

April 16th, 2021

**Notice Of Meeting**

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 21st April 2021 at 6:00 pm in Microsoft Teams.**

**Committee Membership:**

- Councillor O Magennis (Chair)
- Councillor T Andrews (Deputy Chair)
- Councillor C Casey
- Councillor W Clarke
- Councillor D Curran
- Councillor A Finnegan
- Councillor G Malone
- Councillor C Mason
- Councillor H McKee
- Councillor K McKevitt
- Councillor D Murphy
- Councillor K Owen
- Councillor H Reilly
- Councillor G Stokes
- Councillor D Taylor

# Agenda

## 1.0 Apologies and Chairperson's Remarks.

## 2.0 Declarations of "Conflict of Interest".

## 3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 16 March 2021. (Attached).

 *NS Committee Action Sheet - 16 March 21.pdf*

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### *For Consideration and/or Decision*

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## 4.0 To consider the following Notion of Motion in the name of Councillor Owen and seconded by Councillor Walker:-

**"This Council will maximise food waste collection contributing to our recycling targets and reduction of our carbon footprint by simplifying its biodegradable bag delivery system to residents."**

(The Motion was referred to the Neighbourhood Services Committee in accordance with Standing Order 16.1.6. from the Council Meeting of 6 January 2020)

## 5.0 Report on Notice of Motion. (Attached).

 *Report - Notice of Motion - Cllr Owen 21 04 21.pdf*

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### *Facilities Management and Maintenance*

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## 6.0 Report on Bus Shelter request for Main Street, Hilltown. (Attached).

 *Report Bus Shelter applications for Hilltown.pdf*

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## 7.0 Feasibility Study for EV infrastructure at the Council's depots. (Attached).

 *Report Feasibility Study EV Charging Points at Council Depots.pdf*

Page 18

## 8.0 Report on Public Convenience Strategy Consultation. (Attached).

 *Report Public Toilet Strategy Consultation.pdf*

Page 36

## **9.0 Report on Re-wilding Update. (Attached).**

 *Report Rewilding and Landscape Improvements for Health Wellbeing on Council Land (003).pdf*

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### ***Waste Management***

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## **10.0 Report on DNA Dog Testing. (Attached).**

 *Report to NS ref DNA Testing (002).pdf*

*Page 64*

## **11.0 Report on Fixed Penalty Notices. (Attached).**

 *Report on Fixed Penalty Notices (002).pdf*

*Page 67*

## **12.0 Report on Cleaner, Greener Communities Initiative. (Attached).**

 *Report on Cleaner, Greener Communities Initiative.pdf*

*Page 70*

## **13.0 Update on Refuse Collection Calendars. (Attached).**

 *Report on Refuse Collection Calendars (002).pdf*

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### ***For Noting***

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## **14.0 Arc21 Joint Committee Members' Bulletin of 25 March 2021. (Attached).**

 *ARC21 -25Mar21-JC MembersBulletin.pdf*

*Page 77*

## **15.0 Arc21 Joint Committee Minutes held on Thursday 25 February 2021. (Attached)**

 *ARC21 25Mar21-Item2-JC Minutes25Feb.pdf*

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## **16.0 Historic Action Sheet. (Attached).**

 *NS Historic Actions Tracker Sheet\_.pdf*

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### ***Exempt Information Items***

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## **17.0 Arc21 Joint Committee Meeting Minutes held on Thursday 25 February 2021. (Attached).**

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

 *ARC21 - 25Mar21-Item7-InCommMins25Feb21.pdf*

*Not included*

## **18.0 Neighbourhood Services Procurement Action Plan – Quarterly Update Cover Report . (Report to follow).**

- Appendix I – Facilities Management & Maintenance
- Appendix II – Waste Processing & Enforcement
- Appendix III – Fleet Management

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

## **19.0 Business case for the supply of vehicle hire services. (Attached).**

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

 *Report re. Vehicle Hire Economic Appraisal - Cover Report -.pdf*

*Not included*

## **20.0 Business Case on Hook-Line Vehicle and Driver Hire. (Report to follow)**

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

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## **21.0 Report on Public Space CCTV – Monitoring and Analogue Fibre Cable Services. (Attached)**

 *Report Business Cases for maintenance of Council Public Space CCTV (002).pdf*

*Not included*



**ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 16 MARCH 2021**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/033/2021	Monthly Action Sheet	Noted and actions removed as marked.	DSO	Completed	
<b>FACILITIES MANAGEMENT AND MAINTENANCE</b>					
NS/036/2021	Glyphosphate Review	Agreed to note the content of the report and enable Grounds Maintenance to continue to utilise herbicides in an integrated control process with the intention of reducing applications where practical (working towards an eventual cessation) and progressing all emerging alternative solutions.	K Scullion A Mallon	In progress	
NS/037/2021	Council's Tree Strategy	Agreed to note the content of the report and support the Council's Tree Strategy and the ongoing work of Mr J Ellis and his team in developing the Strategy throughout the District.  It was agreed an annual update be brought to Committee on the actions over the previous 12 months and the next 12 months of emerging activity.	K Scullion A Mallon	In progress	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>It was also agreed officers collate information regarding proposed felling of trees in Council parks which had reached the end of their life span or had been identified as a health and safety risk, and that this information be circulated to Councillors.</p> <p>It was noted a report on the re-wilding scheme would be brought to the April Committee Meeting for consideration</p>		In progress	
		<b>WASTE MANAGEMENT</b>			
NS/038/2021	Enforcement Improvement Plan Update	<p><b>Agreed to note the content of this report and that a further update be provided to the Neighbourhood Services Committee in May 2021.</b></p> <p><b>It was also agreed a regular report be brought to Committee on the issuing of fixed penalty notices and a quarterly update report on the Enforcement Improvement Plan.</b></p>	L Dinsmore	Update report at NS Committee (Apr-21)	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/039/2021	Waste Management Charges 2021-2022	<p><b>Agreed to note the content of this report and approve the adoption of the proposed Waste Services Scale of Charges 2021/2022 as set out in section 2.1 Appendix 1, circulated.</b></p> <p>In response to a query from Councillor Taylor, Mr Dinsmore said officers would be engaging with Caravan Operators in relation to the proposed scale of charges for Caravan sites.</p> <p>In response to a query from Councillor Clarke, Mr Dinsmore said he anticipated bringing a report on the proposed permit scheme for commercial customers at HRCs to Committee at the end of September 2021.</p> <p>In response to a query from Councillor Clarke, Mr Dinsmore confirmed there had been no change to the Council Policy relating to bins that were stolen and a replacement required and he advised he would arrange for the Policy to be</p>	L Dinsmore	Completed	Y
				Completed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		circulated to the NS Committee Members for their information.			
NS/040/2021	Refuse Collection Holiday Arrangements 2021/2022	<b>Agreed to note the content of this report and approve the alternative refuse collection services for period 1 April 2021-31 March 2022 apply as per Appendix 1 circulated; that opening arrangements for HRC sites during period 1 April 2021 – 31 March 2022 apply as per Appendix 1 circulated, and that notification be provided in the local press and appropriate Council communications, in advance of each Public Holiday, where deemed necessary.</b>	L Dinsmore	<b>Completed</b>	<b>Y</b>
NS/041/2021	Siting of bee hives on former Council landfill at Aughnagun	<b>Agreed to note the content of this report and recommended Council give permission to the Beekeeping organisation to place 6 hives on the former landfill site at Aughnagun, initially for 1 x year subject to:</b>  <b>1.Successful engagement with local residents and on-site gas-extraction</b>	L Dinsmore	<b>In Progress</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>partner, to support the placing of beehives on the Aughnagun site.</p> <p><b>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</b></p> <ul style="list-style-type: none"> <li>- access arrangements to site and to hives</li> <li>- location for hives</li> <li>- communications with Local residents</li> <li>- ongoing review</li> <li>- renewal dates/periods</li> <li>- any potential insurance implications</li> <li>- Strict guidance with respect to attendance on site to be adhered to</li> </ul>			
FOR NOTING					
NS/044/2021	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO	Completed	Y



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
IN CLOSED SESSION					
NS/046/2021	Business Case for the provision of Hire of Building Maintenance and Grounds Maintenance Plant and Machinery	<b>Agreed to note the content of the report and approve the findings of the business case presented in Option three which would see the appointment of suitable hire firm(s) to supply ad hoc plant and machinery for the next 12 month period with an option to extend or up to a maximum value of £80,000.</b>	K Scullion	In progress	
NS/047/2021	Business Case for Deep Cleaning of Paved Surfaces in Public Realm Area	<b>Agreed to note the content of the report and approve the business case to procure a contract for the provision of deep cleaning of public realm areas within the District.</b>	P Whyte	In progress	
NS/048/2021	Business Case for Supply and Delivery of 120L Street Litter Bins	<b>Agreed to note the content of the report and approve the business case to procure a contract for the supply and delivery of 120l street litter bins.</b>	L Dinsmore	In Progress	N
NS/049/2021	Business Cases for the replacement of Medium-Size Chassis	<b>Agreed to note the content of the report and approve the business cases for the replacement of medium-size</b>	T Daly	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Cab Vehicles (Cover Report)	<b>chasis cab vehicles.</b>			
NS/050/2021	Business case for the replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing (Appendix II)	<b>Agreed to approve the business case at Appendix II for the replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing</b>	T Daly	In Progress	N
NS/051/2021	Business case for the replacement of 10 x 5,000 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance (Appendix III)	<b>Agreed to approve the business case at Appendix III for the replacement of 10 x 5,000 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management &amp; Maintenance.</b>	T Daly	In Progress	N
NS/052/2021	Business case for the replacement of 5 x 3,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance (Appendix IV).	<b>Agreed to approve the business case at Appendix IV for the replacement of 5 x 3,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management &amp; Maintenance.</b>	T Daly	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/053/2021	Business Case for Miscellaneous Services.	<b>Agreed to note the content of the report and approve the business case to procure a contract for the undertaking of miscellaneous duties including collection of cetaceans, collection of dead animals, collection of Illicit Dumping, salting of facilities, squashing of skip contents and miscellaneous transport.</b>	L Dinsmore	In Progress	N
NS/054/2021	Business Case for HRC Small Skip Servicing	<b>Agreed to note the content of the report and approve the business case to procure a contract for the collection &amp; transport of skips at the Hilltown Household Recycling Centre (HRC).</b>	L Dinsmore	In Progress	N
Ns/055/2021	Business Case for the Purchase of Wheeled Bins	<b>Agreed to note the content of the report and approve the business case for the supply of wheeled bins.</b>	L Dinsmore	In Progress	N
<b>END</b>					



<b>Report to:</b>	Neighbourhood Services (NS) Committee
<b>Date of Meeting:</b>	21 April 2021
<b>Subject:</b>	Notice of Motion from Councillor Owen – Brown Bin Biodegradable Bags
<b>Reporting Officer:</b>	Johnny McBride, Director: Neighbourhood Services (Acting)
<b>Contact Officer:</b>	Liam Dinsmore, Head of Waste Processing & Enforcement

<table><tr><td>For Decision</td><td>X</td><td>For Noting Only</td><td></td></tr></table>		For Decision	X	For Noting Only	
For Decision	X	For Noting Only			
1.0	<b>Purpose &amp; Background</b>				
1.1	The purpose of this report is for the Committee to consider a Notice of Motion from Councillor Owen, which was referred to the Neighbourhood Services Committee at the Council Meeting on the 6 January 2020.				
1.2	<p>The Notice of Motion proposed:</p> <p><i>"This Council will maximise food waste collection contributing to our recycling targets and reduction of our carbon footprint by simplifying its biodegradable bag delivery system to residents."</i></p>				
1.3	Councillor Owen formally proposed the Motion, which was seconded by Councillor Walker, and referred, in accordance with Standing Order 16.1 (6) to the Neighbourhood Services Committee.				
2.0	<b>Key issues</b>				
2.1	Members are asked to note that the Notice of Motion and the issues contained therein, if adopted, will have several implications for the Council to consider. These are primarily associated with identifying the most cost efficient and effective way of distributing biodegradable bags, whilst at the same time maximising opportunities to support the achievement of recycling targets and a reduction in the Council's carbon footprint.				
2.3	It is therefore recommended that a report to be brought back to a future meeting of the Neighbourhood Services Committee on a preferred option for the distribution of the biodegradable bags.				
3.0	<b>Recommendations</b>				
3.1	<b>Members are asked to:</b> <ul style="list-style-type: none"><li><b>Agree to the recommendation that a report to be brought back to a future meeting of the Neighbourhood Services Committee on a preferred option for distribution of biodegradable bags.</b></li></ul>				
4.0	<b>Resource implications</b>				
4.1	There are no additional resources implications attached to this specific report, however the Notice of Motion, if adopted, may have additional resourcing implications for the Council to				

	consider. These cannot be quantified at this time but will be considered as part of the identification of a preferred option.
4.2	There are no equality or rural needs implications attached to this specific report, however any specific projects or initiatives adopted as part of the Notice of Motion, if adopted, may be subject to their own statutory screening. Further information is provided at Sections 5.0 and 6.0 of the report.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>

	Rural Needs Impact Assessment completed	<input type="checkbox"/>
7.0	<b>Appendices</b>	
	<ul style="list-style-type: none"><li>▪ None</li></ul>	
8.0	<b>Background Documents</b>	
	<ul style="list-style-type: none"><li>▪ None</li></ul>	

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 <sup>st</sup> April 2021
<b>Subject:</b>	Bus Shelter Applications for Hilltown
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
<b>Contact Officer</b>	Gail Kane, Head of Facilities Management

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to consider applications received for bus shelters in Hilltown.
1.2	<p>Applications were received for the erection of a bus shelter at Spelga Park, Hilltown, and at Main Street, Hilltown.</p> <p>The application for Main Street, Hilltown, was tabled at a previous Neighbourhood Services Committee meeting on 17<sup>th</sup> February 2021, where it was agreed to defer a decision for further discussions to be carried out with residents who had objected.</p> <p>Attached at Appendix 1 is a report which summarises the assessment of each application having due regard to the requirements of the Council's Bus Shelter Policy.</p>
<b>2.0</b>	<b>Key issues</b>
2.1	<ul style="list-style-type: none"> <li>The Neighbourhood Services Directorate, empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the DRD is responsible for the erection and maintenance of bus shelters.</li> <li>Two applications have been received for the erection of a bus shelter in Hilltown, one at Spelga Park, Hilltown and the other at Main Street, Hilltown.</li> <li>Following the consultation process in line with Council Policy there were no objections to the erection of the bus shelter at Spelga Park, Hilltown.</li> <li>Following the consultation process in line with Council Policy, and further discussions with the residents who had objected to the bus shelter proposal for Main Street, it was established that two of the five residents who had previously thought to have objected to the proposal had mistakenly filled in the form received and had actually no objections to the bus shelter at Main Street, Hilltown.</li> <li>The Procedures as part of the bus shelter policy state that "A bus shelter will not be erected if one third or more of home owners/tenants in the vicinity (50m radius)</li> </ul>

	<p>confirm in writing that they object to the shelter being located as proposed".</p> <ul style="list-style-type: none"> <li>For the Main Street application there were 15 residents consulted within 50m of the proposed bus shelter, with 3 objections received in writing. Therefore, less than one third of those consulted have objected to the application and the application therefore meets the criteria for local support.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	<ul style="list-style-type: none"> <li>Note the content of the report.</li> <li>Approve the recommendations in the attached Appendix 1 for the erection of a bus shelter at Spelga Park, Hilltown, and also the erection of a bus shelter at Main Street, Hilltown.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>The Council holds one bus shelter in Stores which can be used for one of the sites. The second bus shelter will be procured.</p> <p>Costs associated with this procurement will be funded through the Council's Capital Programme, which currently has a budget of £30,000.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>

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



**Appendix 1: Report on Bus Shelter Requests**

**Section A: Bus Shelters Requests for consideration to Approve/Decline**

**New bus shelter at Spelga Park, Hilltown**

**Background & Summary of Findings to date**

Cllr G O’Hare has requested Council consider a bus shelter to be erected at the lowest entrance of Spelga Park, Hilltown.



*Proposed Location*

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

**Table 1**

Consultee	Response	Comment
DFI Roads	No objections – side panels and seat permitted	Complies with Policy
PSNI	No objections	Complies with Policy
Translink	More than 20 passengers use this bus stop over the course of a day	Complies with Policy
Local property owners/residents within 50 metre radius of proposed site	18 properties located within 50 metres of proposed location. 6 responded to consultation letters. All 6 respondents	Complies with Policy

Appendix 1 Report on Bus Shelter Requests

	were in approval with the proposed bus shelter.	
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**Recommendations**

As all policy requirements have been met it is recommended to approve the installation of a bus shelter in the proposed location at Spelga Park Hilltown. Side panels and seat premitted where possible.

**New bus shelter at Main Street, Hilltown**

**Background & Summary of Findings to date**

At the previous committee meeting on 17<sup>th</sup> February 2021 it was reported that 15 properties located within 50 metres of the proposed location were consulted on the Bus Shelter installation. 10 responded to consulation letters with 5 objections received. It was agreed to defer a decision on this bus shelter for further discussions to be carried out with local residents who had objected.

Of the 5 objections received, 2 have informed a Council officer that they had mistakenly filled in the form received and in fact had no objections to the bus shelter in this location.

3 of the 5 objectors had not changed with 2 objectors having concerns on anti social behaviour and another concerned about access to their property for maintenance purposes.





## Appendix 1 Report on Bus Shelter Requests

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### *Proposed Location*

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

**Table 1**

Consultee	Response	Comment
DFI Roads	No objections provided shelter is canterliver with no seat.	Complies with Policy
PSNI	No objections	Complies with Policy
Translink	More than 20 passengers use this bus stop over the course of a day	Complies with Policy
Local property owners/residents within 50 metre radius of proposed site	15 properties located within 50 metres of proposed location. 10 responded to consultation letters. 3 objections were received.	Complies with Policy

### **Recommendations**

Following further discussions with local residents it has been established that 2 of the objections initially recieved were incorrectly submitted and therefore amended. This now means that this proposed Bus Shelter location complies with Council Policy requirements and can proceed subject to committee approval. Shleter to be provided as canterliver style with no seat.

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 <sup>st</sup> April 2021
<b>Subject:</b>	Feasibility Study for EV infrastructure at the Council's depots
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director of Facilities Management & Maintenance
<b>Contact Officer</b>	Gail Kane, Head of Facility Management

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide the Committee with the findings of a feasibility study commissioned into providing electric vehicle charging points at several Council vehicle depot sites.
1.2	The Council's fleet of vehicles is fuelled by a mix of diesel and petrol with the highest proportion being fuelled with white diesel. The Council has one vehicle powered solely with electricity.
1.3	<p>The Council, in its pursuit to become more environmentally sustainable, appointed a Consultant to undertake a feasibility study to determine the possibility of installing Electric Vehicle (EV) charging points at</p> <ul style="list-style-type: none"> <li>• Greenbank Depot, Newry;</li> <li>• Bann Road, Castlewellan; and</li> <li>• Strangford Road, Downpatrick.</li> </ul>
1.4	<p>The purpose of this study was to prepare for the likelihood of Council changing some of its fleet from diesel/petrol vehicles to electric vehicle replacements. Currently the only vehicles this change would affect are small vans under 3.5 tonne.</p> <p>The study also entailed a review of the current electrical infrastructure within the three sites.</p> <ul style="list-style-type: none"> <li>• Was there sufficient energy capacity on the current systems to support the EV chargers to the sites;</li> <li>• Is there a need for additional switchgear on the existing electrical distribution equipment;</li> <li>• Is there a viable route for supply cables to the proposed charging points;</li> <li>• Are the proposed EV charger locations suitable for overnight charging.</li> </ul>

1.5	<p>There are regulations which need to be taken into consideration when undertaking such a project. Details as follows: -</p> <ul style="list-style-type: none"> <li>• BS EN IEC 61851/BS EN 61851 – design and performance requirements for EV charging equipment;</li> <li>• Electromagnetic Compatibility Regulations 2016;</li> <li>• Electrical Equipment (Safety) Regulations 2016 &amp; CE-marked accordingly;</li> <li>• BS7671:2018+A1:2020 – Safety Standard for electrical installations.</li> </ul>
1.6	<p>The findings of the feasibility report are provided at Appendix 1.</p> <p>Officers view is that the proposed transfer of some of the Council fleet to electric vehicles is viable based on the feasibility report findings. To proceed with this proposal the next stage would be to complete a Business Case which examines the investment necessary and benefits of the EV charging system, together with costings.</p>
2.0	<b>Key issues</b>
2.1	<ul style="list-style-type: none"> <li>• This feasibility study considered the viability of installing Electric Vehicle (EV) charging points at Greenbank Depot, Bann Road Depot and Strangford Road Depot as these are the main sites within the district where Council vehicles are stored overnight.</li> <li>• The study found that the current electric capacity at each site is much greater than the current demand. There is therefore capacity on each site to accommodate electric charging points. However, depending on the number of charging points proposed the current capacity may need to be reviewed.</li> <li>• The main switchboards all appear to have spare ways or spaces where new main switch/isolating devices can be installed to supply new sub-distribution boards for the EV charger Installation.</li> <li>• It is proposed that the quantities of EV charging points at each of the locations is as follows: -             <ul style="list-style-type: none"> <li>• Greenbank, Newry 8-10 No.</li> <li>• Strangford Road, Downpatrick 8-10 No.</li> <li>• Bann Road, Castlewellan 1-2 No.</li> </ul> </li> <li>• The study recommends that the standard mode 3 AC charger is installed at all the points in Greenbank and Strangford Road. However, it is recommended that 1 No. standard mode 3 AC charger, and 1 No. CCS DC mode 4 fast charger is installed in Bann Road. This would allow for a vehicle to be charged to approximately 80% capacity during a normal lunch break (1/2 hour to 1 hour).</li> <li>• The other 8-10 mode 3 chargers at each of the other sites is for overnight charging. However, a load management strategy would be required to be put in place at Greenbank and Strangford Road to ensure that all vehicles are not connected to the system at the one time. A time clock system could be provided to ensure the supply to each vehicle is staggered overnight thus limiting a spike in demand at any one time.</li> </ul>

	<ul style="list-style-type: none"> <li>Management of the system will need to be considered by Council to measure, record and display the amount of electrical energy used. This should be undertaken via software on a computer system in the building. Management of this system should also include reporting of faults and collection of data.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	<ul style="list-style-type: none"> <li>Note the contents of the report.</li> <li>Business Case to be prepared which examines the investment and benefits of the EV charging system, together with costings.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Staff time to undertake the completion of the business case.</p> <p>As part of the Consultation exercise the external Consultant estimated installation costs as follows for each of the sites: -</p> <ul style="list-style-type: none"> <li>Greenbank, Newry - £30K</li> <li>Strangford Road, Downpatrick - £30K</li> <li>Bann Road, Downpatrick - £10K</li> </ul> <p>As part of the Business Case, Officers will include a bid for capital funding for this project to Council.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>

5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>
	<p>Appendix 1: Copy of Provision of Electric Vehicle Charging Points at NM&amp;DDC Depots, Preliminary Feasibility Study.</p>
8.0	<p><b>Background Documents</b></p>
	<p>None</p>



1270	PROVISION OF ELECTRIC VEHICLE CHARGING POINTS AT NM&DDC DEPOTS
PRELIMINARY FEASIBILITY STUDY	





REVISION	DESCRIPTION	ISSUED BY	DATE	CHECKED BY
P01	Preliminary Feasibility Study	NP	Feb 21	AM

**Author(s)** Nigel Proctor

**Signature**

**Date** 26<sup>th</sup> February 2021

**Checked by** Alan McKee

**Signature**

**Date** 26<sup>th</sup> February 2021

PRELIMINARY



## **PROVISION OF ELECTRIC VEHICLE CHARGING POINTS AT NM&DDC COUNCIL DEPOTS**

### **FEASIBILITY STUDY**

#### **CONTENTS**

- 1.0 Introduction
- 2.0 Outline of Feasibility Study
- 3.0 Existing Electrical Load Details
- 4.0 Options/Recommendations for EV installations
  - 4.01 Newry – Greenbank
  - 4.02 Downpatrick - Strangford Road
  - 4.03 Castlewellan – Bann Road
- 5.0 Electrical Installation for EV Chargers
- 6.0 Miscellaneous items for Discussion
- 7.0 Cost Estimates
- Appendix A



## 1.0 INTRODUCTION

Advance M&E Design Ltd were appointed by NM&DDC, to carry out a multisite study to determine the feasibility for the introduction of Electric Vehicle, (EV), chargers on their properties. The purpose is to prepare for the likelihood of change from Diesel fuel small van fleet to EV replacements.

The 3No. sites in question are;

1. Newry – Greenbank
2. Downpatrick - Strangford Road
3. Castlewellan – Bann Road

This study is focused on the EV charger provision and will not contain any specific information, details, suggestions or recommendations for types, makes or models of vehicles or on any currently available government grants for EV charger installation

### 1.01 STANDARDS AND REGULATIONS

The BS EN IEC 61851/BS EN 61851 series of standards specifies the design and performance requirements for EV conductive charging equipment with which all equipment shall comply. Furthermore, EV charging equipment shall also comply with the Electromagnetic Compatibility Regulations 2016 and the Electrical Equipment (Safety) Regulations 2016, and be CE-marked accordingly. BS 7671:2018+A1:2020 is the appropriate safety standard for electrical installations.

### 1.02 OVERVIEW OF CHARGING EQUIPMENT

#### Types of Electric Vehicle Charging Stations

					
<b>AC Level 1</b>		<b>AC Level 2</b>		<b>DC Fast Charger</b>	
<ul style="list-style-type: none"> <li>120V AC, 1-phase, 12A or 16A max. continuous current</li> </ul>		<ul style="list-style-type: none"> <li>208V-240V AC, 1-phase, ≤ 80A max. continuous current</li> </ul>		<ul style="list-style-type: none"> <li>380V-600V AC, 3-phase input; DC output</li> </ul>	
<b>Mode 1 (AC)</b>	<b>Mode 2 (AC)</b>	<b>Mode 3 (AC)</b>		<b>Mode 4 (DC)</b>	
<ul style="list-style-type: none"> <li>250V AC, 1-phase, 16A max. -OR- 480V AC, 3-phase, 16A max.</li> <li>Cord with no pilot or auxiliary connections</li> </ul>	<ul style="list-style-type: none"> <li>250V AC, 1-phase, 32A max. -OR- 480V AC, 3-phase, 32A max.</li> <li>Cord with control pilot &amp; shock protection</li> </ul>	<ul style="list-style-type: none"> <li>250V AC, 1-phase, 32A max. -OR- 480V AC, 3-phase, 32A max.</li> <li>Permanently connected to AC supply with control pilot &amp; shock protection</li> </ul>		<ul style="list-style-type: none"> <li>AC or DC input supply, cord or permanently connected, with control pilot &amp; shock protection</li> </ul>	
<ul style="list-style-type: none"> <li>Delivers AC power from the wall socket to vehicle's on-board charger</li> <li>Typically takes 8-12 hours* to charge fully depleted battery</li> </ul>		<ul style="list-style-type: none"> <li>Delivers AC power from the electrical supply to vehicle's on-board charger</li> <li>Typically takes 4-6 hours* to charge fully depleted battery</li> </ul>		<ul style="list-style-type: none"> <li>Delivers DC power, bypassing the vehicle's on-board charger</li> <li>Typically provides 80% charge of fully depleted battery within 30 minutes*</li> </ul>	

AC charging equipment tends to be either in the form of 'charging posts' or wall-mounted charging units, and comes in a variety of current ratings, for example, 13 A, 16 A and 32 A.

EVSE (Electric Vehicle Supply Equipment) can be supplied via single phase 240v or 3 phase 400v.

In this case since it is available on all 3No. sites, we would recommend a 3 phase solution.

2.0     **OUTLINE OF FEASIBILITY STUDY**

The study included site visits to the 3No. sites to review the current electrical infrastructure to determine if;

- 1. There is sufficient energy capacity on the current systems to support the introduction of EV chargers to the sites.
- 2. There is a facility for necessary additional switchgear on the existing electrical distribution equipment.
- 3. There is a viable route for supply cables to the proposed EV charger locations.
- 4. That the proposed EV charger locations are suitable for vehicle parking/overnight charging etc.

From early discussions, it has been ascertained that the following are the approximate quantities of EV charging stations being considered for the 3No. sites;

- |                                  |           |
|----------------------------------|-----------|
| 1. Newry – Greenbank             | 8 - 10No. |
| 2. Downpatrick - Strangford Road | 8 - 10No. |
| 3. Castlewellan – Bann Road      | 1 - 2No.  |

The study will provide the necessary information, qualifications and proposals for EV chargers for the 3No. sites.

The content of this report has been based on visual, non-invasive inspections, calculations and assessments carried out by Advance M&E Design Ltd.

In addition to our assumptions made about the Electrical loads existing and proposed, we will provide a cost estimate for the necessary upgrade in Electrical services installation and EV charger provision, which will reflect options for upgrades to achieve the various future requirements on the sites. We would stress that these estimates will be based on our assessment of the systems at this time and there is to be no assertion that these are actual costs.

### 3.0 EXISTING ELECTRICAL LOADS

On the day of the inspection at each of the sites, the following electrical details were observed and noted on each of the sites;

1. Newry – Greenbank

Main incomer 630Amp & spare ways/capacity appear to be available at the distribution equipment

2. Downpatrick - Strangford Road

Main incomer 630Amp & spare ways/capacity appear to be available at the distribution equipment

3. Castlewellan – Bann Road

Main incomer 630Amp & spare ways/capacity appear to be available at the distribution equipment

See photos below for a record of each site;



Newry – Greenbank





Downpatrick – Strangford Road



Castlewellan – Bann Road

From information received from the Council, as recorded on the electricity bills for each of the sites, we can confirm that the present Maximum Demand figures are as follows;

1. Newry – Greenbank	65kVA
2. Downpatrick - Strangford Road	50kVA
3. Castlewellan – Bann Road	50kVA

This suggests that although the electrical capacity of each switchgear installation is much greater, the sites are not using above those available kVA ratings, (on these particular bills) and we have been advised that the maximum demand has not been exceeded.

When the capacity and proposed increase in demand is included for the EV charger proposal at each site, the kVA availability may need to be reviewed/increased to meet the needs of the EV installation.

On each site there will be a number of new isolators/breakers to be provided to service the EV chargers. Although the main switchboards at each site are of varying ages, they all appear to have spare ways or spaces where new main switch/isolating devices can be installed to supply new sub-distribution boards for the EV charger Installation at Strangford Road and Greenbank.

#### **4.0 OPTIONS/RECOMMENDATIONS FOR EV INSTALLATIONS**

Due to the nature of the vehicle use as discussed with Council officers, we have arrived at the following proposals for quantities of EV chargers each site;

1. Newry – Greenbank	8 - 10No.
2. Downpatrick - Strangford Road	8 - 10No.
3. Castlewellan – Bann Road	1 - 2No.

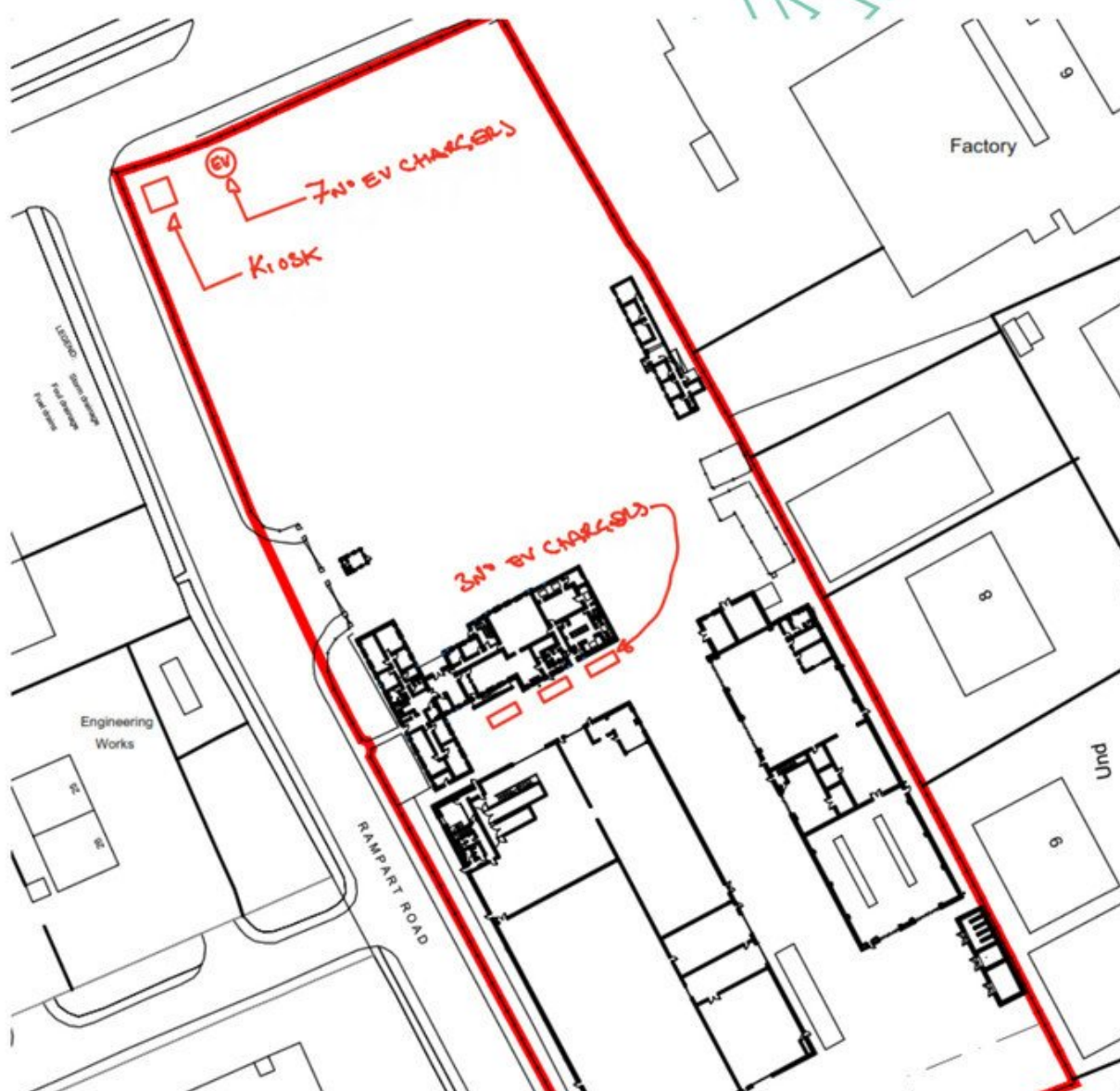
The following sub sections describe each site in more detail: -

#### 4.01 Newry – Greenbank

As Greenbank is a central depot for vehicles in this region of the Council, there are number of vehicles parked overnight at this location.

There has been 2No. locations where EVs could be parked on the site and for this reason there are 2No. locations suggested for EV chargers as indicated on layout below, i.e. 3No. chargers behind the main office accommodation in previously marked parking bays and the other location is 7No. chargers at the opposite side of the car park on the boundary fence.

Because the location suggested for 7No. chargers is remote from the origin of power supply, we would recommend that there is a modular kiosk or similar structure erected to house the necessary electrical switchgear required for this installation. We have identified a possible location for this Kiosk in the corner of the site near to the EV charger locations.





## 4.02 Downpatrick – Strangford Road

31

Strangford Road is another depot where vehicles would be parked overnight, therefore, there would be a need for approximately 10 No. charging points.

See layout below for the proposed location for the charging stations adjacent to the 'workhouse' building. We believe this location is suitable because there is adequate parking close to the main building and the workhouse building is where the vans are parked at present. The switchboard is supplied via an existing 95mm sq 3 phase underground cable. This cable would only be capable of the demand for the chargers if the load on each is limited. However, in this location because of the antiquated nature of the existing switchgear a new distribution board would be required to supply the chargers.



### 4.03 Castlewellan – Bann Road

Bann Road Castlewellan is a depot, which is for daytime use only and vehicles are not normally parked there overnight. For that reason, we would suggest the installation of 1 – 2 charger points. This situation would lend itself to the installation of a CCS DC Mode 4 fast charger to allow a vehicle to be charged to approx. 80% capacity during a normal coffee break, (1/2 hr – 1 hr) during working hours. In addition, a Mode 3 AC charger could be provided to allow for occasional overnight or longer period, (4-6hr) charging. The switchroom in the building backs on to the external wall and this would be a convenient place to locate the charging parking bays, which would not obstruct any other parking spaces or flow of traffic on the site, see layout below.



## 5.0 ELECTRICAL INSTALLATION FOR EV CHARGERS

IET Wiring Regulation 722.311 requires that a final circuit provided for the connection to electric vehicles must be dedicated to that purpose alone. The regulation also requires that no diversity be allowed where a final circuit supplies more than one charging point. However, diversity may be allowed for a dedicated distribution circuit supplying multiple electric vehicle charging points, provided that load control is available to prevent overloading of the circuit.

With this in mind for the applications for the NM&DDC sites, we would estimate the additional loads to be as follows;

- |                                  |                                |
|----------------------------------|--------------------------------|
| 1. Newry – Greenbank             | 212Amp 3 phase (1@32A + 9@20A) |
| 2. Downpatrick - Strangford Road | 212Amp 3 phase (1@32A + 9@20A) |
| 3. Castlewellan – Bann Road      | 52 Amp 3 phase (1@32A + 1@20A) |



The settings on each of the EVSE can be adjusted to limit the current flow being drawn by the vehicle in each case, the figures above can vary significantly and the figures indicated are for the purposes of this feasibility study only.

With this significant load and maximum demand increase at the sites, we would suggest that a load management strategy is put in place at Greenbank and Strangford Road, to limit the number of EV chargers connected to the system at any time, for example time clocks or solid state electronic time management system could be provided to ensure the connection to the supply is staggered between 4pm, 5pm, 6pm, 7pm etc. Thus limiting the 'spike' in demand at a particular time.

The limiting of the maximum current capacity of the particular EV charging equipment can be carried out on some models of chargers, which will have pre-set levels and some models of EV charger have a load curtailment arrangement limiting the load to a particular value. We would recommend that this type of charger is selected for the installations.

Protection against electric shock for EV charger installations is reliant on the maximum voltage between the main earthing terminal of the installation and Earth in the event of an open-circuit fault in the PEN conductor of the low voltage network supplying the installation does not exceed 70 V RMS. Options to satisfy the requirements for protection against electric shock could include converting the EV charging point to a TT earthing arrangement or using the protective measure of electrical separation/Voltage monitoring/current monitoring or O-PEN fault detection as part of its construction. Any of these options isolates the EV charging point from the PME earthing arrangement which ensures compliance with 722.411.4.1 is achieved.

Each EV Charger must be protected by a 30mA RCD to protect against shock and earth leakage in addition to overload protection in the form of a suitably sized MCB or MCCB

To ensure safety and compliance with BS 7671, when selecting the particular manufacturer of charger, this requirement must be applied, i.e. either install a local earth electrode or mesh etc. to reach 2-5 Ohms maximum for each EV charger or ensure the particular EV charger model selected has electrical separation/Voltage monitoring/current monitoring or O-PEN fault detection as part of its construction.

### **5.01 Metering, Control & Monitoring**

Metering could be provided where use of the charging points is billed on an energy usage basis, or metering may be required for energy management purposes, for example, where the Building Regulations apply. The EV charging equipment at Greenbank and Strangford Road will require a separate feeder pillar/kiosk/switchboard containing the energy meter.

Some types of EV charging equipment have a built-in energy meter to measure, record and display the amount of electrical energy used, which can be communicated to a remote monitoring system via software on a computer system in the building. These communications features can allow data on charge station utilization, energy usage and faults to be communicated to the manager of the system. Such data may be communicated either through a wired connection, such as Ethernet, or through a wireless connection, such as wireless networking (Wi-Fi) or a mobile network. This will be dependent on the choice of manufacturer and type of charger selected.

## 6.0 MISCELLANEOUS ITEMS FOR DISCUSSION

The following additional points should be considered: -

- EV Chargers must be positioned in a safe location where there is adequate ventilation, they do not cause obstruction and where trip hazards can be avoided with tethered cables etc.
- Adequate lighting is to be provided at EVSE locations.
- AC EV chargers can be fitted with a tether or with a socket only, (vehicle users need to carry connection lead).
- DC CSS Chargers will be complete with tether.
- Some types of EV charging equipment incorporate security features to prevent unauthorized use of the equipment. For instance, the socket-outlet may be located behind a locked cover that can only be unlocked by a registered user presenting their individually authorized electronic key, presented via, for example, a radio frequency identification device (RFID) or a smartphone application (app).

As part of the review of options, it also needs to be taken into account that there is a kVa availability charge, which if there is another 130 - 150kVA added to the Greenbank and Strangford Road sites, will increase this charge whether the availability is used or not. The charge per kVA will be as per the figure on the Energy supplier's bill. This figure varies and needs to be reviewed on the documents.

## 7.0 COST ESTIMATES

If the recommendations for Electrical and EV Charger installation for each site as listed above is implemented, the high level estimated budgets would be in the following approximate range;

- |                                  |            |
|----------------------------------|------------|
| 1. Newry – Greenbank             | £29 - £32k |
| 2. Downpatrick - Strangford Road | £29 - £32k |
| 3. Castlewellan – Bann Road      | £6 - £10k  |

## **APPENDIX A**

### **References**

BS7671:2018 IET Wiring Regulations

IET Code of Practice for Electric Vehicle Charging Equipment

BS EN 61851 Electric vehicle conductive charging

PRELIMINARY



<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 <sup>st</sup> April 2021
<b>Subject:</b>	Public Convenience Strategy Consultation Report
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
<b>Contact Officer</b>	Gail Kane, Head of Facilities Management

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	<p>The purpose of this report is to provide the Committee with details of the outcome of the draft Public Convenience Strategy 12-week consultation process.</p> <p>It was agreed that the findings from the public consultation are reported back to this committee prior to finalising the strategy.</p>
1.2	<p>The Council does not have a statutory duty to provide a Public Toilet service, but it does through the provision of 31 Public Toilets. No income is received from the provision of this service.</p> <p>The Council previously agreed the draft Public Toilet Strategy and as part of this 12-week consultation process sought comments on the recommendations from the draft strategy prior to finalising the strategy document.</p>
1.3	<p>The key recommendations within the draft Public Toilet Strategy are as detailed below.</p> <ul style="list-style-type: none"> <li>• Council will remain committed to providing a Public Toilet Service across the district;</li> <li>• Council will undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need;</li> <li>• Council will consider corporate branding its facilities as part of future capital and revenue works to improve existing Public Toilet provision. Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision;</li> <li>• Council will review the opening/closing times of its Public Toilets and consider extending these to meet identified need;</li> </ul>

	<ul style="list-style-type: none"> <li>• Council will review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service;</li> <li>• Council will consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision;</li> <li>• Council will consider providing Changing Places facilities as part of its Public Toilet provision;</li> <li>• Council will investigate the introduction of charging at some facilities as a means of reducing vandalism and antisocial behaviour;</li> <li>• Council will consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.</li> </ul>
<b>2.0</b>	<b>Key issues</b>
2.1	<ul style="list-style-type: none"> <li>• A total of 287 participants across the district took part in the public toilet strategy consultation.</li> <li>• Most respondents (generally between 79%-86%) either strongly agreed or agreed with the key recommendations.</li> <li>• The key recommendation to investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour was on strongly agreed or agreed by 56% of respondents.</li> <li>• The consultation process also allowed for additional comments on the strategy.</li> <li>• Additional comments noted were in relation to requests for new public toilet facilities within certain locations throughout the district. Other comments noted were regarding cleanliness of the facilities and the design and layout of facilities.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	<ul style="list-style-type: none"> <li>• To note contents of this report.</li> <li>• To finalise the Public Convenience Strategy, taking into consideration results of the 12-week consultation process. The finalised strategy document is to be presented to the Neighbourhood Services Committee before setting out of each work package as part of the implementation process for delivery of the service going forward.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	None at this stage.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	<b>Appendices</b>
	Appendix 1: Consultation on Newry, Mourne and Down's Public Toilet Strategy – Presentation of Findings

8.0	Background Documents
8.1	None



# Consultation on Newry, Mourne and Down's Public Toilet Strategy

## Presentation of Findings



Evidence and Research Team

April 2021



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

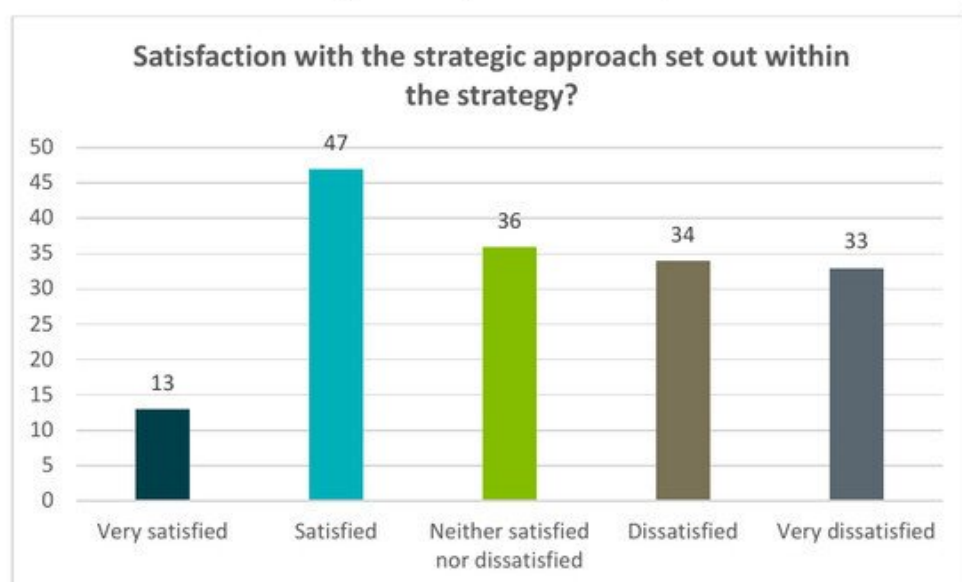
## Consultation on Newry, Mourne and Down’s Public Toilet Strategy.

This report provides both quantitative and qualitative analysis carried out on the responses to the public toilet strategy consultation.

A total of 287 participants across the district took part in the public toilet strategy consultation. Not all of these participants filled in all the questions however as is evidenced in the graphs and charts below.

### Question 1: Overall how satisfied are you with the strategic approach set out within the strategy?

A total of 163 participants responded to this question in the survey which asked them to rank their satisfaction with the strategy from very satisfied to very dissatisfied.



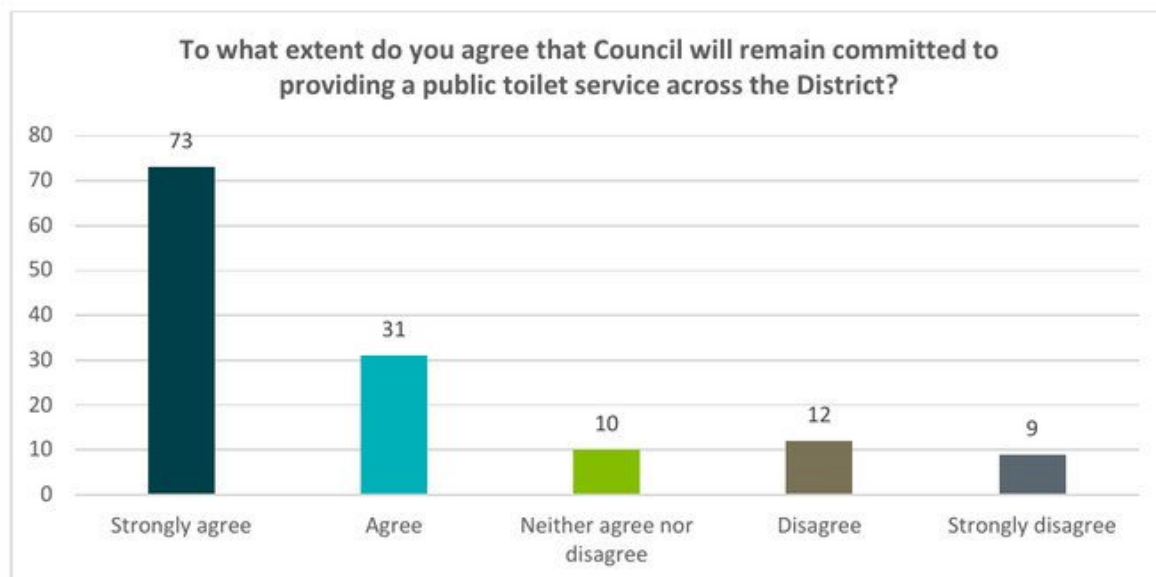
The majority of respondents were satisfied with the survey, however there was a higher percentage of persons both dissatisfied and very dissatisfied (41%) than were satisfied and very satisfied (37%).

## Key Recommendations:

Participants were asked to rank their level of agreement or not with the 9 key recommendations set out in the strategy.

### 1. Remain committed to providing a Public Toilet Service across the district.

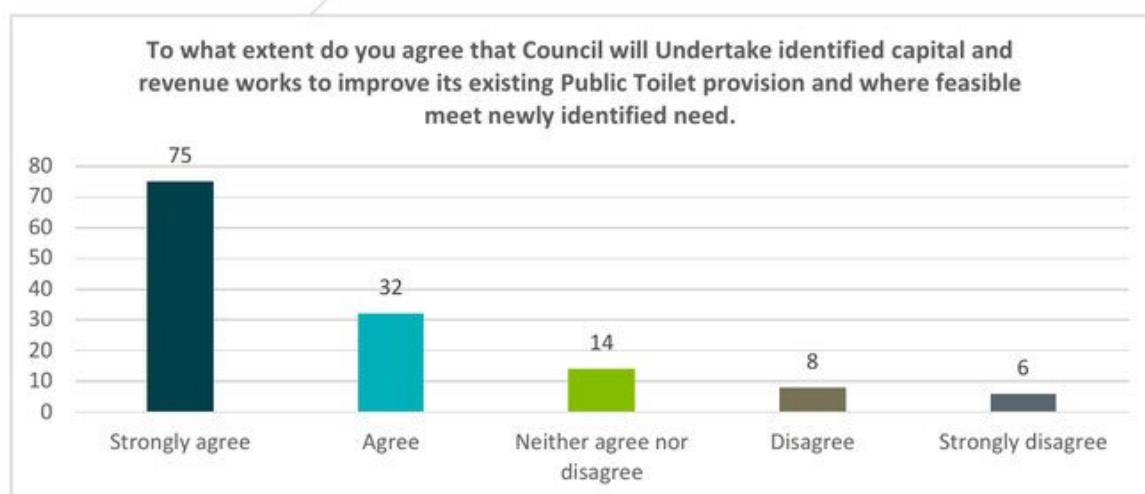
135 participants responded to this question within the survey with results displayed in the graph below:



Overall, 77% of respondents either strongly agreed or agreed with this first key recommendation.

### 2. Undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.

135 participants responded to this question within the survey with results displayed in the graph below:

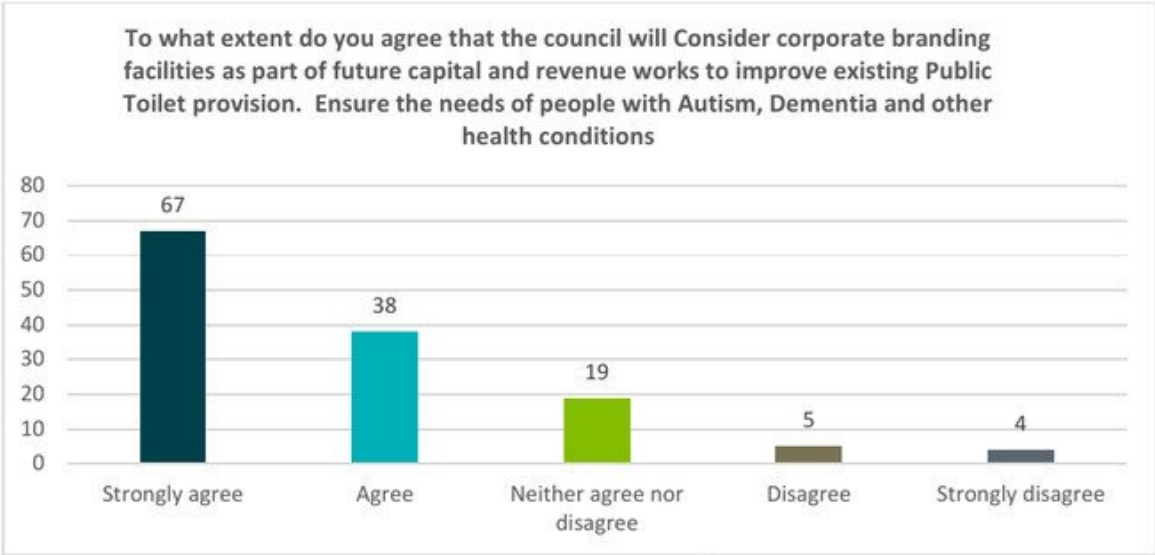


Overall, 79% of respondents either strongly agreed or agreed with this second key recommendation.



**3. Consider corporate branding facilities as part of future capital and revenue works to improve existing Public Toilet provision. Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision.**

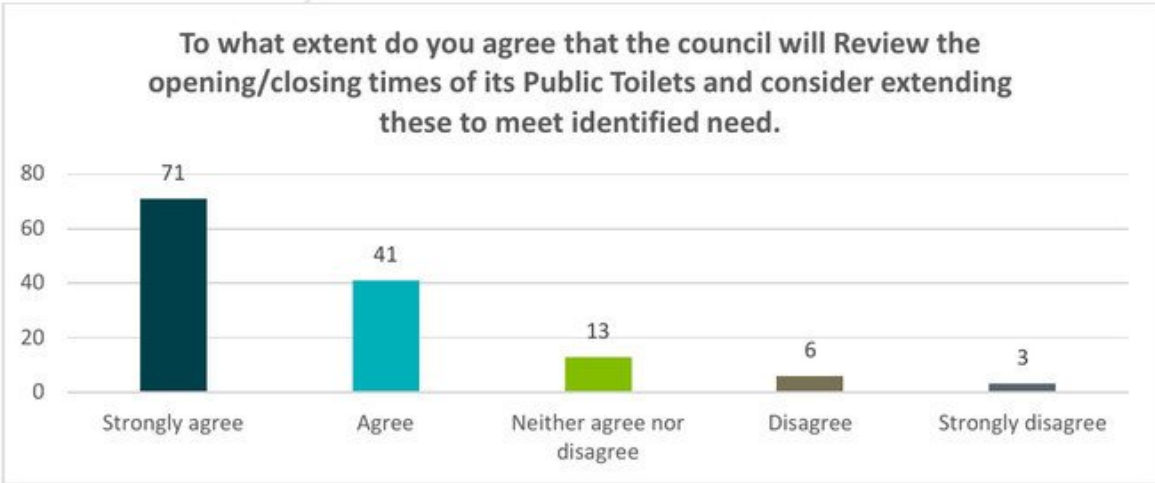
133 participants responded to this question within the survey with results displayed in the graph below:



Overall, 79% of respondents either strongly agreed or agreed with this third key recommendation.

**4. Review the opening/closing times of its Public Toilets and consider extending these to meet identified need.**

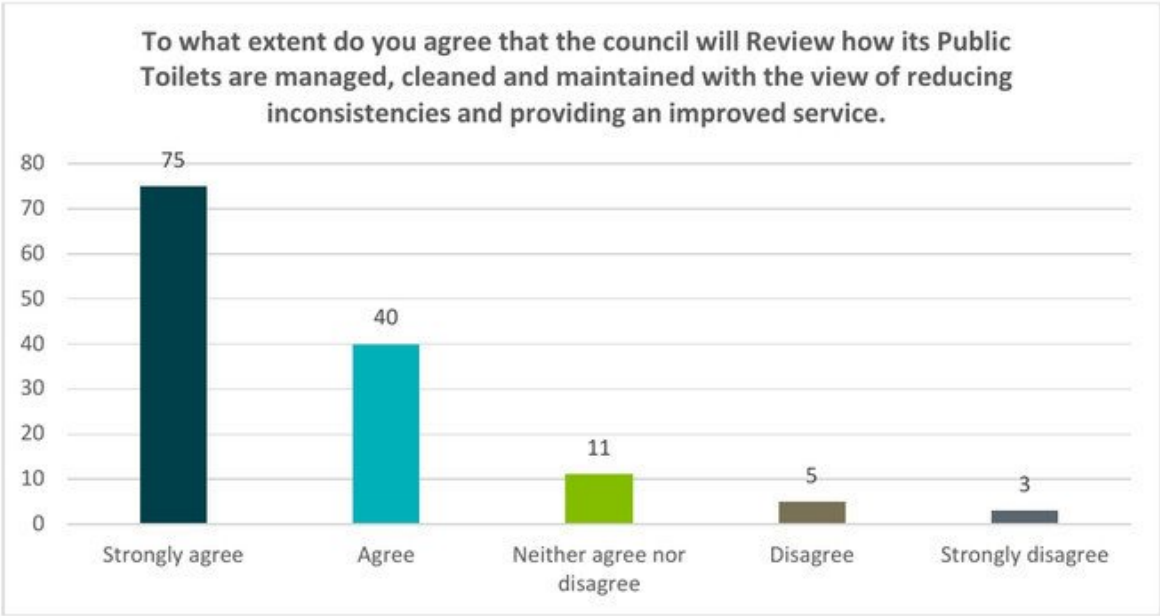
134 participants responded to this question within the survey with results displayed in the graph below:



Overall, 84% of respondents either strongly agreed or agreed with this fourth key recommendation.

**5. Review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.**

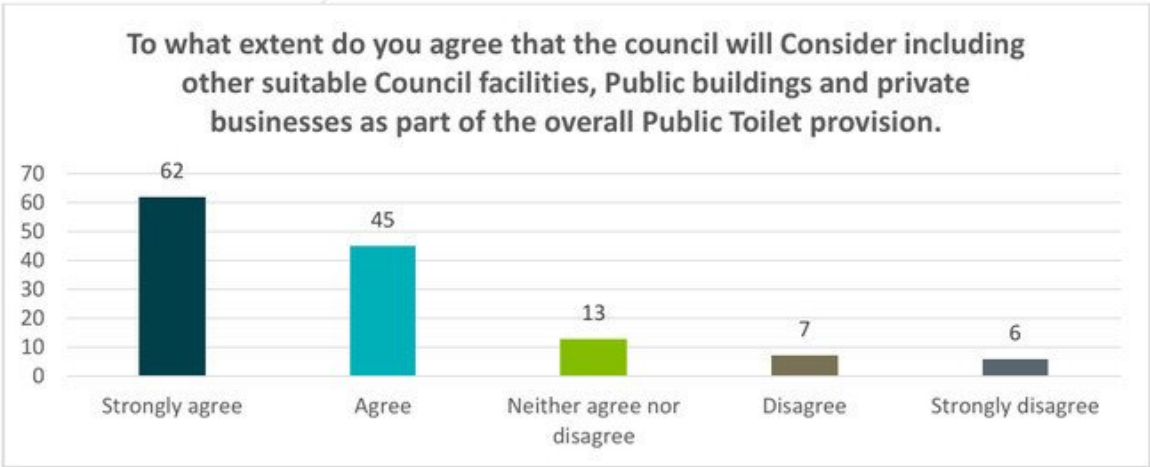
134 participants responded to this question within the survey with results displayed in the graph below:



Overall, 86% of respondents either strongly agreed or agreed with this fifth key recommendation.

**6. Consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision.**

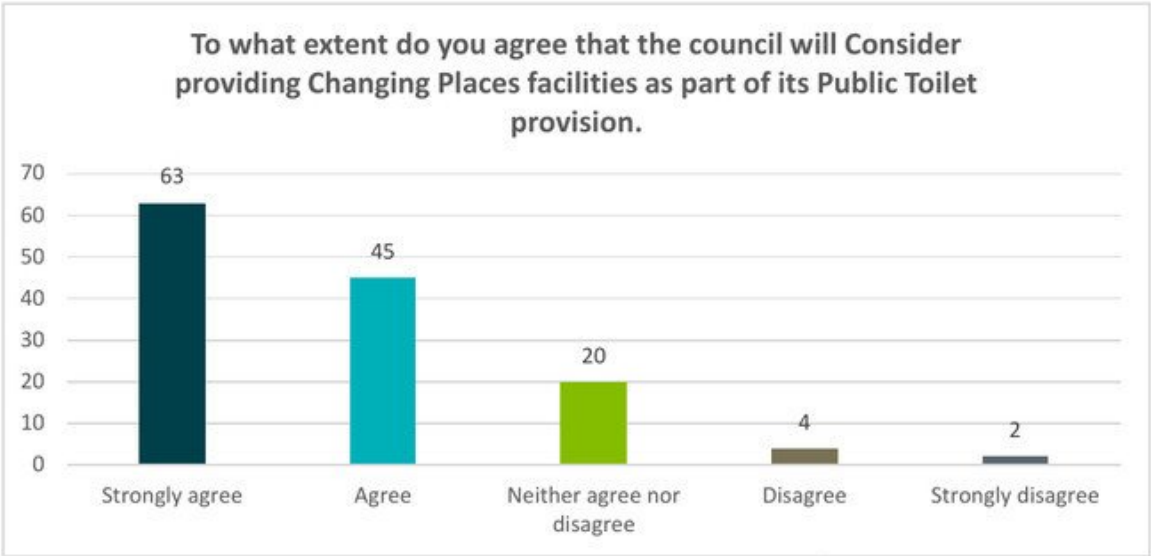
133 participants responded to this question within the survey with results displayed in the graph below:



Overall, 81% of respondents either strongly agreed or agreed with this sixth key recommendation.

**7. Consider providing Changing Places facilities as part of its Public Toilet provision.**

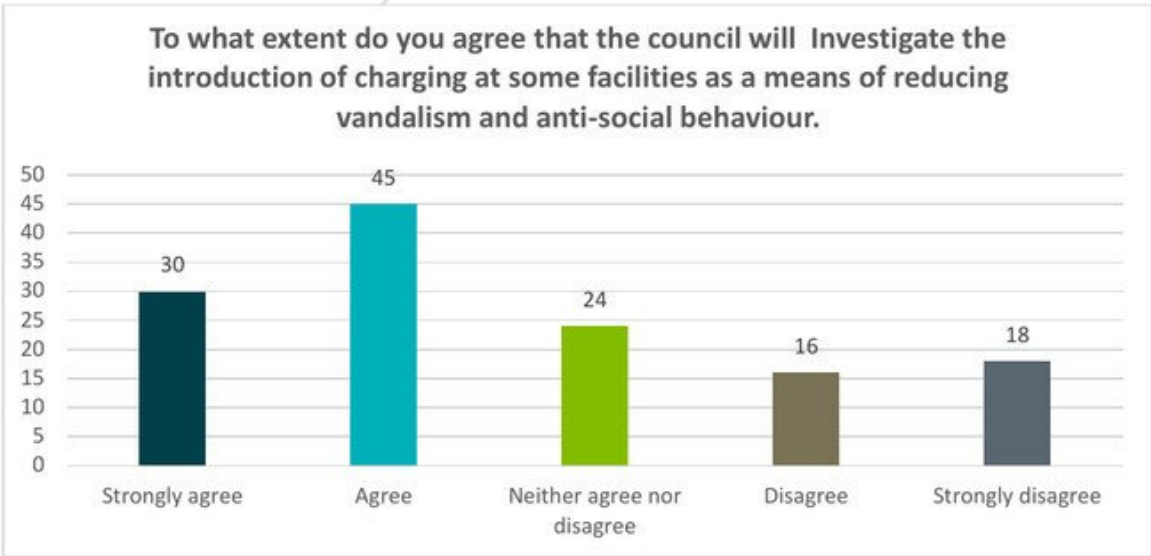
134 participants responded to this question within the survey with the results displayed in the graph below:



Overall, 81% of respondents either strongly agreed or agreed with this seventh key recommendation.

**8. Investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.**

133 participants responded to this question within the survey with results displayed in the graph below:

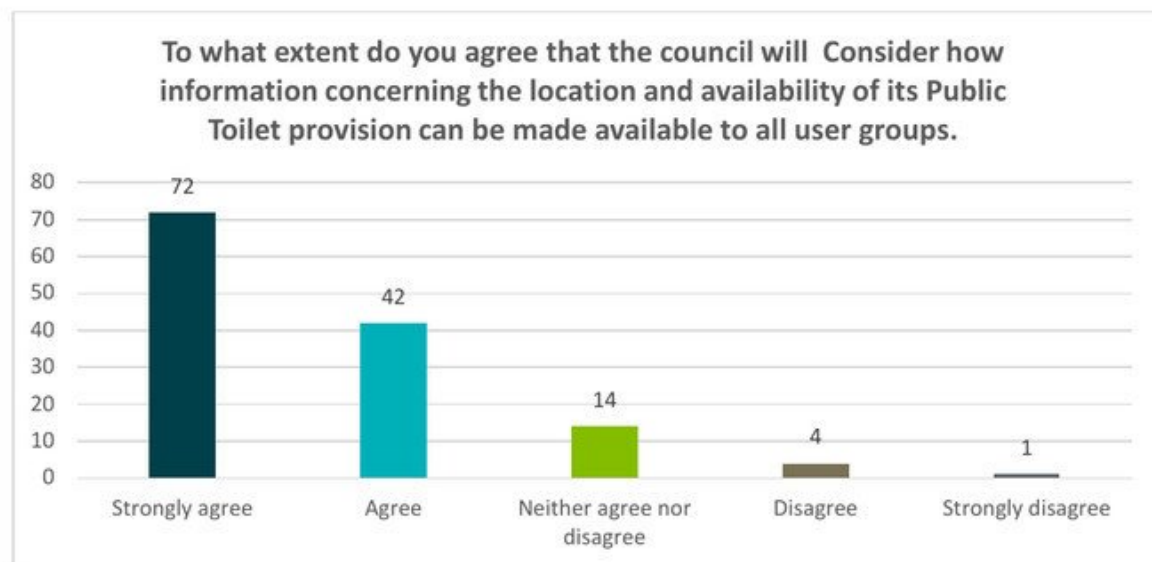


Overall, 56% of respondents either strongly agreed or agreed with this eight key recommendation.



**9. Consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.**

133 participants responded to this question within the survey with the results displayed in the graph below:



Overall, 86% of participants either agreed strongly or agreed with this ninth key recommendation.

**Qualitative Analysis:**

The consultation on the public toilet strategy for Newry, Mourne and Down also allowed for participants to provide any additional comments they had on the strategy.

There was a total of 144 additional comments made with regards to the strategy with the majority, over 56%, stating that there was a need for a public toilet in Dundrum village. Many cited the fact that the need for a public toilet has been featured in its village plan as a priority along with the fact that it meets the criteria of the 1,000 population density based on the Census 2011. Other respondents also cited how busy the village gets during the summer months with tourists. It should be noted that 3 respondents said that there was no need for new public facilities in Dundrum.

The second most important issue according to respondents and accounting for nearly 20% of total additional comments was the belief that more public facilities were needed across the district with better opening times with respondents mentioning specific need in Newry, Hilltown, Newtownhamilton, Kilchief and Newcastle.

Other matters that were noted in the additional comments included the need for cleanliness of the public facilities across the district and for them to look attractive, the language used in the strategy, particularly in relation to disability, the length of the strategy being too long, and the importance of keeping the public informed of the process

**A full list of comments made by all respondents is attached as appendix A at the end of this report.**

Respondents were also asked if there were aware of any **equality of opportunity, good relations or rural needs implications associated with the strategy**. 75 people who filled in the survey answered this question and of these that responded, 21 felt that yes there was equality of opportunity, good relations or rural needs implications associated with the strategy. Many discussed the rural issues particularly in relation to Dundrum village which they feel is being overlooked for public facilities. Others say that the rural needs of the district have not been adequately reflected in the strategy.

One person suggested that charging may result in an equality issue for those in the District on lower incomes while another respondent mentioned the need for appropriate facilities across the district for people with significant disabilities.

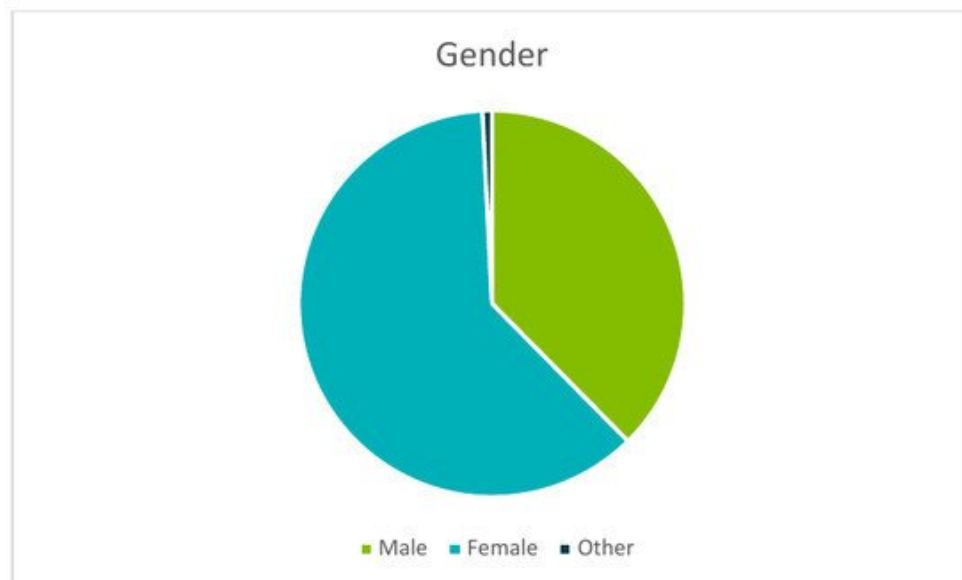
40 respondents to this question felt that no there was not any equality of opportunity, good relations or rural needs implications associated with the strategy.

A full list of comments to this question are available in Appendix B at the end of this report.

## Monitoring Questions:

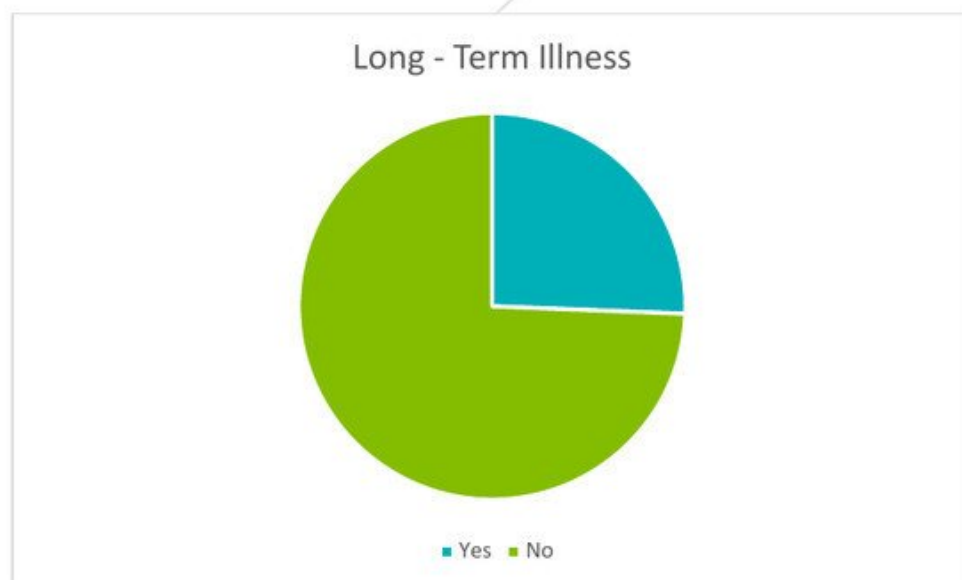
### Gender

A total of 125 respondents filled out the monitoring question in relation to gender with the results graphed below:



### Long Term Illness

A total of 121 respondents answered the monitoring question in relation to long term illness the results of which are displayed in the graph below:

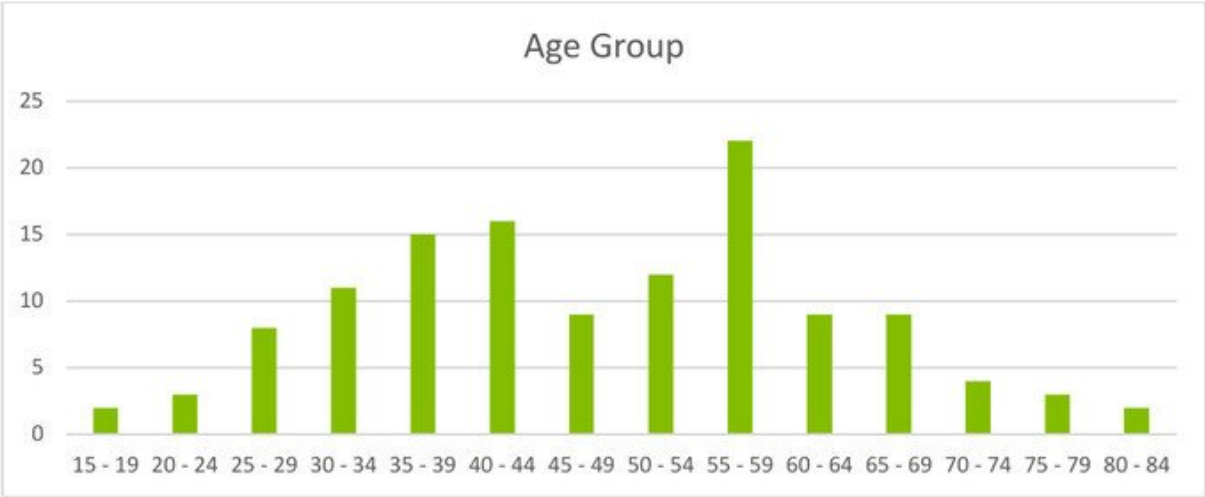


Almost 26% of respondents to this survey said that yes they have a long-term illness, health problem or disability which limits their daily activities or the work they can do. This is considerably higher

than the 18% which was recorded by respondents on the Covid-19 survey that was carried out across the district in September last year.

**Age**

A total of 125 respondents answered the monitoring question in relation to age with the results graphed in the chart below:



<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 <sup>st</sup> April 2021
<b>Subject:</b>	Rewilding and Landscape Improvements for Health & Wellbeing on Council Land
<b>Reporting Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management & Maintenance
<b>Contact Officer (Including Job Title):</b>	Jonathan Ellis, Grounds Maintenance Manager

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>	
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide the Committee with an update on the rewilding progression for 2021 and seek approval for the endorsement of the key themes set out within section 2.1 of this report.
1.2	<p>Officers have undertaken studies practically via new landscape work, maintenance methodologies and consultation with local communities to modernise the Council's developing landscape strategy.</p> <p>The current health crisis caused by Covid has raised the immediate importance of the natural landscape which cannot be underestimated. With habitats and species being eradicated rapidly worldwide, the United Nations has declared 2021 – 2030 the "Decade of Ecosystem Restoration".</p> <p>Strategic analysis of what can be effectively achieved moving forward concerning the Council's green space offering is essential. Medium term, a landscape strategy is developing within which rewilding is central, closely linking with the Councils Tree and Climate Adaption Strategies.</p> <p>There are several key themes emerging from these studies. Officers wish to bring these to the Committee for their endorsement. These key themes are outlined in section 2 of this report.</p>
<b>2.0</b>	<b>Key Issues</b>
<b>2.1</b>	<p>Council closely follow Rewilding Scotland, Restore Europe Restoration Allowance, The True Nature Foundation and has joined Rewilding Ireland. We are addressing the Five Principles of Rewilding taken from Rewilding Britain (Council have recently attempted to join the group, but it is not open to Irish landowners).</p> <p>1. Support people and nature together</p> <p>Council Grounds Maintenance will be finding ways to create healthy and flourishing ecosystems. Rewilding will enrich lives and help us to reconnect with wild nature while providing a sustainable future for local and wider communities.</p>



## 2. Let nature lead

Examples include habitat succession and reinstating natural processes. This includes reintroducing missing species where appropriate, particularly keystone species. Part of the attraction will be letting nature define where we go in the future.

## 3. Create resilient local economies

Rewilding creates opportunities for resilient new nature-based economies in which livelihoods can thrive alongside and enrich nature.

## 4. Work at nature's scale

Rewilding is restoring ecosystems with enough space to allow nature to drive the changes and shape the living systems on which we all depend. Scale may range from a single site (e.g. Island Park, Newcastle) through to joining up many interlinking nature sites so it can thrive from our mountain ranges through to urban residents.

## 5. Secure benefits for the long-term

Rewilding leaves a positive legacy for future generations. Securing the continued, long-term benefits of rewilding areas is key to a healthy, and prosperous future.

The above concepts are inextricably linked to the district, where we have amongst the best natural landscapes to build upon within Ireland.

Many sites have been managed from 2020 from this perspective ranging from small monocultural urban grass areas to entire destination locations including Kilbroney Park.

The aim is to produce a unified scheme district wide, with traditional amenity maintenance concepts mixing with more contemporary biodiverse maintenance methodologies. The contrast between traditional frequently maintained locations and the natural appearance of rewilding will be used to form attractive landscapes in themselves.

From a Council perspective, functional areas of recreation and amenity grassland must still be included.

Trees will be abundant in the landscape, interspersed with meadow, wetland and other habitats where possible.

As with other current concepts, Rewilding will be progressed via tangible results on the ground.

The aim is a mosaic landscape, capable of absorbing great quantities of carbon and supporting a rich assortment of wildlife, including animals and people.

### Practical Projects Include

- Extensive rewilding / wildflower management regimes
- Formally constructed wildflower locations utilising local provenance seed
- Urban forestry and roadside tree & landscape schemes
- Native forestry planting.
- Invasive species removal / control.
- Sustainable perennial planting schemes at gateway locations
- Reduced mowing frequency regimes
- Programmes to retain old growth trees with their specific genetic retention potential.
- Reduced herbicide & fertiliser applications
- Specific community driven localised projects

Informative signage for the above are being installed to inform on the work taking place.

	See Appendix 1 – Rewilding Update Spring 2021 for some current examples.
<b>3.0</b>	<b>Recommendations</b>
3.1	Committee approval is requested for the endorsement of the key themes set out within section 2.1 of this report.
<b>4.0</b>	<b>Resource implications</b>
4.1	Funding of projects arising from this work will be funded through a combination of existing Grounds Maintenance Revenue budgets, agreed capital programme and funding from other government departments.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<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>

	<div>If yes, please complete the following:</div> <div>Rural Needs Impact Assessment completed<div></div></div>
7.0	Appendices
7.1	<a href="#">Appendix</a> 1: Rewilding Update Spring 2021
8.0	Background Documents
8.1	None.

## Appendix 1 - Rewilding Update Spring 2021

Rewilding encourages a balance between people and nature so that we thrive together. It can provide opportunities for communities to diversify and create nature-based economies; for living systems to provide the ecological functions on which we depend; and for people to reconnect with wild nature.

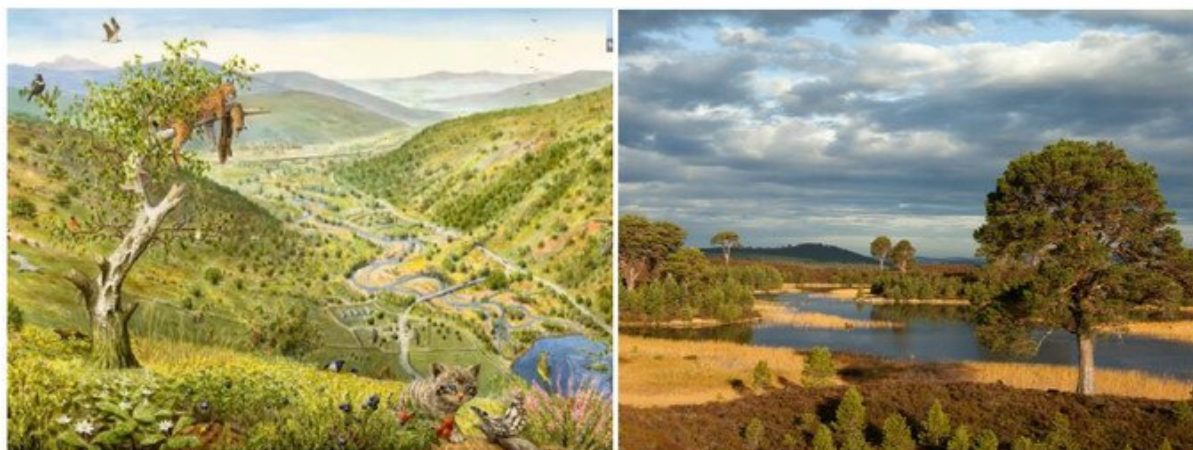
Rewilding Britain's vision for example is for 5% of Britain rewilding, with 25% returned to broader mosaics of nature-friendly land and marine uses with farming, forestry and fishing. This expansion will reverse biodiversity loss and enable nature to bounce back, helping us adapt to climate change as our complex ecosystems find the new natural path forward.

"Rewilding is about working with nature, to get natural processes, the foundations of life, working again"

Natural processes are the endless interactions that shape our planet and support life.

Vital natural processes include the water cycle, oxygen production and soil formation.

Natural processes are nearly infinite. They're a source of wonder, abundance and impact. Learning to live with them, recognise them, respect them and restore them where we can is key to our future health and wellbeing



Photos above Left - Artist's impression of rewilding in 20 years' time within a typical upland location, Right Knepp Estate (S. England) illustrating an aspired to example.

### Primary Concepts to Address within Council Destination Sites for e.g. Kilbroney Park Include

- Creating Experiences
  - Events
  - Learning Activities
  - Historical Interpretation
  - Increasing Overnight Stays
  - Providing Learning Activities
  - Working with Local Communities
  - The Connection of People, Nature and the Experiences is the Driving Force of All We Do.



- Rewilding will be more than simply grounds maintenance issues but encompasses education, footfall and economics etc.
- Rewilding will be utilised as a natural solution for increased absorption of carbon, building rewilding into post-Covid green recovery plans and establishing native species as drivers.

### Specific Site Projects

#### Biomimicry Tree Mulch Surrounds – Kilbroney Park



Photos above – creation of Biomimicry tree surrounds to improve tree health, increase lifespan and increase the GI benefits of each species January 2021.



#### Conservation Arboriculture & Biodiversity Retention.

The climax vegetation of the district is primarily temperate rainforest which is a rare and globally threatened habitat. High levels of rainfall and relatively mild temperatures provide the perfect conditions for some of the world's rarest bryophytes and lichens.

The diversity of these species on the trees, boulders and within varying ground forms can make this an internationally important habitat.



Appendix 1 Rewilding Update Spring 2021

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Photos above – trees which had to be felled due to H&S concerns will have the main scaffold branches and trunk(s) retained for genetic continuity of species, which require varied aged habitats to ensure species survival.



Photos above - Clearance of extensive storm damaged trees to enable effective arboretum management with individual species requirements.



Above (February 2021) - failed Monkey Puzzle used for biodiversity species retention on site





Photos above & below - Retention of Failed Monkey Puzzle to retain the decaying wood structure for fungal retention biodiversity continuity and create attractive features in themselves.



## Grass Sward & Species Improvements

The aim is biodiversity net gain, where biodiversity is left in a better condition, encouraging the design, landscaping and maintenance to improve upon nature to sustain a healthy society, economy and environment.

Over 97% of meadows have been destroyed since the 1930s, road verges and Council sites are therefore a vital refuge for pollinators and other wildlife

Pollinator populations have been declining due to land use changes, habitat loss, diseases, pesticides and wider climate change. Over 75% of the leading crops and nearly 90% of global flowering plants are reliant on animal pollination. Threats to pollinators therefore affect all of us.

Pollinators include bees, wasps, moths and butterflies. Their pollination services drive our food and farming industries and contribute to our economy. They help to maintain healthy plant populations and support other wildlife, shaping the nature and landscapes we all enjoy and are reliant upon.



## Appendix 1 Rewilding Update Spring 2021

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During 2020 we piloted trial sites. Demonstrating both the existing and proposed wellbeing maintenance styles, the visual difference between the two concepts was recognisable and create attractive informal landscapes. This will be expanded upon in 2021 with the purchase of an effective wildflower mower.



Photos above (Late April 2020) – the initial biodiversity swathes being cut within Kilbroney, these interlinking forms have created massive increased visual and genetic species improvements.



Photo above (current) – Kilbroney Park wild garlic & bluebell already establishing around the park perimeter. Right (May 2020) initial wildflower signage at Dundrum Village to educate the public.

Appendix 1 Rewilding Update Spring 2021

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Photo above (early May 2020) – only weeks into the process the results were evident at Seaford Parking Layby, with Bluebell (*Endymoun non scripta*), grasses and Dandelion (*Taraxacum officinale*) forming inflorescence and structural diversity.



## Managing Rewilding on a Larger Scale.



Photos above Kilbroney Park - the bare branches of the veteran Quercus trees with biomimicry surrounds form sculptural elements looking toward Slievebane. Below rewilding management will create prime vistas looking along Slieveban, Slievemeen and Carlingford Lough.





Appendix 1 Rewilding Update Spring 2021

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Above - Aerial analysis for effective interlinkage of mature tree belts, hedgerows and forestry on Leckan More is much more accurate via drone footage. Below biodiverse swards around veteran Cedrus trees adds to the informal attractiveness of the location.





## Delamont Country Park

### **The first forest planting scheme completed (April 2021) under the DAERA Small Woodland Grants.**

Undertaken via DAERA funding with NIEA liason it includes full Irish Provenance Trees and complete hare & rabbit protection to aid establishment.



Photos above & below (April 2021) Council Staff planting the location



### **Creating Space for Wildlife**

Council will help the return of lost species to its landscapes. Birds of prey for example the sea eagle, golden eagle and red kite which disappeared are making a comeback.

Pine martens and red squirrels being reintroduced from Britain in the 19th century are expanding their territories.

## Appendix 1 Rewilding Update Spring 2021

While we are not yet ready for the lynx or wolf, ambitious reintroduction efforts of smaller less controversial species will be fully supported.

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 April 2021
<b>Subject:</b>	DNA Testing for Dog-Fouling Enforcement
<b>Reporting Officer (Including Job Title):</b>	Liam Dinsmore Head of Waste Processing and Enforcement
<b>Contact Officer (Including Job Title):</b>	Laura Hughes Waste Facilities Manager

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

<b>For decision</b>	<b>For noting only</b>	<b>x</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this Report is to update Councillors with respect to enquiries made regarding success and issues relating to DNA Testing of Dog Faeces, as a means to enforcement against Dog Fouling.
1.2	Several Councillors have and continue to raise DNA Testing for Dog Fouling Enforcement as an option to assist to address this matter. Officers have also considered this Option within the Neighbourhood Services Improvement Plan, updated March 2021.
<b>2.0</b>	<b>Findings</b>
2.1	<p>Research regarding DNA Testing for dogs has been undertaken:</p> <ul style="list-style-type: none"> <li>• advice sought from APSE (RSC 1159: DNA Testing for Dog Fouling Enforcement)</li> <li>• Officers attended meeting with the Northern Ireland Dogs Advisory Group (NIDAG). This is a grouping of Council Officers that deals with Dog Control Matters.</li> <li>• Discussion with Local Authority representative who had trialled DNA testing.</li> </ul> <p>Key Findings with respect to the implementation of a DNA Testing Protocol include the following:</p> <ol style="list-style-type: none"> <li>1. There is no Legal requirement for DNA Registration.</li> <li>2. Registration has cost at approximately £40.</li> <li>3. Identification of dogs and registration requires a cheek swab, with costs to collect e.g. by Council, veterinary practices, dogs' charity etc. Costs to analyse samples estimated at £70 per sample. A full DNA sample has costs at approx. £225 per test.</li> <li>4. Database required against which to compare samples with approx. 70% of all dogs in the Council area to be on the database to provide any meaningful programme to identify irresponsible dog owners.</li> <li>5. It is unlikely that regular offenders will register their dogs.</li> <li>6. Significant numbers of dogs will originate from outside the Council District.</li> <li>7. Without the ability to compel dog owners to register their dogs, it is considered that levels of registration will be low, resulting in high costs of testing for minimal return. (This aspect confirmed from Pilot Trial from Local Authority based in England.) It is considered that without ability to compel owners to register their dogs, that a DNA testing scheme for Dog Fouling Enforcement is currently likely to be extremely costly and would be ineffective.</li> </ol>



	8. The current FPN system, where offenders pay their fine, disallows recovery of other potential costs e.g. costs of testing.																								
2.2	<b>Summary of Findings</b>  Significant potential costs are identified with the administration of a scheme for DNA Testing for Dog Fouling Enforcement. Currently, requirement for participation in a DNA Testing Scheme would require participation by dog-owners, but without powers to encourage such participation, take-up is anticipated to be low.																								
3.0	<b>Recommendations</b>																								
3.1	<b>On basis of Findings, it is not recommended that Council implement a scheme for DNA Testing for Dog-Fouling Enforcement at this point in time.</b>  <b>It is recommended:</b> <ul style="list-style-type: none"><li>that Council does continue to monitor developments in the area of DNA Testing and to review further following any future developments in this area, through participation with Northern Ireland Dogs Advisory Group and/or other sources.</li><li>Council continues to promote Responsible Dog Ownership as proposed in the Councils Enforcement Improvement Plan.</li></ul>																								
4.0	<b>Resource implications</b>																								
4.1	No cost implications arise from this Report.  Projected Cost implications relating to a Pilot Scheme are as follows, based on 10,000 licenced dogs with 70% participation: <table><tr><th>Item</th><th>Description</th><th>Cost per unit (£)</th><th>Cost per target 7000 registration (£) p.a.</th></tr><tr><td>1.*</td><td>Initial registration and test (assumes undertaken by existing staff)</td><td>40</td><td>280,000</td></tr><tr><td>2.</td><td>Sample Tests</td><td>70</td><td>(1000x70) 70,000</td></tr><tr><td>3.</td><td>Admin. Costs</td><td></td><td>40,000</td></tr><tr><td>4.</td><td>Fine Income</td><td></td><td>(60x 500) -30,000</td></tr><tr><td>5.</td><td>Legal costs to address any court costs relating to challenged FPN.</td><td></td><td>Budget required</td></tr></table> Notes: 1.*Registration is voluntary. 2. Year 2 costs for registration reduce. Allow say 1000 x£ 40 new registration	Item	Description	Cost per unit (£)	Cost per target 7000 registration (£) p.a.	1.*	Initial registration and test (assumes undertaken by existing staff)	40	280,000	2.	Sample Tests	70	(1000x70) 70,000	3.	Admin. Costs		40,000	4.	Fine Income		(60x 500) -30,000	5.	Legal costs to address any court costs relating to challenged FPN.		Budget required
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	<i>n/a</i>	<input type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>	
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>	
6.0	<b>Due regard to Rural Needs (please tick all that apply)</b>	
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	<b>Appendices</b>	
	None	
8.0	<b>Background Documents</b>	
	<b>Enforcement Improvement Plan: March 2021</b>	

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 April 2021
<b>Subject:</b>	Update to Council: Issue of FPN
<b>Reporting Officer (Including Job Title):</b>	Liam Dinsmore; Head of Waste Processing
<b>Contact Officer (Including Job Title):</b>	Laura Hughes; Waste Facilities & Enforcement Manager

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

For decision	For noting only	x																																										
1.0	Purpose and Background																																											
1.1	<p>An Enforcement Improvement Plan was approved by Committee in March 2021.</p> <p>Update for the Plan, to include Marketing and Communications to roll-out the Plan, will be provided at May’s meeting of NS Committee.</p> <p>Committee has requested to be kept up to date with respect to FPN as issued.</p>																																											
	<p>Council have noted that establishment for Enforcement increased by 2 Officers (50%) in November 2020, with a further 2 Seasonal staff to be recruited in April 2021.</p> <p>During March 2021, there was reduced Enforcement staffing availability, 1 X F/T Officer Down + 1 X P/T Officer Newry providing service provision, to accommodate banked staff Annual Leave. 1 Officer has left the Enforcement Team to take up an alternative post in Leisure.</p> <p>Effective Enforcement Staffing as at 15 April 2021 is 3 Full Time Staff with Seasonal recruitment underway.</p>																																											
1.2	Reported FPN as issued in 2019/20 were 54 FPN.																																											
	Issue of FPN																																											
2.1	A FPN, as issued must comply with a Procedure requiring Name and Address for person against notice is to be served. As such some notices may take several months to be processed, pending response to information enquiries issued to external parties and other agencies.																																											
2.2	Fixed penalty notices served and enquiries in process for Quarter 1 2021 are as follows;																																											
	<table><tr><th>Month</th><th colspan="2">FPN Issued</th><th colspan="2">FPN Paid</th><th colspan="2">Enquiries in Process</th></tr><tr><td></td><td>Dog Foul</td><td>Litter/FT</td><td>Dog Foul</td><td>Litter/FT</td><td>Dog Foul</td><td>Litter/FT</td></tr><tr><td>January</td><td>0</td><td>2</td><td>0</td><td>1</td><td>0</td><td>1</td></tr><tr><td>February</td><td>1</td><td>9</td><td>1</td><td>7</td><td>0</td><td>4</td></tr><tr><td>March</td><td>10</td><td>5</td><td>1</td><td>1</td><td>9</td><td>2</td></tr><tr><td>Totals</td><td>11</td><td>16</td><td>2</td><td>9</td><td>9</td><td>7</td></tr></table>		Month	FPN Issued		FPN Paid		Enquiries in Process			Dog Foul	Litter/FT	Dog Foul	Litter/FT	Dog Foul	Litter/FT	January	0	2	0	1	0	1	February	1	9	1	7	0	4	March	10	5	1	1	9	2	Totals	11	16	2	9	9	7
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2.3	<p>Total FPNs as issued in 2020/2021 were 52 FPN.</p> <p>27 FPNs (51.9%) were issued in Quarter 1 of 2021 with a further 16 enquiries pending.</p>																																											

	It is anticipated that these pending notices will result in FPN issue. It is considered that an increasing trend of FPN issued by officers is demonstrated.
<b>4.0</b>	<b>Resource implications</b>
4.1	No financial resourcing issues arise from this Report.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p><i>n/a</i> <input type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p> <p><i>n/a</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	<p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<b>Appendices</b>
	None
8.0	<b>Background Documents</b>
	<b>Enforcement Improvement Plan: March 2021</b>

<b>Report to:</b>	Neighbourhood Services (NS) Committee
<b>Date of Meeting:</b>	21 April 2020
<b>Subject:</b>	Community Clean-ups
<b>Reporting Officer:</b>	Johnny McBride, Director: Neighbourhood Services (Acting)
<b>Contact Officers:</b>	Liam Dinsmore, Head of Waste Processing & Enforcement Sheena McEldowney, Head of Sustainability

For Decision		X	For Noting Only	
<b>1.0</b>	<b>Purpose &amp; Background</b>			
1.1	<p>The purpose of this report is to recommend for Committee agreement, arrangements for</p> <ul style="list-style-type: none"> <li>A Notice of Motion with respect to Big District Clean-up was considered by Council at February NS Committee, which Notice of Motion was approved:</li> </ul> <p>It was agreed to recommend approval to Officers to develop a scheme, like the "Cleaner, Greener Communities Initiative" in 2019, to be implemented later in the year. This would be subject to the easing of COVID-19 Regulations, as well as the availability of the necessary supporting resources. A report to be brought back to a future meeting of the Neighbourhood Services Committee on the detail of the proposed scheme.</p> <p>It was also agreed that the Council engage with external groups, including Statutory Agencies, to encourage them to join in this initiative.</p>			
1.2	<p>The Council has previously promoted and assisted Community initiatives to encourage Community Groupings to undertake regular clean-up projects within their areas, to encourage Pride of Place and thereby discourage incidence of illicit dumping and littering.</p> <p>Initiatives undertaken include:</p> <ul style="list-style-type: none"> <li>Cleaner / Greener Initiative</li> <li>Adopt a Spot</li> <li>Participation in Tidy Town</li> <li>Floral Display</li> <li>Beach Clean initiatives</li> <li>National Spring-Clean</li> </ul> <p>The Notice of Motion anticipated that Council will seek to assist with National Spring Clean initiatives where possible.</p>			
1.3	<p>Current Policy to assist clean-ups is:</p> <ul style="list-style-type: none"> <li>Provide a returnable clean-up pack, comprising 6 litter picks, gloves and bags</li> <li>Provide access to HRC site for pre-planned delivery of litter picked wastes</li> <li>Assist with National Spring-Clean initiatives</li> </ul>			



<b>2.0</b>	<b>Key Issues</b>
<b>2.1</b>	<b><u>Joint Initiatives to promote cleanliness of our District in 2021, through promotion of Community Clean-ups</u></b>
2.1.1	<p>There is no doubt that during the Pandemic roadside littering has increased. Enforcement has reported a 75% increase in incidence of Fly tipping.</p> <p>Significant efforts have previously been made to discourage fly-tipping and heighten awareness regarding littering, with evidence available that litterers are more likely to undertake additional littering where an area presents as not being maintained.</p> <p>Evidence also is available to show that where Community involvement exists to keep an area clean, that is more likely that such area will remain free of litter.</p> <p>Notice of Motion adopted by the Council provides that initiatives do be implemented to assist and promote Litter picking and Community Clean-ups.</p>
2.1.2	Council Street /Litter Cleaning Service is responsible for cleaning Roads throughout the Council District, a Service which will benefit from the support of Community Groupings. The Council also seeks to present a clean environment at all times.
2.2	<p>All Clean-up initiatives require to be coordinated, to ensure that assistance and guidance is best provided.</p> <p>It is considered that two models are available:</p> <ul style="list-style-type: none"> <li>• Cleaner/Greener model implemented by Council and coordinated by Council</li> <li>• Adopt a Spot, <b>Appendix 1</b> essentially similar but coordinated through (KNIB), Keep Northern Ireland Beautiful. NMANDD currently partners with KNIB in respect of this model, where a Community Group 'adopts an area' to be cleansed and receives assistance by way of advice and support with bags etc.</li> </ul> <p>It is Officers' proposal that Joint Initiatives to promote cleanliness of our District in 2021 are coordinated and managed through the Adopt a Spot model, requiring Organisers to register with KNIB, to draw down support.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Members are asked to consider and agree to:</p> <ul style="list-style-type: none"> <li>➤ <b>Continue with support to Community Groups to undertake one-off roadside litter collection and Community Clean-ups, where Government Guidance permits.</b></li> </ul> <p><b>Council to provide assistance as follows:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Litter pick pack to be provided and kept by registered group, comprising 6 no. litter picks (senior)</b></li> <li>➤ <b>Litterbags</b></li> <li>➤ <b>6 sets of gloves</b></li> <li>➤ <b>Receipting arrangements to receive wastes at HRC site</b></li> <li>➤ <b>Mechanical sweep to be arranged for areas as appropriate</b></li> </ul>

	<ul style="list-style-type: none"> <li>➤ Promote and signpost to the KNIB Adopt a Spot Scheme those Groups who would like to carry out a number of community clean ups in their area.</li> <li>➤ Council to provide number of litter pickers (10) and brown bin caddies (10) for each of the 101 primary schools in the District to compliment the ongoing schools' education work at schools relating to recycling and protection of the environment.</li> <li>➤ Responsible Dog Ownership to be promoted within schools</li> </ul>
<b>4.0</b>	<b>Resource Implications</b>
4.1	<p>There are additional resource implications attached to this report. Members should note that assistance by voluntary groups do provide financial saving to the Council.</p> <ul style="list-style-type: none"> <li>• Costs associated with roadside clean-ups are considered to be in budget. It is however anticipated that a greater number of clean-ups will take place.</li> <li>• 1000 Children's Litter Pickers Cost: £5000.00</li> <li>• Provision of additional litter picks (senior) for issue to Live Here Love Here Registered Groups estimated at £2000.</li> <li>• Potential costs for availability of small caddies for participating schools estimated at £1500.</li> </ul>
	<b>Equality &amp; Good Relations Implications</b>
5.1	There are no equality and good relations arising from this specific report.
<b>6.0</b>	<b>Rural Proofing Implications</b>
6.1	There are no rural proofing implications arising from this specific report.
<b>7.0</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>▪ <b>Appendix I - Adopt a Spot</b></li> </ul>

## Appendix 1: Adopt a Spot

**Is there an area near you that could use a bit of TLC?  
Could you commit to carrying out just four clean ups a  
year? Then get involved in our Adopt A Spot  
programme!**



Adopt a Spot is a scheme that enables volunteers across Northern Ireland to adopt an area and look after it. Adopters can be anyone, from families, community or youth groups, schools and sporting associations. Live Here Love Here will provide groups with an adoption pack containing all the equipment you need, including a 'hints and tips' booklet on how to run a successful clean up.

### The Adopt A Spot Kit

When you register for Adopt A Spot you'll get a maximum of 5 litter pickers, 5 high vis vests, 5 pairs of gloves, bin bags, First Aid Kit, bucket, sharps box, 'hints and tips' booklet and a certificate. All we ask is that you record your clean ups on your profile and agree to carry out 4 clean ups a year for a minimum of 2 years.

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	21 April 2021
<b>Subject:</b>	Provision of Waste Calendar 2021/22
<b>Reporting Officer (Including Job Title):</b>	Liam Dinsmore, Head of Waste Processing
<b>Contact Officer (Including Job Title):</b>	Carrie Webster, Business Support Officer Colette O Rourke, Performance and Quality Officer

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

<b>For decision</b>	<b>For noting only</b>	<b>x</b>
---------------------	------------------------	----------

<b>1.0</b>	<b>Purpose and Background</b>
1.1	Purpose of Report is to update Councillors with respect to the provision of a Waste Calendar for period May 2021 to 31 March 2022.
1.2	Waste collections are provided on an alternate week basis with householders able to consult an on-line calendar to remind them as to their collection schedule. This calendar is currently not available and is in process of being updated. Once available calendar is posted to 71,000 householders.
<b>2.0</b>	<b>Key Issues and Timetable</b>
2.1	Several work processes are required to produce the Waste Calendar <ul style="list-style-type: none"> <li>• Produce Timetable of collection dates</li> <li>• Design &amp; Print of calendar</li> <li>• Cleanse Database</li> <li>• Upload to Webpage</li> <li>• Tender and appoint a Mailing House</li> <li>• Bulk Distribution to Householders</li> </ul>
2.2	Calendar provides a useful reminder to householders and unless collection arrangements are changed, householders are aware as to their collection schedule.
2.3	Current target is to arrange to upload the calendar to the Council Webpage, with postage to be undertaken for calendars in due course.
2.4	Enquiries in relation to collection days are anticipated in the short term. Enquiries will be dealt with in a normal manner, by Customer Services, who will be able to confirm collection day to householder. If requested a collection calendar can be posted out.
2.5	Web-page will need to be updated, with current calendar sequencing still available and a message stating "Calendar currently being updated".

2.6	<p>With respect to provision of a revised calendar, the following timetable to be targeted:</p> <table border="1"> <thead> <tr> <th>Item</th><th>Description</th><th>Complete by</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Update Calendar to web-site</td><td>Mid – May 2021</td></tr> <tr> <td>2.</td><td>Print Calendars</td><td>Mid/End – May 2021</td></tr> <tr> <td>3.</td><td>Arrange for distribution of Calendars</td><td>End – May 2021</td></tr> <tr> <td>4.</td><td>Bulk mailing of calendars to Householders</td><td>First 2 weeks – June 2021</td></tr> </tbody> </table>	Item	Description	Complete by	1.	Update Calendar to web-site	Mid – May 2021	2.	Print Calendars	Mid/End – May 2021	3.	Arrange for distribution of Calendars	End – May 2021	4.	Bulk mailing of calendars to Householders	First 2 weeks – June 2021
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3.	Arrange for distribution of Calendars	End – May 2021														
4.	Bulk mailing of calendars to Householders	First 2 weeks – June 2021														
<b>3.0</b>	<b>Recommendations</b>															
3.1	<ul style="list-style-type: none"> <li>Officers to arrange for Waste Calendars to be made available and distributed in accordance with the proposed timetable.</li> <li>Detail to be displayed to web-page that calendar is currently being updated and advise householders:               <ul style="list-style-type: none"> <li>(a) no change in their current collection sequence</li> <li>(b) householders who are unsure of their collection sequence to contact Customer Services at 0330 137 4047.</li> </ul> </li> </ul>															
<b>4.0</b>	<b>Resource implications</b>															
4.1	A budget is available for completion of this Project at £30,000.															
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>															
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p><b>N/A</b> <input type="checkbox"/></p>															
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	<p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<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>
<b>7.0</b>	<b>Appendices</b>
	None
<b>8.0</b>	<b>Background Documents</b>
	None



## **MEMBERS' MONTHLY BULLETIN**

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

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

### **Item 1 - Conflicts of Interest**

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

### **Item 2 - Apologies**

### **Item 3 - Minutes of Joint Committee Meeting 054 held on 25 February 2021**

#### **For approval**

The Joint Committee's approval is sought for the minutes of the meeting JC054 held on 25 February 2021.

### **Item 4 - Matters Arising**

### **Item 5 - Contracts and Operations Briefing Report**

#### **For noting**

Services continue to run well. Contractors still have COVID-19 preventative measures in place in line with applicable guidance.

The Health and Safety assessments have been re-started but arc21 site visits have not yet recommenced.

The overall tonnages managed by arc21 have increased by 30,439 tonnes (9.8%) when compared with April to February 2019/20 tonnages.

One supplier for bins has advised arc21 they will no longer be operating in the NI market but as the supplier was seldom used it should have limited impact. Price changes in respect of the purchase of compostable kitchen caddy liners have occurred.

The Joint Committee is asked to note the report.



## **Item 6 - Update of the Scheme of Delegation and Financial Regulations**

### **For approval**

The Scheme of Delegation and Financial Regulations was last updated in January 2021.

Our Legal Advisor, Mr Colin Campbell, recommended that the authority delegated to the Chief Executive should be enhanced to take account of circumstances in which action of an urgent nature is required in terms of awarding contracts.

Also, with the UK leaving the EU the Scheme needs to be changed so that reference to the EU Public Procurement Rules should be amended to those of the UK Public Procurement Rules.

The appropriate proposed amendments have been made to the Scheme of Delegation and Financial Regulations which is appended to this report.

The Joint Committee is asked to approve the recommendation.

### **'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL**

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

### **For approval**

The Joint Committee's approval is sought for the minutes of the meeting JC054 held on 25 February 2021 'in committee'.

## **Item 8 - Matters Arising**

## **Item 9 - Council Covid-19 Waste Management Financial Losses**

### **For noting**

Members are provided with an update in regards to financial support provided by DAERA to councils to deal with the Covid-19 pandemic.

The Joint Committee is asked to note the report.





## Item 10 - Residual Waste Treatment Project Update

### For noting

**Planning Application** – The planning application continues to be considered by officials within the Department for Infrastructure.

**Communications / Marketing** – arc21 and the bidding consortium have been proactive in providing information regarding the project to media outlets and participating in round table discussions. Letters of support are being received on the planning portal.

**Procurement Activities** – Procurement activities are currently in abeyance until the risks around the grant of planning permission are resolved.

**FOI requests / Correspondence / Objections** – Work is ongoing preparing responses to various FOI requests, correspondence and objections to the planning application. Many of the issues raised in the different communications overlap and have been raised before, but are being re-presented as new.

Some assertions have been made that conflated the various statutory processes of (i) planning; (ii) procurement; and (iii) permitting.

Freedom of Information requests are being dealt with within the statutory timeframes.

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

### OUT OF COMMITTEE & RETURN TO MAIN AGENDA

## Item 11 - Pension Scheme Policy Statement and Redundancy Policy

### For approval

NILGOSC have recently updated their Policy Statement on Employers Discretions in accordance with the Local Government Pension Scheme Regulations.

The opportunity has also been taken, following the review of the suite of HR Policies, to review and update the arc21 Policy Statement on Employers Discretions – See Appendix D, which the Joint Committee is required to have in place.

As two of the Employers Discretions relate to the early termination of employment, the Redundancy Policy has been updated too and is also presented to Members for consideration and approval – See Appendix E.

In particular, Members should note that the Multiplier used under the Employers Discretion 14 (Enhanced Compensation) and in the Redundancy Policy is proposed to be reduced from 3.46 to 2.2, following discussions recently with the Council Chief Executives and Finance Directors.





The Multiplier is used in Councils to enhance the number of weeks compensation payable to staff being made redundant in comparison with the statutory redundancy scheme i.e. for every week of statutory pay an employee would be entitled to receive 2.2 weeks pay.

This change is reflected in Clause 16.4.3 of the Redundancy Policy. The proposed rate of 2.2 has been endorsed by the Council Chief Executives (and Finance Directors) for presentation to Members. By way of example, if approved, an employee being made redundant in arc21 would be entitled to receive 2.2 weeks pay for every weeks pay in the statutory scheme.

Further decisions, in accordance with the Employers Discretions, will be presented to the Joint Committee should circumstances arise in the future and, if so, full details and cost implications will then be provided to Members to enable the issues to be considered and a decision to be made.

The Joint Committee is asked to approve the updated Policy Statement on Employers Discretions and the draft Redundancy Policy.

## **Item 12 - Provision of Human Resources Support Services**

### **For approval**

At the meeting held on 28 January 2021 Members delegated authority to the Acting Chief Executive to procure a new HR Support Services contract in accordance with the Scheme of Delegation and Financial Regulations – seek four written quotations ( At a cost between £3,000 and £30,000) from suitable suppliers.

In preparation for the tender competition it was considered that the service should now be subject to a much wider pool of potential service providers and therefore it is recommended that a procurement, in accordance with the UK Public Procurement Regulations, may derive better value for money.

The main elements of the service, including award criteria, are set out in the body of this report, for Members information, and the Joint Committee is asked to approve them to enable the procurement to get underway as soon as possible.

With human resources support currently being provided by HeadsTogether Consulting Ltd the Joint Committee is recommended to approve the extension of their contract to ensure uninterrupted service until a new contract is put in place. The estimated cost is £1,000.

The Joint Committee is asked to approve the recommendations.



**Item 13 – arc21 Human Resources Policies****For noting**

Following the review and updating of the suite of Human Resources Policies, the Joint Committee is provided with a List of Policies that arc21 proposes to put in place and implement as part of its requirement for managing staff and staff relations.

The new suite of HR Policies form part of delivering the Strategic Corporate Objectives, set out in the Corporate Plan 2020/24.

The process involved the use of external specialist HR Advisors, HeadsTogether Consulting Ltd, and a consultation exercise involving both the Senior Management Team and then, more recently, staff.

The Joint Committee is presented with a list of HR policies that will be applied within the organisation from 1 April 2021.

Comments from the staff consultation process are currently being considered and any additional policies or material changes to any of the policies, going forward, will also be presented to the Joint Committee.

The Joint Committee is asked to note the report.

**Item 14 - Consultation - Draft Outcomes Framework for the Programme for Government (PfG)****For approval**

The Joint Committee is presented with the proposed arc21 response to the Northern Ireland Executive's consultation on the new draft Outcomes Framework for the Programme for Government (PfG).

The Joint Committee is asked to consider and retrospectively approve the arc21 draft response which was submitted by the deadline of 22 March.

**Item 15 - Customer Survey 2020/21****For noting**

The annual arc21 Customer Survey was undertaken in Feb/Mar 2021 and the results are provided for information.

Participation in the short survey was low – 16% of those contacted responded. The Joint Committee is asked to note the report.



Item 16 - AOB

Item 17 - Next Meeting Thursday 29 April 2021

Item 18 - Personnel Matters – confidential for Members only

CONFIDENTIAL

**ITEM 3**  
**ARC21 JOINT COMMITTEE**  
**Meeting No 054**  
**MINUTES**  
**Thursday 25 February 2021**

**Members Present:**

Councillor M Goodman  
 Councillor A Bennington  
 Councillor R Kinnear  
 Alderman R Gibson (*Chair*)  
 Councillor M Gregg  
 Alderman D Drysdale  
 Councillor S Lee  
 Councillor D Reid  
 Councillor H McKee

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

**Members' Apologies:**

Alderman A Carson  
 Councillor Gavin Walker  
 Councillor F Ferguson  
 Councillor P McReynolds  
 Councillor JJ Magee  
 Alderman R Cherry  
 Councillor I Friary  
 Councillor W Clarke (*Deputy Chair*)  
 Councillor K Owen

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

**Officers Present:**

T Walker  
 G Craig (*Secretary*)  
 J Green  
 K Boal  
 M Lavery  
 B Murray  
 H Moore  
 P Thompson  
 J McBride

arc21  
 arc21  
 arc21  
 arc21  
 Antrim and Newtownabbey Borough Council  
 Belfast City Council  
 Lisburn & Castlereagh Borough Council  
 Mid & East Antrim Borough Council  
 Newry, Mourne & Down District Council

**Officers' Apologies:**

G Girvan  
 D Lindsay  
 S Toland  
 J McConnell  
 H Campbell

Antrim & Newtownabbey Borough Council  
 Ards & North Down Borough Council  
 Belfast City Council  
 Belfast City Council  
 arc21

The Chair welcomed all to the meeting and in particular the two new Members from Antrim and Newtownabbey Borough Council, Councillors Bennington and Kinnear, who had replaced Councillors Kelly and McGrann.

### Item 1 - Conflicts of Interest Statement

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

**Action: Noted**

### Item 2 - Apologies

Apologies were noted.

**Action: Noted**

### Item 3 - Minutes of Joint Committee Meeting 053 held on 28 January 2021

The minutes of the Joint Committee meeting 053 held on 28 January 2021 were agreed.

**Action: Agreed**

### Item 4 - Matters Arising

There were no matters arising.

**Action: Noted**

### Item 5 - Contracts and Operations Briefing Report

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

She reported that there had been no issues with regard to service continuity with limited impacts from COVID-19. In terms of supplies Ms Boal confirmed that deliveries had been arriving as planned but in relation to goods from GB supplementary declaration forms are now required to be completed for each consignment received.

Following discussion the Joint Committee thanked Ms Boal for her report and commended her and her team for ensuring business-as-usual was maintained during the current emergency situation and agreed to note the report.

**Action: Noted**

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

## IN COMMITTEE

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

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

**Item 6 - Minutes of Joint Committee Meeting 053 held on 28 January 2021 'in committee'** **Action: Agreed**

**Item 7 - Matters Arising** **Action: Noted**

**Item 8 - Council Covid-19 Funding Support** **Action: Noted**

**Item 9 - Commercially Sensitive Procurement and Contract Issues** **Action: Noted**

**Item 10 - Residual Waste Treatment Project** **Action: Noted**



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

**Action: Agreed**

## **OUT OF COMMITTEE**

### **Item 11 - Customer Survey**

Ms Boal informed Members that the annual Customer Survey had been issued recently to Members and Council Officers and asked that Members take the opportunity to response to the survey by the deadline of 5 March which was important to enable arc21 to identify, in particular, areas for improvement in the future.

**Action: Noted**

### **Item 12 - AOB**

Members raised the following issues:

**DFE Green Recovery Funding Package** - It was noted that Minister Dodds had issued a report setting out a £20m funding package programme earmarked for green recovery projects which highlighted the importance of the green economy.

**Action: Noted**

**GVA of the RWTP** – The issue of the value of the Residual Waste Treatment Project in terms of the local economy was discussed. Members were referred to two key reports in this regard from Grant Thornton and Oxford Economics on the Becon Website. Mr Craig is to circulate the links to these economic reports to Members.

**Action: Mr Craig**

### **Item 13 - Next Meeting**

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held on Thursday 25 March 2021 at 10 30am.

**Action: Noted**

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

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

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

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.			N
		Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.			N
<b>NEIGHBOURHOOD SERVICES MEETING – 22 JANUARY 2020</b>					
NS/112/2020	Evaluation of alternatives to use of Herbicides containing glyphosate for controlling weeds and invasive species on Council property	<p><b>It was agreed the following proposed amendments to the Officer's report: -</b></p> <p><b>To undertake a 12-month review with a target to phase out completely the use of use of herbicides containing glyphosate for controlling weeds and invasive species on Council property within 3 years.</b></p> <p><b>Officers prevent the use of herbicides containing glyphosate at Council play areas and use alternative methods only for these areas.</b></p>	K Scullion	<p><b>Complete</b></p> <p>Actioned</p>	<b>N</b>



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>Council write to the relevant Stormont Minister stating the Council's position on this issue and seeking the position of all Government Bodies in Northern Ireland.</b>		Complete – No response to date	
<b>NEIGHBOURHOOD SERVICES MEETING 19 FEBRUARY 2020</b>					
NS/121/2020	Draft Public Convenience Strategy	<p><b>Agreed to note the content of the above report and recommend approval for the draft Public Toilet Strategy as presented and approve the commencement of a 12-week public consultation on the recommendations from the draft Strategy.</b></p> <p><b>Also agreed a Rowallane DEA Councillors site visit be organised with relevant Council Officials to discuss public convenience provision in Saintfield and that a report be brought back to the Neighbourhood Services Committee for consideration.</b></p>	K Scullion	<p>Complete</p> <p>Complete</p>	<b>N</b>
NS/127/2020	Study visit to Dulkeek EFW Plant	<b>Agreed to visit the Indaver Facility, Duleek, County Meath on Thursday 4 April 2020 and also agreed the</b>	J Parkes	Postponed due to COVID-19	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>proposed programme</b>			
NS/129/2020	Historic Actions Tracking Sheet	<b>Agreed an update report on proposed memory gardens would be brought back to the Neighbourhood Services Committee</b>	K Scullion	In progress - Delayed due to current pandemic priorities	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 18 MARCH 2020</b>					
NS/137/2020	Christmas Illuminations & Celebrations Group Meeting – 13 Feb 2020	<p><b>Officers proceed to issue an Expression of Interest to support a maximum of seven towns and villages to provide a recognised group with a planted sustainable Christmas Tree under the same terms as last year with the additional selection criteria referred to in Section 2 of this report, for the event that more than seven eligible applications are received. The programme to be delivered over a maximum eighteen-month period.</b></p> <p><b>Officers proceed to procure the required sustainable Christmas trees and supporting infrastructure to support this programme.</b></p>	<p>J Hillen</p> <p>K Scullion</p>	<p>Complete</p> <p><b>Complete</b></p>	<p><b>N</b></p> <p><b>N</b></p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 JUNE 2020</b>					
NS/157/2020	Notice of Motion Re: Changing Places (CP) Toilets (Cllr McMurray)	<b>Agreed to note the Notice of Motion and the proposed action for each respective element as detailed within section 2.2 of the report dated 17 June 2020</b>	K Scullion	Complete	<b>N</b>
NS/167/2020	Business Case – Annual Servicing and Maintenance of Lifts in Council Buildings	<b>Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and complete safety checks on all 32 No. lifts in the Council asset register. It would also see the appointment of a consultant to assist with auditing the performance of the successful contractor and quotations for repairs outside the scope of the contract.</b>	K Scullion	<b>Complete</b>	<b>N</b>
NS/168/2020	Business Case – Inspection, Testing and Maintenance of Councils Fire Alarm Systems	<b>Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 2 was chosen as the preferred option.</b>	K Scullion	<b>In progress- Tender being prepared</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>Option 2 would see the appointment, through a tender process, of a competent contractor to inspect, test and maintain Council Fire Alarms throughout Council premises at recommended intervals ensuring Councils legal compliance.</b>			
NS/169/2020	Business Case – Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings	<b>Note the content of the report and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and monitor all 45 No. intruder alarm systems in the Council asset register.</b>	K Scullion	<b>In Progress – Tender being prepared</b>	<b>N</b>
NS/171/2020	Bring Sites Review	<b>Note the content of the report and agree to:-</b> <ul style="list-style-type: none"> <li><b>A reduction in the current number of bottle bank “bring sites” across the District. Future provision to be restricted to the twenty-two (22) sites set-out at Appendix I as circulated.</b></li> </ul>	J Parkes	<b>Contractor to be appointed in Mar 21 re. removal of redundant sites</b>	<b>N</b>



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> <li>▪ The use of the contractor for the future safety inspection and maintenance of "bring sites" at a cost per annum detailed in the report; and</li> <li>▪ To authorise Officials to explore income generation opportunities attached to the disposal of the redundant stock of "bring sites"</li> </ul> <p>It was also agreed that when removing the sites, that potential recycling options for Island Park, Newcastle be considered.</p>			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING</b> <b>19 AUGUST 2020</b>					
NS/170/2020	Notice of Motion – Delivery of small brown food waste bins	<p><b>Committee agree to the Motion and that Officers undertake necessary research and report back to NS Committee presenting options and costs for consideration and approval.</b></p> <p><b>Also that officers look at options both for brown bin caddies and liners and report back to Committee.</b></p>	J Parkes	<b>To be considered at a future Committee Meeting, along with previous Council Motion in relation to distribution of bio-bags/caddy bin liners.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/190/2020	Recycling of Mattresses	<b>Agreed to note the content of the report and agree to the recommendations contained at 2.3 and 2.4 of the report in relation to the recycling of mattresses.</b>	J Parkes	<b>In progress. Business case currently being developed.</b>	<b>N</b>
NS/192/2020	Business case for the supply and delivery of biomass wood pellets	<b>Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to proceed to Tender for a Biomass Wood Pellet Supplier for an initial 12-month contract with a view to extending to 24 months.</b>	K Scullion	<b>In progress – Tender being prepared</b>	<b>N</b>
NS/193/2020	Business case for the annual servicing and maintenance of fire fighting equipment in Council buildings	<b>Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to see the appointment, through a tender process, of a competent contractor to inspect, maintain and testing of all Fire Fighting Equipment in Buildings in the Council's asset register.</b>	K Scullion	<b>In progress – Tender being prepared</b>	<b>N</b>
NS/194/2020	Neighbourhood Services Procurement Action Plan	<b>Agreed to note that services will continue "out of contract"</b>	J McBride	<b>In Progress. Quarterly update</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		until new contracts are awarded and also to approve the recommended Neighbourhood Services Directorate procurement action plan. Also agreed a quarterly update on the Plan would be provided to Committee.		to be presented to Apr 21 Meeting	
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 SEPTEMBER 2020</b>					
NS/205/2020	Shimna River Wall Repairs	<b>A report to be tabled at October NS Meeting</b>	K Scullion	<b>Complete</b>	<b>N</b>
NS/207/2020	Public Convenience Strategy – 12 week public consultation	<b>Agreed to note the content of the report and the update from Mr Scullion that the findings from the consultation would be brought back to Committee for review.</b>	K Scullion	<b>Complete</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020</b>					
NS/222/2020	Review of Council Bus Shelter Policy	<b>Agreed to note the content of the report and that Officers proceed to review the current Bus Shelter Policy and revert to Committee with a revised Policy.</b>	K Scullion	<b>In progress – Draft policy presented to NS Committee 17 February for comment</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>It was also agreed to write to DfI and Translink to seek additional funding for public transport bus shelters across the entire region and that Officers look if there was any other funding opportunities available e.g. rural development funding for the roll out of bus shelters across rural areas.</p> <p>It was further agreed Officers to circulate the information that was available on who owned the shelters across the District – Translink; a company for Translink or Council owned so that Councillors would know who to contact if any issues arose</p>			
NS/230/2020	Business Case – Provision of new public toilet in Killough	<b>Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.</b>	K Scullion	<b>In progress</b>	N



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/231/2020	Business Case – Provision of Electrical Maintenance and Minor Projects	<b>Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor electrical works, for a three-year period or up to the maximum value of the overall contract (£450,000). The service to be procured through tender or through use of suitable Framework.</b>	K Scullion	<b>In progress – Tender being prepared</b>  <b>Tender being compiled and finalised</b>	N
NS/232/2020	Business Case – Provision of Minor Construction Works	<b>Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with Option 3. Option 3 will see the appointment of a minor construction works contractor</b>	K Scullion	<b>In progress – Tender being prepared</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		to complete minor works contracts across the Council for a three-year period or up to the maximum value of the overall contract (£180,000). The service to be procured through tender or through use of a suitable Framework			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020</b>					
NS/243/2020	Notice of Motion – Green New Deal Strategy	<b>Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change.</b>	J Parkes	<p><b>Response received from DAERA Minister and considered by NS Committee.</b></p> <p>Scoping of the issues delayed by on-going COVID-19 pandemic.</p>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/246/2020	Fly Tipping Revised Shared Protocol	<b>Agreed the Council now sign up to the Fly Tipping Revised Shared Protocol and review after 12 months</b>	J Parkes	<b>No progress since last Committee Meeting. Please refer to NS/075/2019</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 15 DECEMBER 2020</b>					
		<b>Household recycling centres permit scheme for private operators – expressions of interest be sought now to gauge demand.</b>	J Parkes	<b>No progress since last Committee Meeting</b>	<b>N</b>
NS/270/2020	Business Cases – Pest Control Services across Council facilities	<b>Agreed to accept the findings of the Business Case presented at Appendix 1 of this report. This would see the Council appoint, through a tender process or framework, a suitably competent pest control operator to provide both planned and reactive pest control service for all</b>	K Scullion	<b>In progress – Tender issued and now being assessed</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>Council facilities over a three-year period or up to a maximum value of £90,000.</b>			
NS/271/2020	Maintenance of Council Public Space CCTV	<p><b>Agreed to note the content of the report and approve the recommendations as detailed in Section 1.6 of the report.</b></p> <p><b>It was also agreed to write to the Justice Minister at Stormont on assistance with the maintenance costs of Council public space CCTV.</b></p>	<p>K Scullion</p> <p>K Scullion</p>	<b>In progress – Tender being prepared</b>	N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 JANUARY 2021</b>					
NS/008/2021	Business Case for the refurbishment of Struell Cemetery Amenity Building	<b>Agreed to note the content of the report and to accept the conclusion of the business case that option 2 be approved. Option 2 would see the appointment, through tender, of a competent contractor to undertake refurbishment works to Struell Cemetery amenity building which was extensively fire damaged in 2020.</b>	K Scullion	<b>In Progress. Tender pack being prepared.</b>	<b>N</b>



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 FEBRUARY 2021</b>					
NS/014/2021	Big District Clean Up	<p>Approval to Officers to develop a scheme, similar to the “Cleaner, Greener Communities Initiative” in 2019, to be implemented later in the year. This would be subject to the easing of COVID-19 Regulations, as well as the availability of the necessary supporting resources. A report to be brought back to a future meeting of the Neighbourhood Services Committee on the detail of the proposed scheme.</p> <p>It was also agreed that the Council engage with external groups, including Statutory Agencies, to encourage them join in this initiative.</p>	L Dinsmore	Report to be tabled at April 21 NS Committee Meeting	N
NS/015/2021	Review of Council Bus Shelter Policy	Agreed to note the content of the report and that Council write to Translink seeking clarification on its programme for delivering bus shelters in this Council area and seeking confirmation that they have a budget available to	K Scullion	Report to be tabled at April 21 NS Committee Meeting	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		undertake these works.			
NS/016/2021	Bus shelter on Main Street, Hilltown	Agreed to defer taking a decision on this issue and that further discussions be carried out with local residents/objectors in conjunction with the PCSP and PSNI to address any potential anti social behaviour concerns.	K Scullion	Ongoing	N
NS/017/2021	Christmas Illuminations and Celebrations Working Group Meeting – 14 January 2021	<p>Agreed to note the content of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 14th January 2021 and to approve the recommendations as set out in Section 1.2 to 1. 6 on the report.</p> <p>Agreed that Killyleagh Street, Crossgar, be added to the list for the provision of potential future Christmas lighting and that officials add this location to the list to bring back to Committee with costings.</p>	K Scullion	In Progress	N
NS/019/2021	Fleet replacement	Agreed to note the content of this report and approve the recommendation to adopt an incremental approach at this stage for transitioning the	J McBride	Completed – business cases will be tracked as part of Mar-21 actions	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council to fleet to alternative, greener fuels in-line with green vehicle technology and supporting infrastructure; approve the presentation of business cases for the replacement of prioritised 3,500kg – 6,500kg GVW vehicles at the Neighbourhood Services Committee in March 2021; and subject to the completion of the depot survey referred to in section 2.9, present business cases for the replacement of vehicles <3,500kg GVW prioritising the procurement of alternative, greener fuels at the Neighbourhood Services Committee in April 2021.			
NS/023/2021	Historic Actions Tracking Sheet	<u>NS/070/2019 – Notice of Motion Memory Gardens</u> Mr Scullion advised this issue had not been progressed due to pressure on staff resources as a result of the pandemic. However it remained on the action sheet as work to be progressed.	K Scullion	Ongoing	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p><u>NS/171/2020 – Bring Sites Review</u></p> <p>Mr Dinsmore confirmed the documentation to seek tenders had been prepared and tender for removal was ready to be sought. Mr Dinsmore added that it was hoped to start to take in Bring Banks by mid-March.</p> <p><u>NS/170-2020 – Notice of Motion</u> <u>Delivery of small brown food waste bins and caddy bags</u></p> <p>Mr Dinsmore said the intent was to bring a report to Committee within the next couple of months on this issue.</p>	<p>L Dinsmore</p> <p>L Dinsmore</p>	<p><b>Contractor to be appointed in Mar-21 for removal for redundant sites</b></p> <p><b>Report to be tabled at Apr-21 NS Committee meeting</b></p>	<p>N</p> <p>Y</p>
NS/025/2021	Business Case for minor works maintenance across Council Play areas	<b>Agreed to note the content of the report and accept the conclusion of the business case that option 3 be approved. Option 3 would see the appointment through tender of a competent contractor or contractors to undertake council wide minor works contract within Council play</b>	K Scullion	Ongoing	N



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>parks and MUGA'S (costs not exceeding the maximum value per works order as detailed in the report).</b>			
NS/026/2021	Proposed extension to Monkshill Cemetery	<b>Agreed to note the content of the report and that Committee approve the recommendations within section 1.5 of this report</b>	K Scullion	<b>Ongoing</b>	N
NS/027/2021	Proposed extension to Kilbroney Cemetery	<b>Agreed to note the content of the report and that Committee approve the recommendations within section 1.6 of this report.</b>	K Scullion	<b>In Progress</b>	
NS/028/2021	Business case for the supply of feminine hygiene products	<b>Agreed to note the content of the report and approve the findings of the business case presented in that Option three was the preferred option. Option three would see the appointment of a contractor to supply and service feminine hygiene products and similar services in Council facilities for the next 36-month period or up to a maximum value as detailed in the report</b>	K Scullion	<b>Ongoing</b>	N
NS/029/2021	Business case for the provision of as required cleaning services	<b>Agreed to note the content of the report and approve the findings of the business case presented in that Option three was the preferred option.</b>	K Scullion	<b>Ongoing</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>Option three would see the appointment of a competent cleaning contractor to provide "as required" cleaning services for the Councils 31 Public Toilets, Newry Market and Chapel of Ease, to cover any future staff shortages for the next 12-month period or up to a maximum value as detailed in the report.</b>			
NS/030/2021	Business Case for Maintenance of Council public space CCTV	<b>Agreed to note the content of the report; approve the findings of the business case presented for Town Centre CCTV Repairs and Maintenance and accept Option 3 - to issue a tender for 2 + 1 year to appoint competent CCTV Maintenance Contractor to provide maintenance of Council Public CCTV systems</b>	K Scullion	<b>In Progress</b>	N
NS/032/2021	Business case – servicing and maintenance for compactors and skip units located at Council HRC sites	<b>Agreed to note the content of the report and recommend approval of Option Two in the business case to procure a contract for the servicing and maintenance for compactors and skip units</b>	L Dinsmore	<b>Procurement exercise now being undertaken</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		located at Council HRC sites.			
END					