committee noted the report. Proposed by Councillor Enright and seconded by Councillor Givan and noted by all.

Action: Noted

Item 7 - Waste Tonnage Trends

Ms Boal provided a report showing the waste tonnage trends for materials delivered into the arc21 contracts and graphs showing the councils' performance against 10% landfill diversion and a 70% recycling target.

She talked to each of the graphs and noted that it highlighted the trends over a four-year period and tracked the tonnages. She noted the following:

- Landfill - April started at the same point as 2020 and on an upward trajectory. It is anticipated that this will be the first year when the impacts of COVID will be superseded. She noted that the yearly comparisons were not an exact science as it depends upon collection arrangements within the councils. She noted that councils were trying to reduce the amount of waste sent to landfill and the new DPS contracts should contribute to meeting this objective.
- Organics – bumper month in May for the material collected at the kerbside which involves co-mingled food and garden waste, and separately collected food waste.

Type 1 (garden waste from civic amenity sites) has fallen in recent years which could be due to some councils introducing booking systems and others having reduced HRC opening hours during COVID. In performance terms, it was a good start to the year.

Type 2 – (food and garden waste through kerbside collection schemes) starting at the same point as last year and on a steep upward trajectory, but weather dependent and hopefully it will continue.

- MRF – Lot 1 and 2 tonnages combined – can see a coalescence in recent years and on an upward trajectory.
- Bring Bank Contract – have been fluctuations in terms of the number of sites so not suitable for direct comparisons and more for informative purposes.
- Street Sweepings – this varies when issues with staff or drivers are experienced by the councils. Over last couple of years with COVID, this service may not have been provided consistently, so not suitable for direct comparisons.

She advised that the second part of the report analysed how arc21 is performing against aspirational targets of 10% landfill and 70% recycling but noted that these targets are not set in stone and were more for informative purposes. There is no requirement to meet these targets at present but it is expected that they will feature in the Waste Management Strategy consultation due out later this year.

Councillor Cathcart inquired if the recycling target in the Climate Change Act (NI) 2022 was 70% and if this was a legal requirement for councils. Mr Walker advised that there was a 65% target in place in the Waste (Circular Economy)(Amendment) Regulations (NI) 2020 while the 70% has been included in the Climate Change Act but will be included as part of a consultation exercise shortly which will determine how it should be applied. He highlighted that DAERA modelling was showing that councils are recycling rates are currently predicted to top out around 60% but what proportion was to be made up of additional waste streams was still to be clarified by the Department.

Ms Boal advised that it is important that DAERA provide clarity on these matters, but a lot of consultations on policies are underway at the moment, but it is increasingly recognised that other waste streams will have to contribute to meeting these targets, with councils only being part of achieving this.

Councillor Cathcart also inquired if there would be potentially legal consequences or penalties to councils if they don't achieve the targets and Ms Boal advised that clarity was still required but she felt that could not rule such a prospect out at this time.

He [Cllr Cathcart] also inquired if landfill quotas were falling in terms of how much each council can landfill. Ms Boal advised that councils were still trying to maintain the performance they had achieved under the Landfill Directive and the 50% recycling target but given the annual production of waste cycle some were struggling to avoid going backwards. She highlighted that councils' officers are focussing on the future targets and, given that there are five year intervals between these, it is unclear if there will be any interim targets put in place by DAERA to guide and monitor progress.

Councillor Enright inquired what NM&DDC's recycling rate was and Mr Cassells advised the Members that it was in the low 50s. He inquired if any council was meeting the targets to which Ms Boal advised that several councils had met the 2020 target and that she would report on council performance later in the year.

The Joint Committee noted the report. Proposed by Councillor Kennedy and seconded by Councillor Enright and noted by all.

Action: Noted

IN COMMITTEE

The Chair recommended that the meeting would now move "*in committee*" which was agreed. Proposed by Councillor Givan and seconded by Councillor Enright.

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

Following discussion on the commercially sensitive matters, the Chair recommended that the meeting would now return to the main agenda, which was approved, but whilst "*In Committee*" during this section of the meeting, there were four matters discussed.

Item 8 - Minutes of Joint Committee Meeting 078 held on 30 March 2023 "*In Committee*" – approved

Item 9 - Matters Arising – noted

Item 10 - Residual Waste Treatment Project – noted

Item 11 - Commercially Sensitive Contract & Procurement Issues – approved

OUT OF COMMITTEE

Proposed by Councillor Givan and seconded by Councillor Kennedy.

Item 12 - Consultations Responses

Mr Walker reported that there were several consultations underway which outlined the extent of Government ambition but this was serving to highlight the increasing gap between what was being sought and what was being delivered. The three consultation responses prepared by arc21 were presented as follows:

- Consultation on the Draft Circular Economy Strategy for Northern Ireland;
- Consultation on potential amendments to the Persistent Organic Pollutants (POPs) Regulation; and
- Call for Evidence - Resources & Waste provisional Common Framework.

Mr Walker summarised them as follows:

The Draft Circular Economy Strategy for Northern Ireland - increasing gap between the ambition and action is becoming rather stark and issues arising re regeneration and biodiversity.

Consultation on potential amendments to the Persistent Organic Pollutants (POPs) Regulation – seeks to change the specificity of how it defines POPs. Where is this going to go to? How to identify and include chemicals in this new criteria so they don't need to do individual pieces of legislation. We need clarity and regulatory position statements issued in a timely manner. In terms of infrastructure in NI, there needs to be some thought in how we invest in local infrastructure to ensure we have an appropriate landscape of facilities to deal with these materials or how are we going to gain access elsewhere and cost consequential.

Call for Evidence - Resources and Waste provisional Common Framework - common framework established between the different administrations on how to consider environmental policy directives which both we and our DAERA colleagues were unaware of.

The Chair raised his concerns at consultation responses being submitted on behalf of the Joint Committee without prior Member oversight and suggested that arc21 officers consider how to better address the scheduling of responses in terms of achieving better governance and recognising the responsibility of Members.

Mr Walker advised that this was due to circumstances with the election etc but indeed it was not desirable going forward that consultation responses would be prepared and submitted with retrospective approval then sought. He agreed to take the Chair's comments on board and would consider how to mitigate the approvals process for future responses.

The Joint Committee retrospectively endorsed the three arc21 responses submitted. Proposed by Councillor Givan and seconded by Councillor Goodman and agreed by all.

Action: Agreed

Item 13 - Corporate Plan 2024-28

Mr Walker provided a report to inform the Joint Committee of the proposed development of a new Corporate Plan that will set out the strategic objectives of the organisation from April 2024.

He advised that the current Corporate Plan expires in March 2024 and a new Plan needed to be developed taking the Joint Committee forward from 1 April 2024.

In regards to the term of the new Corporate Plan, he recommended that this should be for a four year period [2024 – 2028] bearing in mind the electoral cycle and the current and emerging major changes in the waste sector. It was noted that the current council term runs to 2027 and therefore the proposed four-year plan to March 2028 provided cover to the Joint Committee throughout the current council term, and then a further year to provide time for a newly elected Joint Committee to see out the "old" Plan and prepare for the subsequent Corporate Plan. Consequently, it was recommended that:

- the Joint Committee approve the commencement of a new Corporate Plan; and
- the new Corporate Plan be for the four-year period, from April 2024 to March 2028.

The Joint Committee approved the recommendations. Proposed by Councillor Givan and seconded by Councillor Kennedy and agreed by all.

Action: Agreed

Item 14 - Governance and HR Matters

Mr Craig presented a report with a number of items for consideration and, following discussion, it was agreed that only essential items would be discussed and agreed, and the remaining items were deferred to the August Joint Committee meeting.

(1) Election of Chair & Deputy Chair

This item was dealt with at the beginning of the meeting when the Joint Committee nominated Councillor Goodman to be the Acting Chair to undertake the business of the June meeting. This was due to not all constituent councils having nominated their representatives to the arc21 Joint Committee following the local government elections. The election of the Chair and Deputy Chair was therefore deferred to the August AGM.

(2) Audit Committee – discussion deferred to the August meeting

(3) Delegated Authority

As this was an essential item, Members were asked to approve the continuation of delegated authority which was granted in March 2023 to the Acting Chief Executive (or in his absence Ms Boal or Mr Craig) in order to enable decisions to be made until the August meeting to deal with any salient procurement exercises and with any extension/award of contracts during the summer period as necessary. This step was considered necessary to mitigate disruptions to the delivery of waste management services/supplies to the constituent councils.

Mr Craig noted that a list of all decisions made under this delegated authority would be presented to the Joint Committee at the August meeting.

Councillor Enright discussed the Scheme of Delegation (SoD) and the limits to which the senior management team can award before reverting back to the Department. Mr Craig advised the SoD was in place to facilitate the Chief Executive making day-to-day decisions but also the Standing Orders and Terms of Agreement (ToA) need to be considered. The ToA delegates authority to the Joint Committee to approve decisions up to a value of £250,000. He advised that these documents were included in the Member Elected Handbook which had been issued earlier on, and he requested that if Members had any issues concerning these responsibilities, he would be available to discuss them further.

The Chair noted his concerns at extending the delegated authority which had already been in place since March. He suggested a small working group be established to provide guidance to Mr Walker on any issues until the AGM is conducted in August.

Mr Craig advised that decisions would be required before the August meeting and delegated authority would be required to ensure continuation of service. Mr Walker advised that under arc21's Standing Orders, the formation of such a working group would have no legal vires.

Councillor Enright also expressed concern at extending the delegated authority from a governance point of view.

Councillor McKee queried the need to set up a working group, especially in advance of an AGM. He noted the concerns raised but advised that it would be normal practice within a council in advance of an AGM for delegated authority to be extended to the Chief Executive to discharge their duties.

Councillor Enright suggested that the Chief Executive should use the Acting Chair, Councillor Goodman, as a reference point for key decisions until the August meeting when the AGM could be held.

Accordingly, Mr Craig recommended that the delegated authority for the Chief Executive continues until the August meeting and that the Acting Chair is included in any decisions being made in order to provide a democratic input. Any such decisions would then be ratified at the Joint Committee meeting in August as appropriate. The Chair advised that he was happy with this approach and would make himself available.

Ms Boal sought clarification that the use of delegated authority in relation the award of Bring Bank Service Contracts which was agreed following discussion in the in committee section of the meeting, under item 11, still stood to which the Members agreed that it did.

Proposed by Councillor Enright and seconded by Councillor Givan and agreed by all

Action: Agreed

(4) Remote Meetings Legislation – discussion deferred to the August meeting

Mr Craig advised that the legislation to hold virtual meetings expires on 24 September 2023. He advised that the situation was being monitored and Members will be updated at the August meeting when, subject to the legislation being extended, Members can decide if they wish to continue holding meetings virtually.

(5) Recruitment of Chief Executive – discussion deferred to the August meeting

Mr Craig reported on the formalities of the Chief Executive recruitment. He advised that the Joint Committee had approved the advertisement of permanent Chief Executive which Mr Walker had been filling on secondment basis since 2019. He noted that the Local Government Staff Commission (LGSC) have to be involved in the process. He highlighted that following this exercise, no appointment had been made, and that in his role as Corporate Services Director, he was required to formally notify the Joint Committee of this outcome and to then inform the LGSC know so that they could close their file.

The Chair advised that the issue was merely in abeyance and it was his intention to seek approval from the Joint Committee to re-run a recruitment exercise.

Mr Walker advised that arc21 would need to consider the financial thresholds as the previous exercise had been on a fixed fee basis and use of these consultants again risked breaching these. He stated that the terms of the original tender exercise would need to be reviewed to determine next steps. The Chair advised that he expected that the recruitment exercise would need to progress.

In the absence of the nominations for all Members having been received, Councillor Enright queried whether this could be progressed without having all councils on board.

Mr Walker advised that in light of arc21's financial thresholds, it was likely that a further tender exercise to appoint a recruitment consultancy would need to be undertaken, and that a panel of members would be required from across arc21's constituent councils and be appropriately trained to complete any recruitment process.

Action: Mr Walker

(6) Extension of Secondment Acting Chief Executive

Mr Craig reported that since October 2019, Mr Walker had been appointed as Acting Chief Executive on secondment from Belfast City Council and that there had been several extensions to date.

Given the failure to appoint a Chief Executive, Members were asked to extend the current interim arrangements for a further 6 months [to December 2023] to enable the Joint Committee to determine the next steps to take regarding this post.

As this was deemed as an essential item, the recommendation was agreed. Proposed by Councillor Enright and seconded by Councillor McKeen and agreed by all.

Mr Craig advised that he revert to Belfast City Council to formalise the agreement to allow Mr Walker to continue in his acting capacity until December 2023.

Action: Agreed

The remaining 4 items were deferred to the August meeting.

- (7) Development of a Human Resources Strategy – deferred to the August meeting**
- (8) Draft Policies – deferred to the August meeting**
- (9) Payments – deferred to the August meeting**
- (10) Research – deferred to the August meeting**

Ms Boal asked for clarity in regards to the use of the Chief Executive's delegated authority in dealing with the Bring Bank contract award. The Chair advised that Mr Walker's delegated authority was approved but if there was a need for consultation it was to be reviewed with him. Ms Boal clarified that if arc21 reach the point of award that she could do this with Mr Walker's authorisation for the Bring Bank contract, and the Chair agreed to this.

Action: Agreed

Item 16 - AOB

There were no other matters arising.

Item 17 - Next Meeting Thursday 31 August 2023

The Chair thanked everyone for attending and advised that the next Joint Committee meeting and AGM would be held virtually as scheduled on Thursday 31 August 2023 commencing at 10.30am.

Action: Noted

Officers were asked to leave the meeting and Members remained. Ms P Feeney, the arc21 HR advisor, remained also.

Item 18 - HR Paper

Ms Feeney presented a report regarding a sensitive HR matter and the recommendations presented within this paper were approved.

A copy of the minute will be circulated to Members of the Joint Committee only, due to the sensitive nature of the report.

Action: Agreed

Date: _____

Chairman: _____