

May 17th, 2021

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 19th May 2021 at 6:00 pm** in **Online via 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 21 April 2021. (Attached)

 *NS Committee Action Sheet - 21 April 2021.pdf*

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For Consideration and/or Decision

4.0 Neighbourhood Services Directorate Scheme of Delegation - March 2020 to May 2021. (Copy attached)

 *Report NS Directorate Scheme of Delegation March 2020 to April 2021.pdf*

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Facilities Management and Maintenance

5.0 Public Toilet Strategy. (Copy attached)

 *Report Public Toilet Strategy.pdf*

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6.0 Proposed Reopening of all Public Conveniences. (Copy attached)

 *Report May 2021 reopening of Council Public Conveniences v0.3.pdf*

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7.0 Request to lease Units attached to Public Toilets. (Copy attached)

 *Report Request to lease Units attached to Public Toilets.pdf*

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Waste Management

8.0 Enforcement Improvement Plan. (Copy attached)

 *Report Enforcement Improvement Plan.pdf*

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For Noting

9.0 Arc21 Joint Committee Members' Bulletin of 29 April 2021. (Copy attached)

 *ARC21 - 29Apr21-JC MembersBulletin.F.pdf*

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10.0 Arc21 Joint Committee Minutes held on Thursday 25 March 2021. (Copy attached)

 *ARC21 29Apr21-Item3-JC Minutes 25Mar21.F.pdf*

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11.0 Historic Action Sheet. (Copy attached)

 *NS Historic Actions Tracker Sheet.pdf*

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Exempt Information Items

12.0 Arc21 Joint Committee Meeting Minutes held on Thursday 25 March 2021. (Copy attached)


 *ARC21- 29Apr21-Item7-JC InCommMinutes25Mar21.F.pdf*

Not included


13.0 Purchase of a New Industrial Heavy Grade Tractor and side Arm Flail/Cutting Unit for Grounds Maintenance at Various Locations District Wide. (Copy attached)

 *Report Business Case for purchase of Heavy Tractor SAF Unit 2021.pdf*

Not included

 *Item 15 - picture1.jpg*

Not included

 *Item 15 - picture2.jpg*

Not included

14.0 Business Case looking at options for strategic maintenance of Council artificial sports pitches and surfaces 2021 to 2023. (Copy attached)

 *Report Artificial Pitch Maintenance 2021 - 2023.pdf*

Not included

15.0 Economic Appraisal - Supply of Vehicle Parts & External Fleet Maintenance Services. (Copy attached)

 *Report - Vehicle Parts External Fleet Maintenance Economic Appraisal.pdf*

Not included

ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 21 APRIL 2021

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/058/2021	Monthly Action Sheet	Noted and actions removed as marked.	DSO	Completed	Y
FACILITIES MANAGEMENT AND MAINTENANCE					
NS/059/2021	Notice of Motion – Biodegradable Bag Delivery System	<p>Agreed that Mr McBride bring back a report on the preferred option for distribution of biodegradable bags to the August Neighbourhood Services Committee Meeting for consideration.</p> <p>It was also agreed that in the interim Mr McBride arrange for a supply of biodegradable bags to be delivered to each Councillor for distribution to the community, similar to the arrangements that had been put in place when HRCs were closed due to COVID restrictions (subject to stock being available).</p>	J McBride/L Dinsmore	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/061/2021	Bus shelter requests for Hilltown	<p>Agreed to note the content of the report and to approve the recommendations in Appendix 1 circulated for the erection of a bus shelter at Spelga Park, Hilltown, and also the erection of a bus shelter at Main Street, Hilltown.</p> <p>Also agreed Mr K Scullion provide an update to the Rowallane Councillors on specific requests for bus shelters in Saintfield and Crossgar.</p>	K Scullion	In Progress	N
		WASTE MANAGEMENT			
NS/062/2021	Feasibility study for EV infrastructure at the Council's Depots	<p>Agreed to note the content of the report and to approve the recommendation that a Business Case be prepared which examined the investment and benefits of the EV charging system, together with costings.</p> <p>It was further agreed as part of the Business Case, that officials consider the need for a generator at the</p>	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>proposed sites, in the event of an interruption to electricity supply.</p> <p>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</p>			
NS/063/2021	Public Convenience Strategy Consultation	<p>Agreed to note contents of this report and to approve the recommendation to finalise the Public Convenience Strategy, taking into consideration results of the 12-week consultation process. The finalised strategy document 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.</p>	K Scullion	Report to NS Committee May 2021.	N
NS/064/2021	Re-Wilding Update	<p>Agreed to note contents of this report and to recommend approval of the key themes set out within section 2.1.</p>	K Scullion/A Mallon	In Progress	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		It was also agreed that a list of the areas to be re-wilded should be circulated to Councillors for their information.			
NS/065/2021	DNA Dog Testing	Agreed to note the content of this report and approve the recommendation that on basis of findings, it was not recommended that Council implement a scheme for DNA Testing for Dog-Fouling Enforcement at this point in time but that Council continues 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. Council to also continues to promote Responsible Dog Ownership as proposed in the Council's Enforcement Improvement Plan.	L Dinsmore	Revisit position December 2021 as part of ongoing review for initiatives to address dog-fouling	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/066/2021	Fixed Penalty Notices	Agreed to note the content of this report.	L Dinsmore	Complete	Y
NS/067/2021	Cleaner, Greener Communities Initiative	<p>Agreed to note the content of this report and approve the following recommendations:-</p> <p>Continue with support to Community Groups to undertake one-off roadside litter collection and Community Clean-ups, where Government Guidance permits.</p> <p>Council to provide assistance as follows:</p> <p>Litter pick pack to be provided and kept by registered group, comprising 6 no. litter picks (senior)</p> <p>Litterbags</p> <p>6 sets of gloves</p> <p>Receipting arrangements to receive wastes at HRC site</p> <p>Mechanical sweep to be arranged for areas as appropriate</p> <p>Promote and signpost to the KNIB</p> <p>Adopt a Spot Scheme those Groups</p>	L Dinsmore	<p>In progress.</p> <p>Meeting with KNIB and Council Sustainability Section to be arranged.</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>who would like to carry out a number of community clean ups in their area.</p> <p>Council to provide number of litter pickers (10) and brown bin caddies (10) for each of the 101 primary schools in the District to compliment the ongoing schools' education work at schools relating to recycling and protection of the environment.</p> <p>Responsible Dog Ownership to be promoted within schools</p> <p>Agreed that officials email clear guidance to all Councillors with a step by step guide on what needs to be done if organising a community litter pick and relevant contact details for officers.</p>		In Progress	N
NS/068/2021	Refuse Collection Calendars	Agreed to note the content of this report and approve the following recommendations:	L Dinsmore	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Officers to arrange for Waste Calendars to be made available and distributed in accordance with the proposed timetable.</p> <p>Detail to be displayed to web-page that calendar was currently being updated and advise householders:</p> <p>(a) no change in their current collection sequence</p> <p>(b) householders who are unsure of their collection sequence to contact Customer Services at 0330 137 4047</p> <p>Also agreed officials investigate the provision of an app for the refuse collection service which would give information such as collection days; delays in collection; recycling information etc.</p>			
FOR NOTING					
NS/071/2021	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
IN CLOSED SESSION					
NS/073/2021	Neighbourhood Services Procurement Action Plan – Quarterly Report	Agreed to:- Approve the progress update report for the period 1 December 2020 – 31 March 2021; Note that services will continue “out of contract” until new contracts are awarded and regularised; and Approve the revised target completion dates as set-out in Appendices I – IV	J McBride	In Progress	N
NS/074/2021	Business Case for the supply of Vehicle Hire Services	Agreed to note the content of the report and approve the economic appraisal to procure a contract for the supply of vehicle-hire services.	T Daly	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/075/2021	Business Case for on Hook-Line Vehicle and Driver Hire	Agreed to note the content of the report and approve the business case to procure a contract for the Occasional Hire of Hook Loader Vehicle and Driver	L Dinsmore	In Progress	N
NS/076/2021	Public Space CCTV – monitoring and analogue fibre cable services	<p>Agreed to note the content of the report and approve the findings of the business cases presented, that is:</p> <p>Business Case for Town Centre CCTV Monitoring – Approve Option 1 - Continue with annual monitoring contract with the named provider for 21 town centre Public Space CCTV cameras for 12-month period under an STA.</p> <p>Business Case for Town Centre CCTV Analogue Fibreoptic lines to link Camera system to Monitoring Centre – Approve Option 1 - Continue with</p>	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		analogue line rental from the named provider pending outcome of review of Public Space CCTV for 12-month period under an STA.			
END					

Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th May 2021
Subject:	Neighbourhood Services Directorate Scheme of Delegation March 2020 to April 2021
Reporting Officer	Johnny Mc Bride, Director of Neighbourhood Services
Contact Officer	Johnny Mc Bride, Director of Neighbourhood Services

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

For decision		For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p>The purpose of this report is to make the Committee aware of decisions taken by the Director of Neighbourhoods Services under delegated authority for the time 1st March 2020 to 30th April 2021.</p> <p>See attached schedule at Appendix 1.</p>
2.0	Key issues
2.1	None
3.0	Recommendations
3.1	That the Committee note the report.
4.0	Resource implications
4.1	None.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

	<p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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	<p>Appendices</p> <p>Appendix 1: Neighbourhood Services Directorate Scheme of Delegation march 2020 to end of April 2021</p>
8.0	<p>Background Documents</p>
8.1	<p>None</p>

Appendix 1

SCHEME OF DELEGATION (Use of Council Land)**1st March 2020 to 11th May 2021**

Council Land Requested/Details of Event	Dates	Fee Waived/Paid/Discounted/NA
Request to use the events Space in Kilkeel for Local Crafts and Food Market	11 th April 2020	NA
Filming for broadcast of plays using Newry Market	25 th and 26 th August 2020	NA
NIE Wayleave Agreement in respect of Moorhill, Newry	10 th September 2020	NA
Licence Agreement regarding lease of lands at Monkshill, Newry	3 rd November 2020	£200 (annual fee)
Request to use carpark at the Square, Crossmaglen for Local Crafts Market	2 nd May 2021	NA
Request to set tables at Newry Market for use by local Café Customers	From 30 th April 2021	NA

Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th May 2021
Subject:	Public Toilet Strategy
Reporting Officer	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
Contact Officer	Gail Kane, Head of Facilities Management

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to seek approval for the Council's Public Toilet Strategy which is attached at Appendix 1.
1.2	<p>A draft strategy was approved by this Committee in February 2020 and by full Council in March 2020.</p> <p>A 12-week public consultation was undertaken on the findings of the strategy and the findings of this were reported to this Committee in April 2021.</p> <p>The following recommendations were made by this Committee last month and endorsed by full Council earlier this month.</p> <p>To approve the recommendation to finalise the Public Toilet Strategy, taking into consideration results of the 12-week consultation process. The finalised strategy document to be presented to the Neighbourhood Services Committee before setting out each work package as part of the implementation process for delivery of the service going forward.</p>
1.3	<p>The key recommendations within the draft Public Toilet Strategy are as detailed below.</p> <ul style="list-style-type: none"> • Council will remain committed to providing a Public Toilet Service across the district; • Council will undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need; • Council will consider corporate branding its facilities as part of future capital and revenue works to improve existing Public Toilet provision. Ensure the needs of people with Autism, Dementia and other health conditions are considered as part of future capital and revenue works to improve existing Public Toilet provision;

	<ul style="list-style-type: none"> • Council will review the opening/closing times of its Public Toilets and consider extending these to meet identified need; • Council will review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service; • Council will consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision; • Council will consider providing Changing Places facilities as part of its Public Toilet provision; • Council will investigate the introduction of charging at some facilities as a means of reducing vandalism and antisocial behaviour; • Council will consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.
2.0	Key issues
2.1	<ul style="list-style-type: none"> • The Council has prepared a Public Toilet Strategy, and this has been reviewed as part of a 12 – week public consultation process. • A total of 287 participants across the district took part in the public toilet strategy consultation. • Most respondents (generally between 79%-86%) either strongly agreed or agreed with the key recommendations. • 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. • The consultation process also allowed for additional comments on the strategy. • 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. • It is considered that taking forward these recommendations will require the rollout of a number of Work Packages each involving a range of work activities and approval procedures within the Council and also externally. This will inevitably take time to deliver but it is expected, if approved to proceed, that significant progress can be made in all these identified areas during the course of the current Council, 2019 to 2023. • The Council had agreed a capital budget of £1.2 million towards capital work improvements to its Public Toilet provision but this has been removed. Progress with defined capital and revenue projects will be subject to approval by Council and obtaining the required funding to progress them.

3.0	Recommendations
3.1	<ul style="list-style-type: none"> To note contents of this report. To approve the Council's Public Toilet Strategy as presented at Appendix 1 of this report. Council Officers to revert to this Committee with a report setting out each work package as part of the implementation process for delivery of the service going forward.
4.0	Resource implications
4.1	None at this stage.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	Appendices
	Appendix 1: Newry, Mourne and Down District Council Public Toilet Strategy
8.0	Background Documents
8.1	None

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



Public Toilet Strategy

May 2021

In partnership with the British Toilet Association





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1.0 EXECUTIVE SUMMARY



The Council operates and maintains thirty-one publicly accessible toilets, and these are strategically located across the district. All existed prior to local government reform in April 2015 which resulted in the former Newry and Mourne District Council and Down District Council combining to form the new Newry, Mourne and Down District Council.

There is a significant variance in the style and types of facilities offered. All current units have accessible facilities (for use by less abled user groups) associated with them. Eighteen of the toilet blocks are a brick/tiled construction while the remaining thirteen are primarily aluminium facades covering a central core/block of sanitary appliances.

A condition report on the fabric of all Council Public Toilets was carried out in 2018 by the Council's Estates and Project Management Department and the integrity of the structures (measured from (A) Excellent to (D) Needs immediate repair and or replacement) show that most units are rated A or B. The results of this survey are summarised in Appendix A.

The British Toilet Association (BTA) was commissioned in 2019 by the Council to assess the internal integrity and utility of the Council's Public Toilets, considering their position/location and their vulnerability to anti-social activity. The results of this survey and other research form the basis of the proposals within this Strategy.

The Council has no legal responsibility to provide public toilets, however, across the UK and Ireland the provision of a Public Toilet Service has been a Council function. It is for each local authority to determine the level of Public Toilet provision it provides and whether this service is provided free or if a charge is levied on the user of the facility. This Strategy concludes that the Council should continue to provide a Public Toilet Service and that a range of improvements to this service should be considered including increasing provision, reviewing opening hours, functionality, cleaning practices, maintenance, corporate branding and advertising. There is recognition within the Strategy that such improvements whilst having a value, are at a cost, and so consideration on how such costs can be paid for must be considered and agreed as part of any planned improvements.

The Strategy highlights the importance of a Public Toilet Service for the Council's tourist trade. The user experience of the Council's Public Toilets can influence the drive to make Newry, Mourne and Down a cleaner/safer environment for everyone to work in, live in and visit. The Council seeks to make our town centres, shopping areas and visitor attractions more accessible to visitors of all abilities and Public Toilets play an important role in making such places an inviting experience.

The Strategy recommends upgrading and maintaining the majority of the current Public Toilet provision. The Strategy recommends how the Council should measure whether its current provision of Public Toilets is sufficient for local needs. Referring to British Standard 6465 Part 4 (2010) Sanitary Installations – Code of Practice for provision of public toilets as a guide (Section 11), the Strategy recommends that the Council seek to provide a Public Toilet facility in all settlements with a population exceeding 1000 people (as determined by Census 2011). Using this guide the settlements of Dundrum, Drumaness, Killough, and Mayobridge, which have no Public Toilet facility were identified as having over 1000 residents. The Strategy recommends a methodology that the Council could adopt for determining how such identified need may be met.

The Strategy recommends that the Council adopts a greater focus on the growing range of accessible needs within our communities. Through working with several internal and external groups, the Council can endeavour to address the needs of not just those suffering with a physical handicap, but also be sympathetic to those struggling with other conditions including, Dementia and Autism. The strategy recommends providing a limited number of Changing Places facilities. Changing Places facilities are Public Toilets which are much more spacious than the typical Public Toilet and are designed to accommodate user groups who are unable to use Public Toilets independently. Further information on what a Changing Places facility contains is provided in Section 4 of this Strategy.

The Strategy considers whether the Council should only consider its existing thirty-one Public Toilets as being its Public Toilet provision or if it should seek to include other buildings. The Strategy recommends that the Council seek, where appropriate, to widen the scope of what is a Public Toilet to include other buildings in its own ownership, other public-sector buildings and participating private businesses.

The strategy considers a range of new developments and technologies used within Public Toilets across the UK and Ireland. The introduction of charging for entry has been acceptable for many years in parts of the UK. The Council's Public Toilets are free to enter; however, the use of charging has been used by other local authorities as a means of curtailing the anti-social behaviour and vandalism that frequently is directed at free-access Public Toilets.

The Strategy considers how the current Public Toilet provision is currently managed and notes a disjointed approach which can lead to inconsistencies leading to poor service delivery. The Strategy recommends a review of management of the facilities with the aim of ensuring a more cost efficient and effective service delivery.

The Strategy recommends that the Council's Public Toilet provision is corporately branded as part of future refurbishment plans to achieve a consistent look and feel

for use of materials and décor thereby creating a familiar ambience or its users which creates a sense of security and improves overall efficiency by having increased interchangeability of parts between units.

The Strategy also recommends the advertising of the availability of the Council's Public Toilet provision on a range of media to maximise their potential use and knowledge of availability.

Key Recommendations arising from the Strategy are that the Council will:

1. Remain committed to providing a Public Toilet Service across the district.
2. Undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.
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.
4. Review the opening/closing times of its Public Toilets and consider extending these to meet identified need.
5. Review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.
6. Consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision.
7. Consider providing Changing Places facilities as part of its Public Toilet provision.
8. Investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.
9. Consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.

It is considered that taking forward these recommendations will require the rollout of a number of Work Packages each involving a range of work activities and approval procedures within the Council and also externally. This will inevitably take time to deliver but it is expected, if approved to proceed, that significant progress can be

made in all these identified areas during the course of the current Council, 2019 to 2023.

There is no “ring fenced” revenue budget for any maintenance works or other defined projects falling within the scope of improvement works. For such projects without a defined budget, their progress will be subject to approval by Council and obtaining the required funding to progress them.

2.0 INTRODUCTION



This strategy was commissioned by Newry, Mourne and Down District Council to review current toilet provision within the Council. The department has prepared the toilet strategy document by undertaking a complete review of the its public toilet provision across the district, reviewing the condition and benefit of the thirty-one public toilets that currently exist in the Council and assessing the need for any publicly accessible toilets in other areas within the district.

The three main sources of input to the strategy were:

- A condition report on the fabric of all Council public toilets was carried out in 2018 by the Council's Estates and Project Management Department.
- Assessment by the British Toilet Associations (BTA), including an inspection of each public toilet unit, to survey and provide feedback on the condition, viability and perceived need for each. BTA has worked with and for a number of similar sized councils across the UK and Ireland to help upgrade their current toilet provision and to assess any future developments and planning issues that might be arising. BTA has shared a number of procedures and methodologies that should be of value in the evolution and implementation of the strategy for the Council.
- A study group from within the Council, representing all departments with control, input or management of any of the Council's public toilets was convened to discuss and identify common issues and to scope a management structure or brief relating to all these sites.

Of the thirty-one public toilets in the council area, BTA highlighted that a number of units were not accessible to the general public during the evening/weekends when there is generally a greater need; some units were also not even accessible to the general public during the working day.

The BTA survey also indicated that Newry city centre in particular was suffering from a lack of adequate public toilet provision for the numbers expected to visit the city each week. Additionally, looking to the future, if the city desires to host major events or activities, the lack of freely available toilets would be a concern.

BTA is conscious of the tight financial constraints within Council and sought to identify and embrace new ways and methodologies to increase the available provision within the district without significantly increasing either capital or revenue spending.

The Council Study Group applied in-depth knowledge of their departments and the relevant localities to draw up and assess existing and future requirements for public toilet facilities within the Council. With considerable inward investment already agreed

by Council and an ever-increasing desire to attract both visitors and commercial traders the Council Study Group considered it extremely important to focus significant attention on providing an increased level of clean and hygienic toilet provision.

Additionally, the group recognized the responsibility that this Council has to its citizens and rate payers and to the many social groups who live and work within the district boundaries. The health and well-being of all user groups working in or visiting the district must be of paramount importance.

Many commercial and private properties contain public toilet facilities and if agreement and favourable conditions were reached it was felt that a reasonable number of these facilities could be made freely available to the general public to help increase the overall provision. This report includes some basic proposals to further develop this approach.

Consideration has been given to inviting a number of commercial companies and private individuals to participate in the potential development of a Council Toilet Stakeholders Group. The remit was to discuss and identify potential partnerships that could be considered if this strategy is accepted

This Strategy will revise and review the information gained and the thoughts of the Council Study Group to assimilate a series of actions that could be instigated to upgrade the current provision. This information will be refined and help the Council to set down a forward thinking strategy to provide the best level of service to all the residents and welcome tourist trade and visitors to the district.

It is hoped that the Strategy will:

- Clearly identify all the Council sites and review the current levels of provision
- Gain support for the outline and future adoption for the strategy proposals
- Act as a catalyst for discussions and thought through other Council departments and stakeholders
- Provide individual focus on the locations and positioning of our facilities
- Give guidance for all immediate and longer term remedial action identified and required
- Review new technologies and safe practices regarding future toilet provision
- Create a review of the opening hours and our levels of cleaning and maintenance

- Review the use of external contractors to provide cleaning and maintenance services
- Discuss corporate branding, advertising and information for public access toilets across the Council district.
- Seek to identify solutions for many anti-social activities and incidents
- Investigate, review and evaluate “pay to enter” schemes, barriers and control
- Seek to identify other Council and public buildings that have publicly accessible toilets
- Help to identify any private and commercial businesses who might offer additional provision
- Enable identification of community partnerships and charitable groups who could support this initiative (to discuss opening/closing, security and maintenance issues)

This section is not intended to be an exhaustive list but merely a working brief to give constructive guidance to Council to seek approval for officers to proceed to develop a business case for future submissions and adoption by the Council.

3.0 EXISTING TOILET FACILITIES and OTHER COUNCIL PROPERTIES UNDER CONSIDERATION

Council currently controls the running of 31 publicly accessible toilet blocks across the district.

The Council is committed to providing Public toilets throughout the year, which are clean, stocked with appropriate materials and open at reasonable hours. All the Council's Public Conveniences have accessible facilities.

Public Conveniences are located at:

Bloodybridge, Annalong	Bessbrook, The Square
Central Promenade, Newcastle	Cranfield Blue Flag Beach
Downs Road, Newcastle	High Street, Killyleagh
Castle Park, Newcastle	Lislea Drive, Crossgar
Islands Park, Newcastle	Loughross, Crossmaglen
Donard Park, Newcastle	The Square, Crossmaglen
South Promenade, Newcastle	New Line, Saintfield
Upper Square, Castlewellan	The Square, Rostrevor
Quoile Road, D'patrick	Rostrevor Road, Hilltown
Market Street, Downpatrick	Spelga, Hilltown
Struell Cemetery D'patrick	Murlough, Dundrum
Lough Inch Cemetery, Ballynahinch	Newry Market
Windmill Street, Ballynahinch	Rocks Road, Ballyhornan
Marine Park, Annalong	The Square, Warrenpoint
Queen Street, Warrenpoint	The Quay, Ardglass
Bridge Street, Kilkeel	

LIST OF HISTORIC SITES AND TOURIST ATTRACTIONS

Castles, Parks and Gardens	
Kilbroney Forest Park	Delamont Country Park
Killyleagh Castle	Rowallane Gardens (NT)
Castlewellan Forest Park	Slieve Gullion Forest Park
Tollymore Forest Park	
Municipal Parks/Open Spaces	
Killough Road Recreation Area	Nursery Area, Downpatrick
Shrigley Community Garden	Cushowen Place, Drumaness

Ballyrussell Park, Burren	Clonallon Park, Warrenpoint
Town Park/Stream Street, Downpatrick	Clanrye Park, Newry
Corry Park, Newry	Fisher Park, Newry
Heather Park, Newry	McClelland Park, Newry
St Colman's Park, Newry	Newry Canal and Towpath
Beaches	
Cranfield	Dundrum
Murlough	Kilkeel
Newcastle Strand	Tyrella
Other Visitor Centres	
Victoria Lock	Seaforde Gardens and Tropical Butterfly House
Downpatrick and County Down Railway	

Tourism is a key component of the Council's economy and a major source of both employment and revenue; generating around £50m to the area's economy in 2018. In 2017 visitor numbers increased by 6% to 0.5m. The tourism industry supports more than 5,000 jobs in the council area. Effective partnership working is essential to manage and present the council destination in an integrated way and to ensure that the visitor is considered and planned for at the earliest stages of any new development. This may mean changes to traditional ways of working to enhance transparency of decision making, wider strategic thinking and a more active engagement between private, public and third sector partners.

Other Council buildings and properties to be reviewed and considered for inclusion (all contain toilets which can be accessed by the public)

- Newry Town Hall
- Warrenpoint Town Hall
- Newry Arts Centre
- Bagenals Castle, Newry
- Council Buildings - Monaghan Row, Newry
- Council Buildings – Greenbank Industrial Estate, Newry
- Council Buildings – Downshire Civic Centre, Downpatrick
- Down County Museum, Downpatrick
- Down Arts Centre, Downpatrick
- St Patricks Centre, Downpatrick

Community Centres (Managed by the Council)

- Ballynahinch Community Centre
- Bessbrook Community Centre
- Bridge Community Centre, Killyleagh
- Cloughreagh Community Centre
- Crossmaglen Community Centre
- Dan Rice Hall, Drumaness
- Market House, Ballynahinch

Leisure Centres and complexes:

- Newry Leisure Centre
- Downpatrick Leisure Centre
- Kilkeel Leisure Centre
- Newcastle Centre
- Ballymote Sports and Wellbeing Centre, Downpatrick
- St Colman's Sports Complex, Newry

Below is a map showing the location of all Council 31 Public Toilets with reference to Newry City, other towns, villages and settlements.



4.0 STRATEGIC RECOMMENDATIONS AND PRIORITIES

This Strategy calls for a review of the Council's vision for publicly accessible toilets across the districts. It is recommended that a working programme to address the following key issues should be implemented and periodically assessed and tailored for ongoing improvement:

(1) Understanding the legal and strategic case for public provision

While there is no legal or regulatory obligation on councils across the UK to supply, provide or even maintain publicly accessible toilet facilities, it has always been the directive of successive governments and their departments that each local authority is responsible for deciding a set level of public toilet provision that it feels is appropriate and ensuring their upkeep.

Toilets are important to health and well-being, social inclusion, equality, public decency and public safety, and play a vital role in making our cities, counties and districts warm and welcoming areas to live, grow, work, visit and stay. They are essential for the growth of local business and supporting the social interactions of groups and communities. They empower tourism and visitors who bring much needed revenue into the district. They support an aging populous who want to shop locally and visit local amenities. They play a major role in supporting everyone suffering with or caring for a person with severe accessibility issues; this would include Autism, Dementia, Ostomy sufferers and those with severe bowel conditions or limited mobility. Whilst encouraging greater numbers of our residents and visitors to enjoy the wealth of outdoor activities that area provides, it makes perfect sense that the Council should identify and plan for the needs of those persons when they seek to use a Public Toilet.

The Strategy recommends that the Council continues to provide a Public Toilet Service.

(2) Deciding on the correct levels of provision

The Council, like many large Councils, has many remote locations, parks, coastal drives and recreational areas that have benefited from the toilet facilities already installed. Most of these units clearly show evidence of sustained wear and tear from repeated visits, others would benefit from being repaired or replaced. A review of the visitor levels and the seasonal requirements would perhaps highlight the problems that some units face from incoming visitors. Many units have been in situ for over twenty years and as the demographics of some areas have changed, this review would help understand and recognise future needs, continuing with strong focus on the major visitor and holiday attractions such as Newcastle, Spelga and Cranfield, but also assessing requirements for toilets in all towns and densely populated areas.

Despite already having a significant number of Public Toilets, the Council needs to look at its Public Toilet provision, and whether there is any shortfall. There is no legal framework to provide this but British Standard 6465 Part 4 (2010) Sanitary Installations – Code of Practice (COP) for provision of public toilets has been used as a guide.

As a code of practice, this part of BS 6465 takes the form of guidance and recommendations. It should not be quoted as if it were a specification and care should be taken to ensure that claims of compliance are not misleading.

This part of BS 6465 gives recommendations on the location, numbers, siting, design and management of public toilets. It is applicable to the provision of new facilities and to the retention and refurbishment of existing facilities.

Section 11 of the COP provides guidance and recommendations on determining the level of Public Toilets which should be provided. In drawing up this Strategy Officers within the Study Group have considered several measures. They are drawn to the recommendations within the COP under Section 11.2.2.3 as quoted below.

11.2.2.3 The British Toilet Association recommends that “a Local Authority should provide no fewer than one cubicle per 550 women and girls and one cubicle or one urinal per 1100 men and boys dwelling in the area”. Any large number of people visiting the area regularly would have to be added to these population numbers. These figures might not apply to every situation, but they can be used as a guideline when assessing whether overall toilet provision is likely to be adequate or not.

In interpreting this recommendation, it is proposed that the standard that the Council will seek to achieve is to provide a Public Toilet in all settlements which have a population exceeding 1000. If this is accepted, then by examining the populations of the Council's various settlements and having regard to current Public Toilet provision it is possible to determine settlements exceeding a population of 1000 which do not have a Public Toilet.

A framework will help Council to address this issue and using the population density (figures obtained from 2011 census contained within Appendix B: Population and Household Figures) will assist in identifying any shortfall there may be within the district. As previously discussed within this strategy, towns and villages with a headcount of over one thousand persons should be an automatic benchmark for provision.

Taking this recommendation and referring to the population density (figures obtained from 2011 census contained within Appendix B: Population and Household Figures)

the following settlements are identified as not having a Public Toilet but having a population over 1000 - Dundrum, Drumaness, Killough, and Mayobridge.

In determining how to meet such identified needs, this Strategy proposes the following thought process be undertaken.

1. Is there another Council facility within the town/village that could be used?
2. Is there another public building that could be used, and that the authority is willing to put forward its facility as a Public Toilet during its opening hours?
3. Is there a commercial business locally that is willing to put forward its facility as a Public Toilet during its opening hours?
4. If none of the above are options within the town/village listed, then consideration to be given for development of a new public toilet facility (subject to a Business Case / Finance approval).

(3) A review of Internal and External condition and readiness

A full review of the structural integrity of each building has been commissioned and carried out for this Strategy and the results are attached (Appendix A). Furthermore, a complete Scoping Review was completed by the BTA showing the condition of the internal fixtures and fittings. Information has been collated regarding anticipated usage and known levels of damage or vandalism from varying degrees of anti-social behaviour. All this data can now be combined to allow the Council to devise a business case for each individual site and agree a management plan on a series of maintenance and remedial works.

The proposed programme for each of the facilities is provided at Appendix C.

(4) Cleanliness and Maintenance Issues and Opening/Closing of Facilities

Having to provide and maintain a regular and consistent level of cleaning and servicing of the Council's Public Toilets has proved to be an extremely difficult task. There is also a variance in opening hours which has been a cause for complaint.

The Strategy proposes a review of these issues. Such review should identify how each of the issues; opening/closing regimes, cleaning, and maintenance are currently managed and how such systems meet the Council's expectations for this public service. Feedback to date would indicate that there are shortfalls in each of these areas. Should this be confirmed from the review then the report arising from the review will clearly define these and provide costed options for how improvements may be achieved.

(5) Identify and encourage other Council facilities to become more publicly available

The Council has identified other potential Council facilities that could be included as

part of its Public Toilet provision and proposes to seek to include these sites subject to assessment and agreement. These would potentially include Leisure, Recreation and Community Centres, Parks and Gardens, Museums and Town Halls, and all publicly accessible buildings.

To take this forward a management plan would need to be initiated and designed to encourage and utilise Council owned/run facilities to make their toilet blocks available for the general public. This should be achievable for a relatively small investment of money, time and materials.

NB: Community Centres would need to be carefully considered and treated as a special case study because of their use as creche and or child and family friendly areas.

(6) Establish partnership links with public/private companies and organisations

During comparative studies it was noted many Local Authorities engaged with local traders and commercial vendors who were keen to achieve a higher footfall. Visitor numbers were substantially increased when these public buildings promoted their in-house toilet facilities to the public. It was also noted that these units are usually very well kept and maintained – drawing in significant numbers of visitors and tourists.

The Strategy proposes that the Council identify sites within the district and work to establish a network of links or partnerships with the management of these public and commercial providers to increase the availability of Public Toilets across the district.

(7) Providing Changing Places toilets

Changing Places toilets are designed so that they are completely accessible and provide sufficient space and equipment for people who are not able to use the toilet independently. They must be an extra facility, in addition to the accessible toilets for independent use.

There must be adequate space in a Changing Places: three metres by four metres is the recommended minimum, with a ceiling height of at least 2.4 metres.

Equipment that should be included is: changing bench, hoist, toilet, washbasin, curtain or screen, non-slip flooring, large waste bin (for disposal of pads etc), grab rails and emergency alarm.

Currently, there are only three custom Changing Places toilet facilities operated by the Council: Newry Leisure Centre, Downpatrick Leisure Centre and Downshire Civic Centre, Downpatrick.

Over 1440 Changing Places facilities have been installed across the UK and Ireland, with a total of thirty-five sites now operating across Northern Ireland. A socially

inclusive and equality driven Council needs to strategically consider this type of facility as part of its overall Public Toilet provision.

(8) Measures to eradicate or control persistent social misuse and vandalism

The Councils Public Toilets are provided on a free of charge basis. Many UK authorities have already embraced the concept of charging a small fee for entry.

Paddle gates and single user units with coin operated locks are now very commonplace throughout the UK. Charges vary from 20p to £1.00 depending on the volume of traffic and the location of the toilet block. The majority of installations using any of these types of charging mechanisms are reporting considerable drops in congregation, loitering and serious misuse within these toilet areas. Incidents regarding anti-social behaviour appear to be considerably reduced and the toilets are reported easier to keep clean and in a serviceable condition. In addition to the revenue income and the revenue saved by fewer replacement items being fitted there is a significant reduction in the cleaning schedules. Persons having to pay seem to respect the units and therefore substantially less incidents are recorded.

The latest advancement has now seen the introduction of "swipe-card" technology. Many Councils have already embraced card payments instead of cash. This new payment method has a number of immediate and direct advantages. No collection process required, no measurable risk of theft (cash-less) and greatly reduced levels of damage (removal of the temptation/reward). Some Councils are operating a local Council Card for visitors and persons with special needs.

The Strategy recommends that the Council consider the installation of paddle gates in sites that have experienced high levels of anti-social activity and misuse – perhaps beginning with the minimum 20p charge.

(9) Developing a corporate design or identity

Using a generic colour scheme and design for the toilet facilities would greatly enhance the visitor perception and feeling of safety with these units. Interchangeable panels and sanitary fittings can significantly reduce down-time and units being out of service. With corporate identity comes corporate responsibility - a feeling of being part of the greater whole. Council would benefit from embracing a common colour scheme, fixtures and fittings and psychologically users would feel safer and more willing to use these publicly accessible units.

Most of the major toilet provision organisations across Europe and globally have a consistent theme and colour branding for their realm of toilets. This can be achieved reasonably cheaply with an inhouse design and agreed colour scheme. The corporate identity should be carried through to the council webpage for toilets and could be used for all mailings and servicing requirements. If local toilet maps, or

even an electronic mapping system, is introduced these would also require corporate branding identity.

The Strategy recommends that the Council consider corporate branding of its facilities as part of future capital and revenue works to improve existing Public Toilet provision.

(10) Improve Communication and Information on available Toilet Facilities

There is little or no street signage for the public toilets in the district. This is an issue for visitors to our area who do not know where Council's Public Toilets are located.

Annalong is a prime example, it is a substantial building, but set well back from the main road and hidden by the local community centre. Newcastle has no signage to direct anyone towards the 6 units that provide public toilet facilities across the town – this is less of an issue for local residents, but cause non-residents significant difficulties in locating the facilities.

The Strategy recommends that the Council consider signposting its Public Toilet provision by use of physical signs, printed material, Council Website and other media. The installation of multi-use information boards giving tourism and event information alongside public notices and Council advertising could achieve savings and heighten public/visitor awareness.

Summary of Recommendations

The recommendations arising from the twelve key issues discussed above can be summarised in the nine recommendations below.

1. The Council will remain committed to providing a Public Toilet Service across the district.
2. The Council will undertake identified capital and revenue works to improve its existing Public Toilet provision and where feasible meet newly identified need.
3. The Council will consider corporate branding of its facilities as part of future capital and revenue works to improve existing Public Toilet provision. It will 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.
4. The Council will review the opening/closing times of its Public Toilets and consider extending these to meet identified need.

5. The Council will review how its Public Toilets are managed, cleaned and maintained with the view of reducing inconsistencies and providing an improved service.
6. The Council will consider including other suitable Council facilities, Public buildings and private businesses as part of the overall Public Toilet provision.
7. The Council will consider providing Changing Places facilities as part of its Public Toilet provision.
8. The Council will investigate the introduction of charging at some facilities as a means of reducing vandalism and anti-social behaviour.
9. The Council will consider how information concerning the location and availability of its Public Toilet provision can be made available to all user groups.

5.0 CONCLUSIONS AND ACTION PLAN

The Council seeks to provide or facilitate the provision of clean, safe, accessible and sustainably functional toilets for both residents and visitors to the district. It aims to deliver a Public Toilet service that can meet the expectations of everyone, and to ensure facilities are available at key locations in high demand areas throughout the district.

This review of service provision currently provided would indicate that the Council is falling short of achieving this aim. The recommendations as presented within this Strategy-provide a pathway to achieving this aim.

It is important that the Council take account of its communities' views and so prior to finalising the Strategy it is proposed that there is a period of consultation (12 weeks) with the public on the recommendations within this Strategy.

Recommendations and comments from the public consultation will be taken into consideration prior to approving the Strategy.

The Strategy has identified twelve recommendations. These recommendations may be best taken forward through the rollout of defined work packages (WP) as detailed below:

- **WP1** – A study on how the Council can extend its Public Convenience service, e.g. CTS, use of other Council facilities, public buildings, and new build facilities (Killough). This work package will require detailed research and consultation with a number of Stakeholders. A Business Case is then required to be presented to Council.
- **WP2** – Capital Works and Revenue Works Programme – Details already provided within this strategy document should follow with a detailed Business Case to be presented to Council.
- **WP3** – Review of how the Council clean and maintain their Public Conveniences – Detailed Business Case to be presented to Council.
- **WP4** – Review of opening hours of all Public Conveniences – Business Case presented to Council with view of amalgamating opening hours for all facilities.
- **WP5** – Review of Changing Places need within the district – Research needed to exact requirements of Changing Places facilities and consultation with all Stakeholders to ensure correct locations are found.

Detailed Business Case to Council following this research and consultation.

- **WP6** – Combating anti-social behaviour and vandalism – More detailed research into facilities which have high anti-social behaviour, and consultation with Elected Members and PSNI to identify a way forward. Business Case to Council providing costed options on identified solutions.
- **WP7** – Improving Communication and branding of the Council's Public Convenience Service – Liaison with the Council's Marketing/PR Department to identify the best way forward. Business Case to Council on identified solutions.

6.0 EQUALITY SCREENING AND RURAL IMPACT ASSESSMENT

This Strategy has been equality screened and signed off and approved by the Senior Manager responsible for this area of work. It has also been subject to a Rural Needs Assessment.

The findings of the assessments are summarised below.

The Public Toilet Strategy has been equality screened and the outcome is that it not be subject to an Equality Impact Assessment (with no mitigating measures required).

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.



Public Toilet Strategy

STRATEGY DOCUMENT

APPENDIX A

ESTATES DEPARTMENT REPORT STRUCTURAL INTEGRITY OF MAIN TOILET BLOCKS

Public Convenience list			
NUMBER	NAME	CODE	ESTATES RATING
1	Annalong Bloody Bridge	PC NM005	B
2	Annalong Marine Park	PC NM004	A
3	Ardglass Harbour	PC DDC400	B
4	Ballynahinch - Lough Inch Cemetery	PC DDC019	B
5	Ballynahinch Community Centre	PC DDC014	B
6	Ballyhornan	PC DDC009	B
7	Bessbrook The Square	PC NM028	B
8	Castlewellan, Upper Square	PC DDC038	B
9	Crossgar, Lislea Drive	PC DDC045	C
10	Crossmaglen Lough Ross Amenity Area	PC NM058	C
11	Crossmaglen The Square	PC NM055	B
12	Downpatrick, Market Street	PC DDC067	B
13	Downpatrick Quoile Recreation Area	PC DDC074	B
14	Downpatrick Struell Cemetery	PC DDC083	B
15	Dundrum Bay Recreation Area	PC DDC104	B
16	Hilltown, Rostrevor Road	PC NM084	B
17	Hilltown Spelga Dam	PC NM086	B
18	Kilkeel, Lower Square	PC NM118	B
19	Cranfield Blue Flag Beach	PC NM201	B
20	Newcastle South Promenade	PC DDC159	B
21	Newcastle Castle Park	PC DDC145	B
22	Newcastle Centre, B6	PC DDC157	B
23	Newcastle Donard Park	PC DDC148	B
24	Newcastle Downs Road Recreation Area	PC DDC149	B
25	Newcastle Island Park	PC DDC154	B
26	Newry, The Market	PC NM195	B
27	Rostrevor, The Square	PC NM245	C
28	Saintfield, New Line	PC DDC169	B
29	Warrenpoint, Park	PC NM276	B
30	Warrenpoint, The Square	PC NM278	B
31	High Street, Killyleagh	PC DDC 133	A

Condition A	As new condition - Typically build within the last five years or may have undergone a major refurbishment within this period, maintained/serviced to ensure fabric and building services replicate conditions at installation, no structural, building envelope, building services or statutory compliance issues apparent, no impacts upon operation of the building.
Condition B	Sound, operationally safe, and exhibiting only minor deterioration - Maintenance will have been carried out, minor deterioration to internal/external finishes, few structural, building envelope, building services or statutory compliance issues apparent, likely to have minor impacts upon the operation of the building.
Condition C	Operational but major repair or replacement needed in the short to medium-term (generally 3 years) - Requiring replacement of building elements or services elements in the short to medium-term, several structural, building envelope, building services or statutory compliance issues apparent, or one particularly significant issue apparent, often including identified problems with building envelope (windows/roof etc.), building services (boilers/chillers etc.), likely to have major impacts upon the operation of the building, but still allow it to be operable.

Public Toilet Strategy

STRATEGY DOCUMENT

APPENDIX B

POPULATIONS AND HOUSEHOLD FIGURES (Census 2011)

Population and Households Review

HEADCOUNT AND HOUSEHOLD ESTIMATES NMDDC - 2011 CENSUS DATA

CROTLIEVE DEA

Location	Settlement Type	Population	Households
BALLYHOLLAND	Hamlet	664	215
BARNMEEN	Hamlet	136	54
HILLTOWN	Village	1698	588
LURGANARE	Hamlet	294	118
MAYOBRIDGE	Village	1068	359
ROSTREVOR	Settlement	2788	1087
SHEEPTOWN	Hamlet	333	112
WARRENPOINT / BURREN	Town	8721	3296
TOTAL		15702	5829

DOWNPATRICK DEA

Location	Settlement Type	Population	Households
ANNACLOY	Hamlet	318	105
ARDGLASS	Village	1643	640
BALLYALTON	Hamlet	132	49
BALLYHORNAN	Hamlet	369	166
CONEY ISLAND	Hamlet	57	25
DOWNPATRICK	Town	10874	4192
KILCLIEF	Hamlet	191	74
KILLOUGH	Hamlet	843	346
SAUL	Hamlet	97	35
STRANGFORD	Hamlet	495	232
TOTAL		15019	5864

NEWRY

Location	Settlement Type	Population	Households
NEWRY	City	26893	10136
NEWTOWNCLOGHOGE	Hamlet	457	169
TOTAL		27350	10305

ROWALLANE

Location	Settlement Type	Population	Households
BALLYNAHINCH	Town	5715	2329
CROSSGAR	Village	1892	726
DARRAGH CROSS	Hamlet	490	172
KILLYLEAGH	Settlement	2928	1196
SAINTFIELD	Settlement	3406	1322
SHRIGLEY	Hamlet	437	175
TOTAL		14868	5920

SLIEVE CROOB

Location	Settlement Type	Population	Households
ANNSBOROUGH	Hamlet	767	273
BALLYKINLER	Hamlet	447	170
CASTLEWELLAN	Settlement	2792	1026
CLOUGH	Hamlet	279	105
DRUMANESS	Village	1344	497
DUNDRUM	Village	1551	665
KILCOO	Hamlet	335	122
LOUGHINISLAND	Hamlet	218	66
SEAFORDE	Hamlet	263	111
THE SPA	Hamlet	583	203
TOTAL		8579	3238

SLIEVE GULLION

Location	Settlement Type	Population	Households
BELLECK	Hamlet	375	127
BESSBROOK	Settlement	2739	1059
CAMLOUGH	Village	1081	392
CREGGAN (NEWRY AND MOUR)	Hamlet	227	96
CROSSMAGLEN	Village	1608	641
CULLAVILLE	Hamlet	232	81
CULLYHANNA	Hamlet	326	120
DRUMINTEE	Hamlet	337	125
FORKHILL	Hamlet	498	179
GLASSDRUMMAN (CO. ARMAG)	Hamlet	165	54
JONESBOROUGH	Hamlet	465	163
MULLAGHBANE	Hamlet	596	228
MULLAGHGLASS	Hamlet	125	49
NEWTOWNHAMILTON	Hamlet	800	340
SILVERBRIDGE	Hamlet	112	49
TOTAL		9686	3703

THE MOURNES

Location	Settlement Type	Population	Households
ANNALONG	Village	1796	705
ATTICAL	Hamlet	171	61
BALLYMADEERFY	Hamlet	69	29
BALLYMARTIN	Hamlet	506	175
BRYANSFORD	Hamlet	306	114
DUNNAVAL / BALLYARDLE	Hamlet	161	54
GLASSDRUMMAN /			
MULLARTOWN	Hamlet	110	42
KILKEEL	Town	6521	2555
LISLEA	Hamlet	180	64
NEWCASTLE	Town	7743	3224
TOTAL		17563	7023



Public Toilet Strategy

STRATEGY DOCUMENT

APPENDIX C Public Toilets Proposed Works

WORKS RECOMMENDATIONS

The information provided below are recommendations for prioritising the anticipated works and seeks to provide an overview of the changes that will be required to streamline the Public Toilet provision and enhance the visitor experience. Some areas will need considerable thought whilst many units simply need attention and upgrading

Many of the remote units (manufactured by Danfo) have been serving the residents and visitors for over 20 years however they have been showing considerable signs of corrosion, internal wear and in many cases of vandalism and damage. A decision is required to repair, replace or remove these units within this capital budget. The table below gives a guide to the priority of works anticipated.



Strategic development to benefit directly from the Capital budget

NEWCASTLE	Amalgamate Central Promenade, South Promenade and Islands Park units into Castle Park to create a central Toilet Block in the centre of the town.
SPELGA	Requires total refit and added enhancement with barrier (pay entry). Review security, safety and maintenance issues.
ROSTREVOR	The Square - Requires total refit and added enhancement.
CRANFIELD	Potential to substantially increase the provision for visitors during holiday periods. Extending the footprint and using shutters to control the overall provision offered at peak times.
CASTLEWELLAN	Upper Square – replace entire facility, keeping shell of building.
DOWNPATRICK	Market Street - replace entire facility, including shell of building.
NEWCASTLE	Donard Park - replace entire facility, including shell of building.
BALLYHORAN	The Rocks – Replace entire facility, keeping shell of building Investigate community involvement.
DUNDRUM	Murlough - Well used by passing traffic. replace entire facility, including shell of building.
ARDGLASS	Harbour Quay – replace entire facility, including shell of building.
CROSSGAR	Lislea Drive – replace entire facility.

SAINTFIELD	Newline – replace entire facility.
DOWNPATRICK	Quoile Road – replace entire facility, keeping shell of building.

If approved these projects will be reviewed in detail through the Council's approval system which involves a Business case being drawn up and approved by Council. The Business Case would look at several costed options for addressing the identified need. The Council seeks to ensure that this is a rigorous process to ensure the correct solution is developed which addresses the concern in a manner which is cost effective and efficient.

There is recognition within the Strategy that such improvements whilst having a value, are at a cost, and so consideration on how such costs can be paid for must be given and agreed as part of any planned improvements. Budgets are limited, so every £1 spent on a project is a £1 that cannot be spent elsewhere.

Strategic upgrading to benefit directly from the Revenue budget

NEWCASTLE	Downs Road - refurbish and upgrade.
KILKEEL	Upgrade with coin operated barrier entry and improve security. Encourage community engagement for enhancement and security/control.
ANNALONG	Refurbish and upgrade – Investigate community involvement.
CROSSMAGLEN	The Square - Repair and ongoing maintenance.
KILLYLEAGH	Refurbish and upgrade.
ANNALONG	Bloodybridge - Refurbish and upgrade.
NEWRY	Market - Refurbish and upgrade.
WARRENPOINT	Queen Street and The Square - Repair and ongoing maintenance.
BALLYNAHINCH	Lough Inch Cemetery - Refurbish and upgrade.
DOWNPATRICK	Struell Cemetery - Refurbish and upgrade.
HILLTOWN	Rostrevor Road - Refurbish and upgrade.

Strategic Review required - units that require ongoing maintenance

BESSBROOK	Review usage – Community Centre facilities – Accessibility.
CROSSMAGLEN	Loughross - Review usage – Signage – ongoing costs.
BALLYNAHINCH	Windmill Street – Beside Community Centre – shared facilities.
NEWCASTLE	Central Promenade, Islands Park, South Promenade - With the potential development of the Castle Park facility these units could be removed and amalgamated into the new development.

SUMMARY

Toilet Block	Funding Stream	Upgrade / Move / Review
Cranfield Beach	CAPITAL	EXTENSION
Kilkeel, Bridge Street	REVENUE	REPAIR and UPGRADE
Newcastle, Castle Park	CAPITAL	EXTENSION
Rostrevor, The Square	CAPITAL	REPAIR and UPGRADE
Spelga, Kilkeel Road	CAPITAL	REPAIR and UPGRADE
Murlough Bay, Dundrum	CAPITAL	REPAIR and UPGRADE
Annalong, Marine Park	REVENUE	REPAIR and UPGRADE
Ardglass Harbour Quay	CAPITAL	REPAIR and UPGRADE
Ballyhornan, Rocks Road	CAPITAL	REPAIR and UPGRADE
Castlewellan, Upper Square	CAPITAL	REPAIR and UPGRADE
Downpatrick, Market Street	CAPITAL	REPAIR and UPGRADE
Newcastle Donard Park	CAPITAL	REPAIR and UPGRADE
Newcastle, Downs Road	REVENUE	REPAIR and UPGRADE
Crossmaglen, The Square	REVENUE	ONGOING MAINTENANCE
Killyleagh, High Street	REVENUE	REPAIR and UPGRADE
Hilltown, Rostrevor Road	REVENUE	ONGOING MAINTENANCE
Annalong, Bloodybridge	REVENUE	ONGOING MAINTENANCE
Newry, The Market	REVENUE	REPAIR and UPGRADE
Warrenpoint, Queen Street	REVENUE	ONGOING MAINTENANCE
Warrenpoint, The Square	REVENUE	ONGOING MAINTENANCE

Ballynahinch, Lough Inch Cemetery	REVENUE	ONGOING MAINTENANCE
Downpatrick, Struell Cemetery	REVENUE	ONGOING MAINTENANCE
Crossgar, Lislea Drive	CAPITAL	LOW USAGE – REVIEW
Downpatrick, Quoile Road	CAPITAL	LOW USAGE – REVIEW
Bessbrook, Old Town Hall	REVIEW	COMMUNITY CENTRE – Accessibility
Crossmaglen, Loughross	REVIEW	LOW USAGE – REVIEW LOW
Ballynahinch Windmill Street	REVIEW	DUPLICATION WITH COMMUNITY CENTRE - REVIEW
Newcastle, Central Promenade	REVIEW	CLOSE - UPGRADE OF CASTLE PARK PUBLIC TOILET
Newcastle, Islands Park	REVIEW	CLOSE - UPGRADE OF CASTLE PARK PUBLIC TOILET
Newcastle, South Promenade	REVIEW	CLOSE - UPGRADE OF CASTLE PARK PUBLIC TOILET
Saintfield, New Line	CAPITAL	REVIEW LOCATION

Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th May 2021
Subject:	Proposed Reopening of all Public Toilets
Reporting Officer	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
Contact Officer	Gail Kane, Head of Facilities Management

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	The purpose of this report is to provide the Committee with a timetable for the reopening of all Council Public Toilets subject to resources being made available.
1.2	<p>At the outset of Covid-19 pandemic all Council Public Toilets were closed and over time a number have reopened, albeit with reduced opening times.</p> <p>At present 22 of the Council's 31 Public Conveniences are open – A list is provided at Appendix 1.</p> <p>Two of our Public Toilets are closed currently for refurbishment (Rostrevor and Struell Cemetery) and they will remain closed until the refurbishments are complete.</p> <p>The remaining 7 Public toilets are closed – A list of these is provided at Appendix 2.</p>
1.3	<p>In reopening the Public Toilets last year after the initial closure, a risk assessment was completed which indicated that to maintain high levels of hygiene and thereby reduce the risk of infections, it was necessary to increase the frequency of cleaning of the Public Toilets.</p> <p>The increased frequency for cleaning combined with reduced resources being available for cleaning of the Council Public Toilets required external support in providing this service. An external contractor was procured to clean eight of the Public Toilets with the remaining 14 being cleaned by in-house staff. In addition, those toilets which were open had restricted opening hours (9 am to 5 pm).</p>
1.4	<p>The recovery plan for opening all our Public toilets and resuming their normal opening hours is dependent on resources being available to ensure service levels are maintained in accordance with the level of risk posed by Covid-19. The following is proposed.</p> <ul style="list-style-type: none"> Public Toilets in Warrenpoint will, between mid-June and August, open between 9am to 8pm. Additional costs to be met through payment of overtime to existing Cleansing Staff.

	<ul style="list-style-type: none"> • All Public Toilets in Newcastle area will, between mid-June and August, open between 9am to 8pm. Additional costs for cleaning to be met through employment of external contractor. • All other Public Toilets already open to remain open with continuing restricted opening hours of 9am to 5 pm. • The remaining seven Public Toilets listed in Appendix 2 to reopen from mid-June with restricted opening hours of 9am to 5pm. • To accommodate this increase in current service provision, 8 No. additional Toilet Attendants and 4 No. hired vehicles will be required (Cost of £50,000 to end of September 2021). External Contractors will also be required to carry out an additional clean per day to each toilet facility under their contract (Cost of £9,000 for three-month period). • Implementation of the above proposals are subject to availability of funding and ability to recruit staff to implement the plan.
1.5	The Committee is requested to consider the proposed plan and approve its implementation subject to resources being available.
2.0	Key issues
2.1	<ul style="list-style-type: none"> • The Council has no statutory duty to provide Public Toilets and receives no income for the service that it currently provides. • The Council through its Public Toilet Strategy is committed to providing a Public Toilet service. • The onset of the Covid-19 pandemic in March 2020 brought restrictions on a range of Council Services including the Public Toilet Provision. Initially all Public Toilets were closed but over the past months the majority have reopened albeit at reduced opening hours. • In line with other restricted Council services consideration is now being given to further reopening of these services subject to resource availability. • This report provides a plan for increasing the Public Toilet service provision across the Council during the summer period and, if successful, will see 7 Public Toilets closed since April 2020 reopen again in mid-June.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> • To note contents of this report. • To approve the proposed recovery plan as detailed within Section 1.4 of this report.

4.0	Resource implications
4.1	<p>To implement the plan as detailed within Section 1.4 of this report there is an estimated increase in cost of £59,000 to cover to the end of September 2021.</p> <p>This would be an overspend on current budget. The Directorate is making a bid for these costs to be covered by the Council's Covid Recovery Fund.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input checked="" type="checkbox"/></p> <p>Consultation period will be 12 weeks <input checked="" type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

	<p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	Appendices
	<p>Appendix 1: Council Public Toilets currently open</p> <p>Appendix 2: Council Public Toilets currently closed</p>
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>
8.1	None

Appendix 1 – Council Public Toilets currently open

1. Bloodybridge, Newcastle
2. South Promenade, Newcastle
3. Donard Park, Newcastle
4. Central Promenade, Newcastle
5. Castle Park, Newcastle
6. Downs Road, Newcastle
7. Murlough, Dundrum
8. Upper Square, Castlewellan
9. Loughross, Crossmaglen
10. The Square, Crossmaglen
11. Newry Market
12. Warrenpoint Square
13. Warrenpoint Park
14. Hilltown
15. Spelga
16. Cranfield
17. Kilkeel
18. Market Street, Downpatrick
19. The Quoile, Downpatrick
20. Ballyhornan
21. Ardglass
22. Lough Inch Cemetery, Ballynahinch

Appendix 2 – Council Public Toilets currently closed

- 1. Bessbrook
- 2. Annalong
- 3. Saintfield
- 4. Ballynahinch
- 5. Crossgar
- 6. Killyleagh
- 7. Islands Park, Newcastle

Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th May 2021
Subject:	Request to lease Units attached to Public Toilets
Reporting Officer	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
Contact Officer	Gail Kane, Head of Facilities Management

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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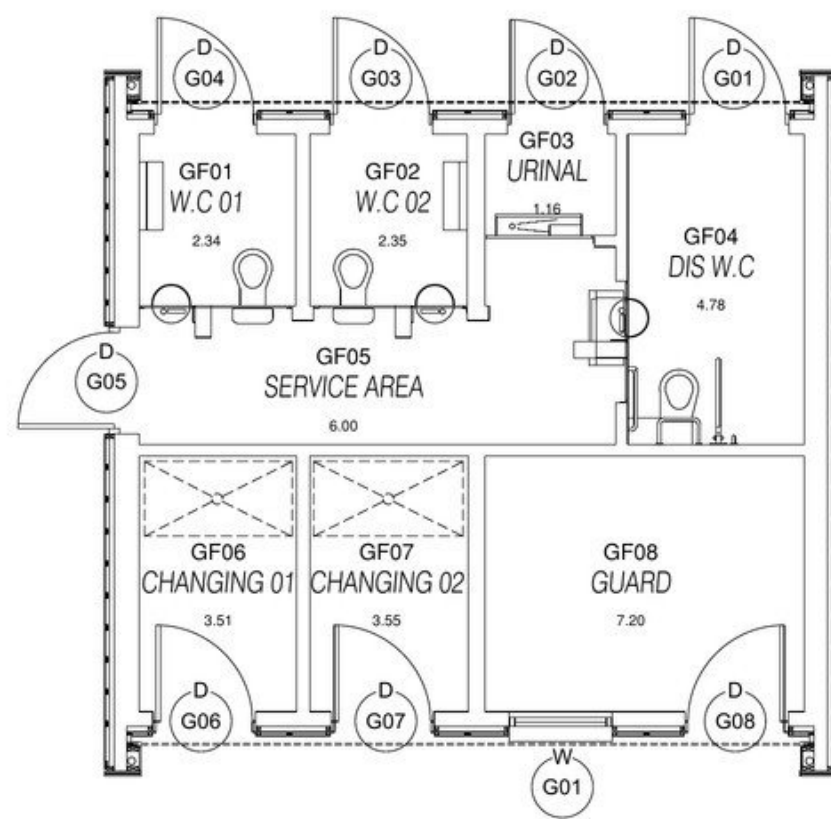
1.0	Purpose and Background
1.1	The purpose of this report is to consider requests to lease Units attached to two Public Toilet blocks owned by the Council.
1.2	<p>The requests relate to the following.</p> <ol style="list-style-type: none"> 1. Request to lease an existing vacant retail Unit at the Public Toilet building located within Warrenpoint Square – see attached site plan at Appendix 1. The Unit requested is Unit 2. 2. Request to adapt an existing Life Guard Room and Shower Rooms at the Public Toilet building located at Downs Road Public Toilet, Newcastle – see attached site plan at Appendix 2. <p>In relation to the vacant Unit at Warrenpoint, there have been a few enquires expressing an interest in this Unit. Previously the letting of this Unit would have been through an Expression of Interest exercise. The annual rent, subject to evaluation, would be circa £1500 plus Service Charges (£500) and Insurance costs (£35).</p> <p>In relation to the existing Life Guard Room and Shower Rooms at the Public Toilet building located at Downs Road Public Toilet, Newcastle, the Council has received an initial enquiry seeking to lease part of this facility for a kiosk to sell food (donuts) from. An evaluation of the rent and confirmation of whether planning approval would be required for this change would be necessary. An Expression of Interest exercise would be recommended as a means of allocating the Unit, should Council agree to this change.</p>
1.3	<p>No action has been taken in seeking to make use of both facilities. The Committee will be aware of the Council's Public Convenience Strategy and within this a commitment to provide Changing Places facilities as part of its service provision. The units referred to above could be considered as potential locations for Changing Places facilities.</p> <p>The floor area available in both Units is circa 15 m2. Discussion with one potential supplier of Changing Places has indicated that a floor space of this size would be adequate</p>

	<p>to accommodate a Changing Places facility. Attached at Appendix 3 is a floor plan of a Changing Places facility within a 15 m2 area.</p> <p>Officers are of the view that no action should be taken currently in seeking to lease either facility until it is established if these facilities will be required as part of the Changing Places provision.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> • Council has received requests seeking an interest to lease two existing vacant Units associated with Council Public Toilets which could give rise to an annual income of circa £3000. • In taking a decision to lease such Units it would be normal to issue an Expression of Interest with an agreed process on how to choose the successful applicant. • Council is agreeing a Public Toilet Strategy in which it commits to the provision of Changing Places facilities. • Officers are of the view that both vacant Units could be considered for adaptation to changing Places facilities and therefore are recommending no action be taken currently in seeking to lease either facility until it is established if these facilities will be required as part of the Changing Places provision.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> • To note contents of this report. • To approve the Officers recommendation that that no action be taken currently in seeking to lease either facility referred to in the report until it is established if these facilities will be required as part of the Changing Places provision.
4.0	Resource implications
4.1	None at this stage.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p>

	<p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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	<p>Appendices</p> <p>Appendix 1: Floor Plan of vacant Unit at Warrenpoint Public Toilets Appendix 2: Floor Plan of Life Guard Station at Downs Road Public Toilet, Newcastle Appendix 3: Example of floor plan of Changing Places facility.</p>
8.0	<p>Background Documents</p>
8.1	<p>None</p>



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



GROUND FLOOR PLAN

Building:
Downs Road
Public Conveniences
Newcastle

Council reference no.:

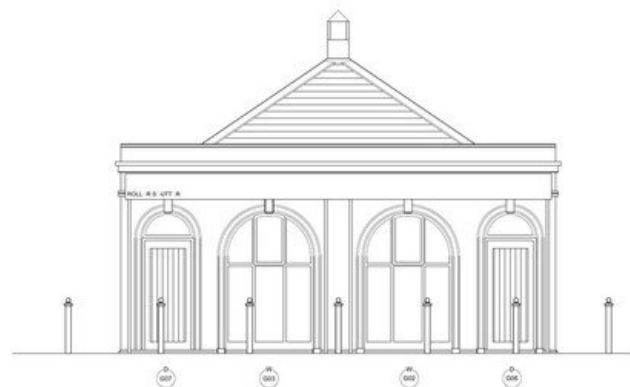
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Drawing no.:
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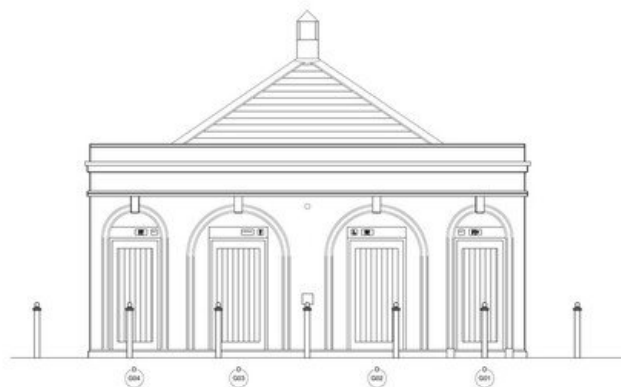
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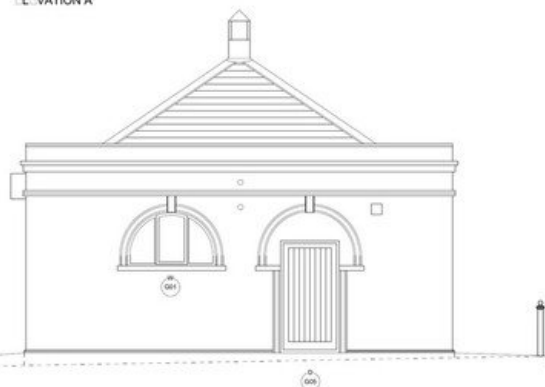
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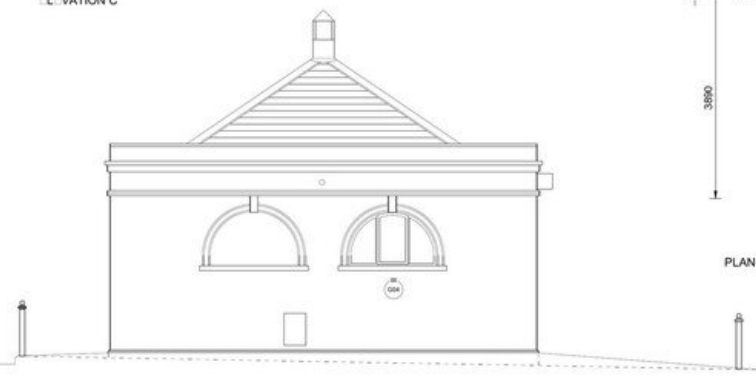
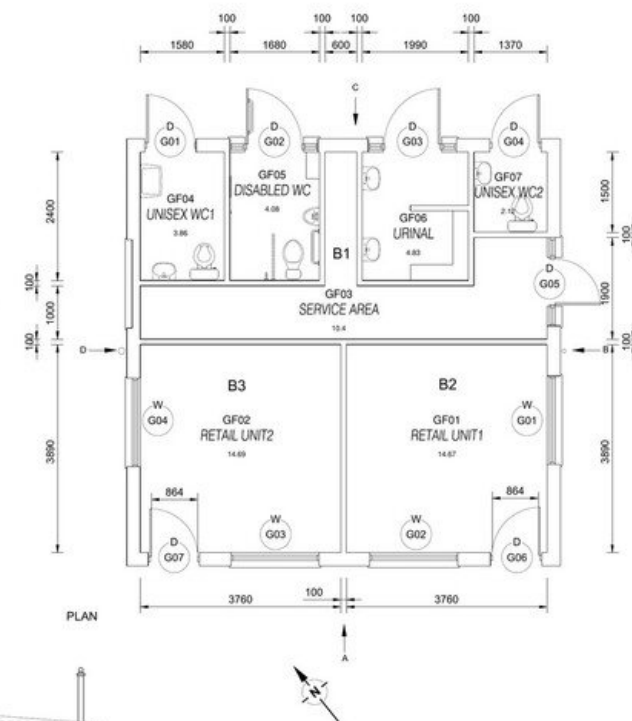
EVOLUTION A



COLLOCATION C



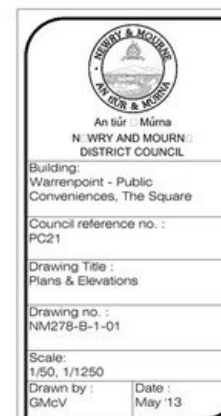
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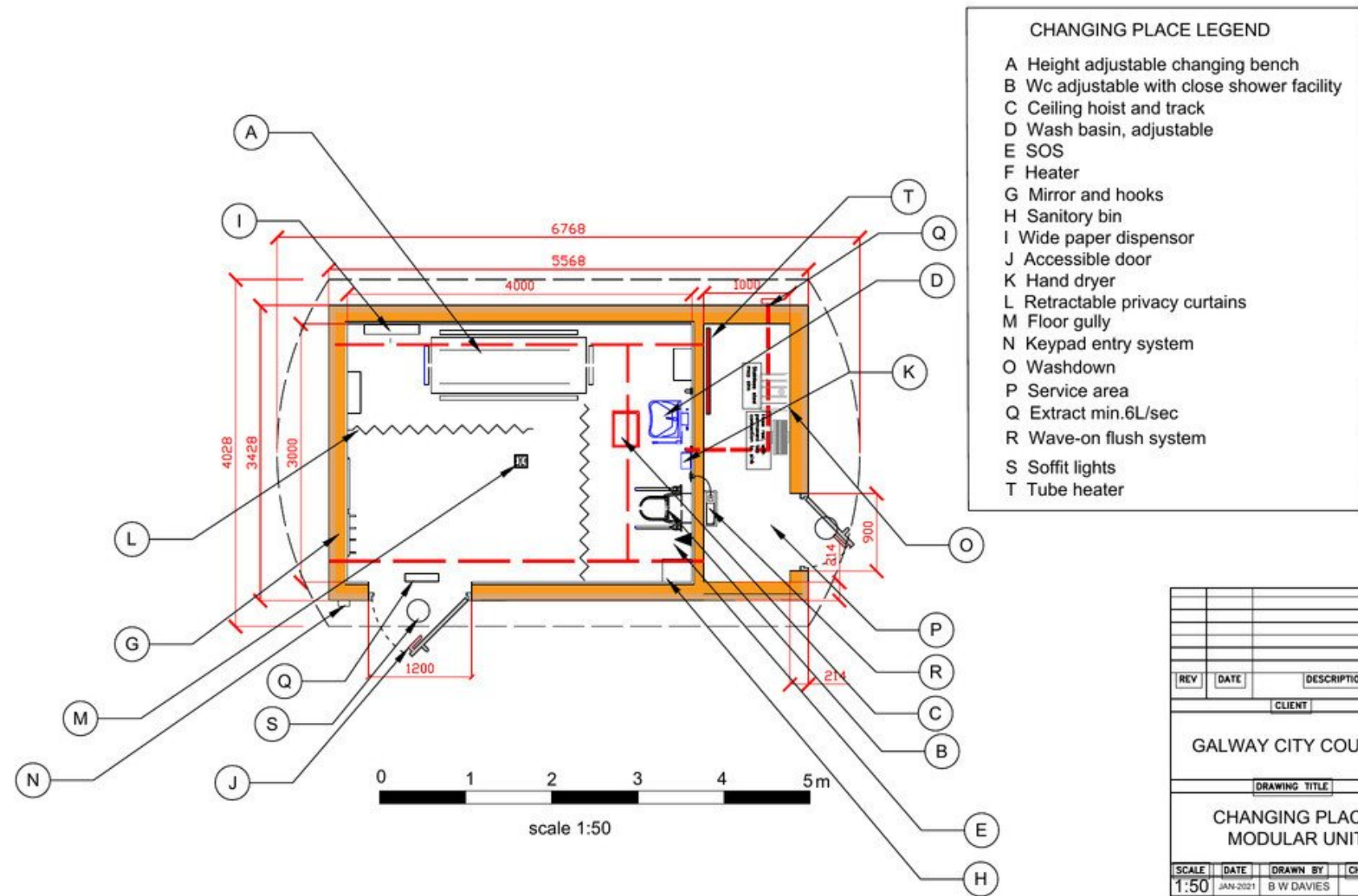
**EVOLUTION D**

PLAN

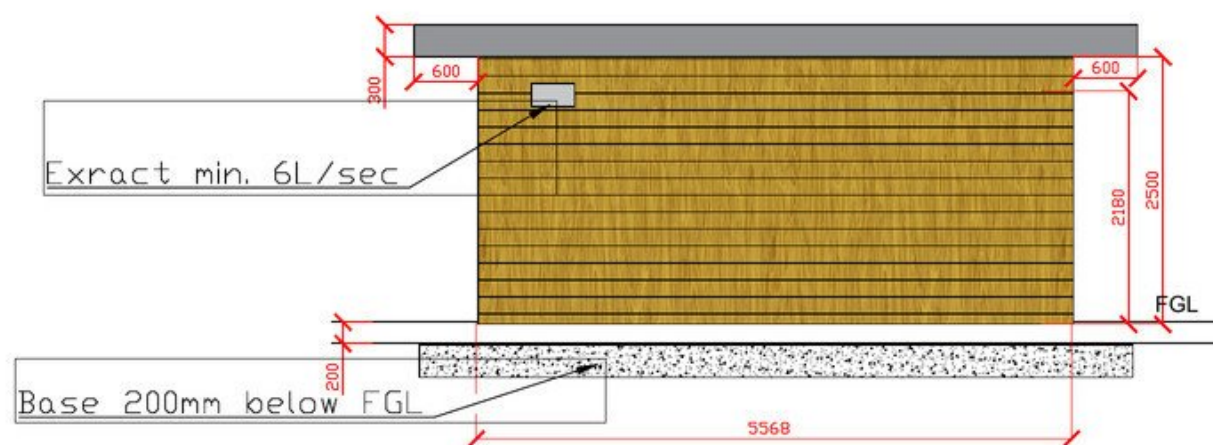
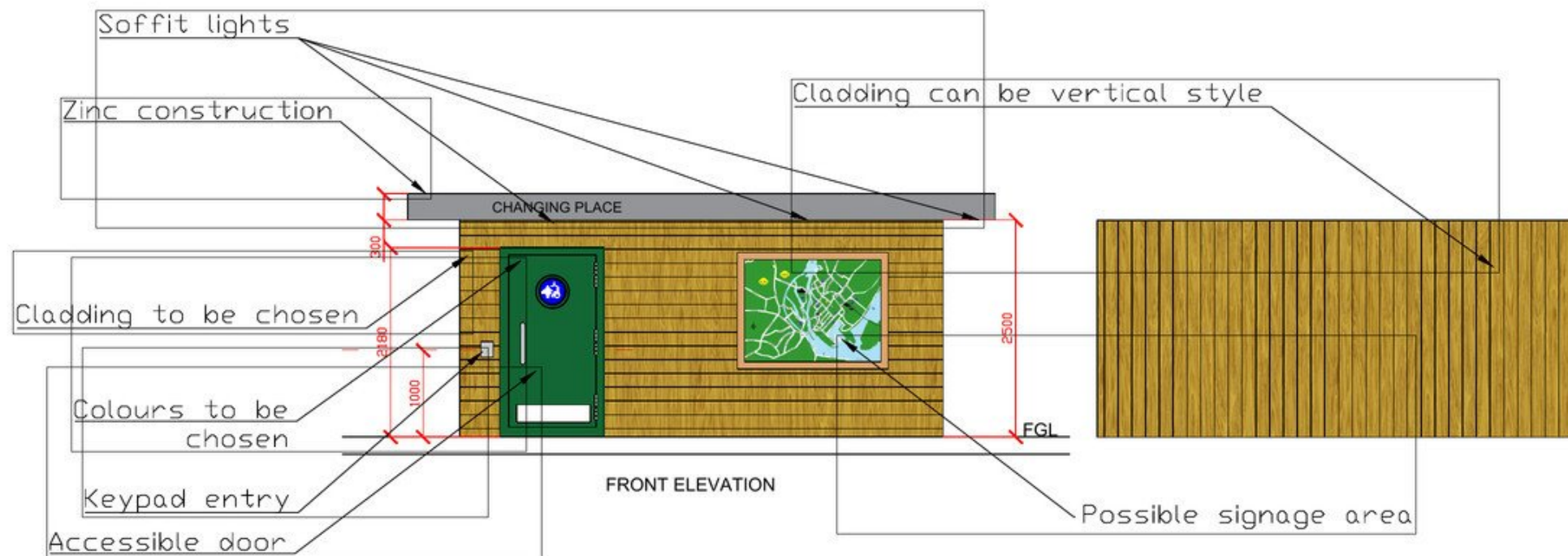


SIT PLAN





REV	DATE	DESCRIPTION
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GALWAY CITY COUNCIL		
DRAWING TITLE		
CHANGING PLACES MODULAR UNIT		
SCALE	DATE	DRAWN BY
1:50	JAN-2021	B W DAVIES
CHECKED BY		
@A3		
healthmatic		
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN1 5PR		
Tel: 01249 822063 Fax: 01249 822140 e-mail: ops@healthmatic.com		
DRAWING NUMBER		REVISION



REAR ELEVATION



REV	DATE	DESCRIPTION

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GALWAY CITY COUNCIL

DRAWING TITLE
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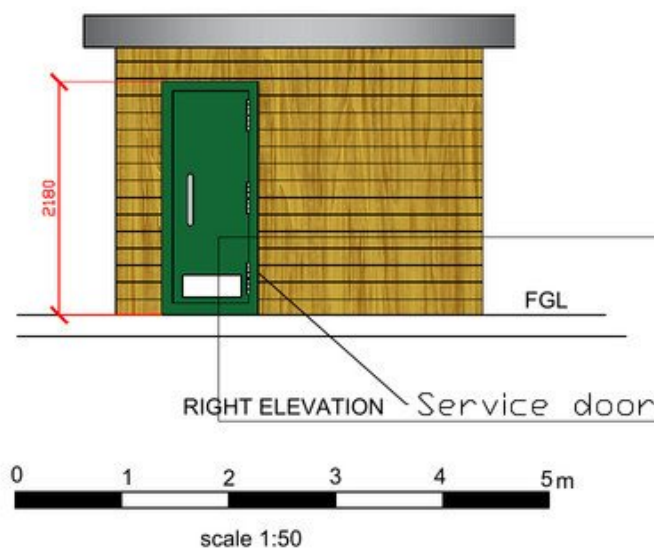
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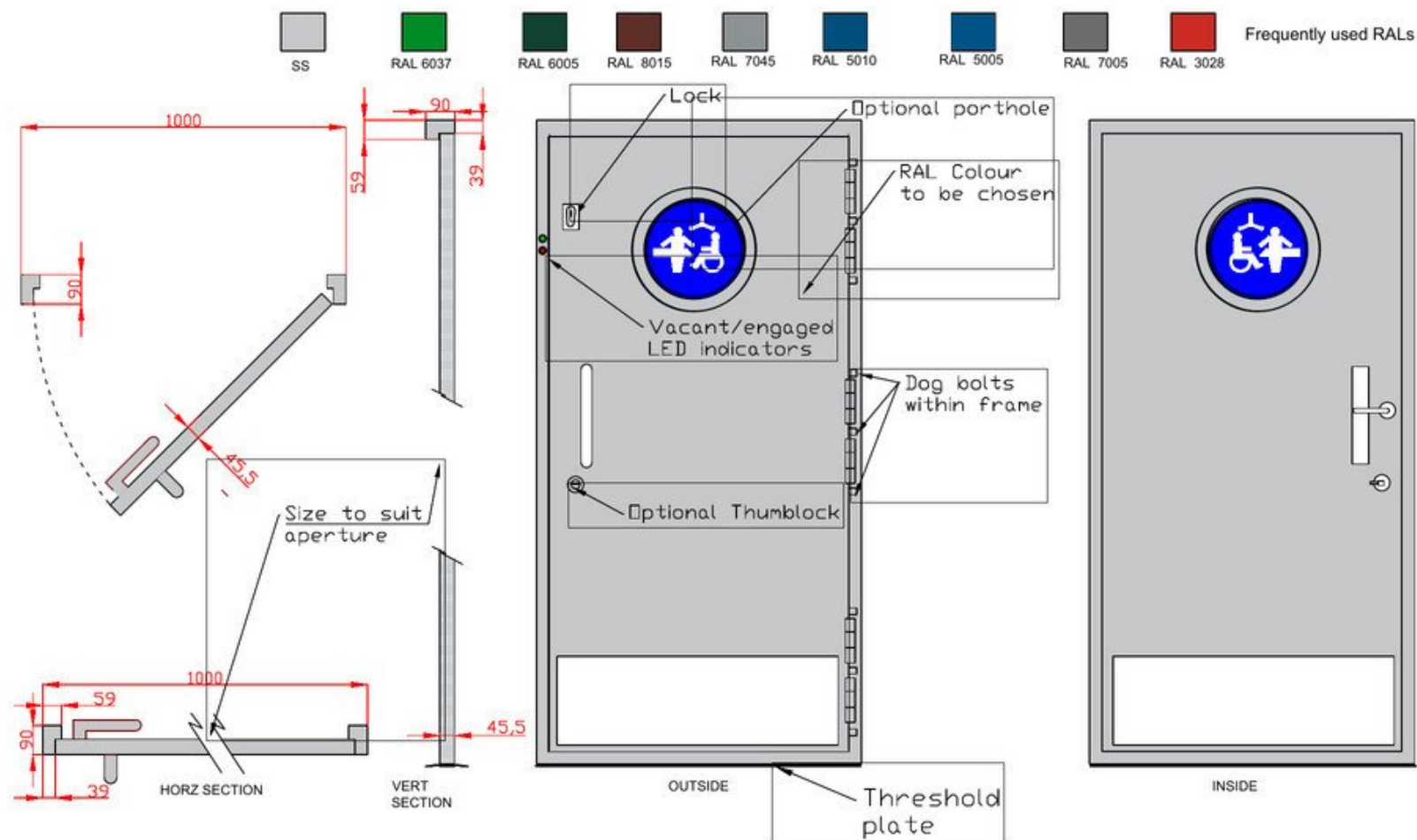
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Tel: 01249 822067
 Fax: 01249 823241
[e-mail ops@healthmatic.co.uk](#)

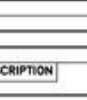
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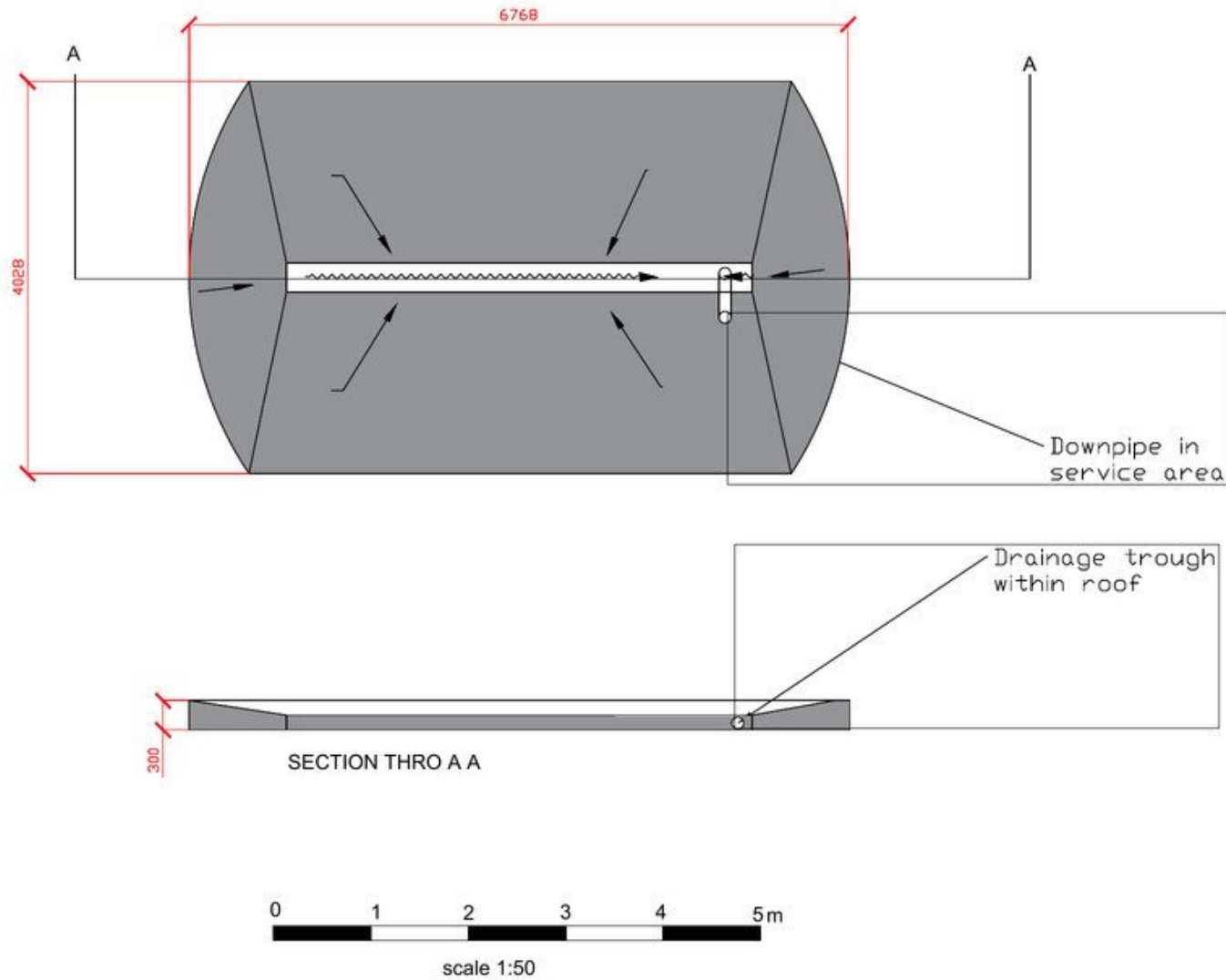


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REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN1 9PR		Tel: 01249 822061 Fax: 01249 822044 e-mail: ops@healthmatic.co.uk	
DRAWING NUMBER		REVISION	



HEALTHMATIC TOILET DOOR

REV	DATE	DESCRIPTION	
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REDMAN ROAD PORTFLE MARSH END ESTATE CALIN VILTS SN11 9PR		Tel: 01249 822962 Fax: 01249 823241 e-mail aps@healthmatics.co.uk	
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REV	DATE	DESCRIPTION

CLIENT

GALWAY CITY COUNCIL

DRAWING TITLE

CHANGING PLACES MODULAR UNIT

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REDMAN ROAD
 PORTE MARSH IND. ESTATE
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 WILTS.
 SN1 9PR

Tel: 01249 822063
 Fax: 01249 822140
cps@healthmatic.com

DRAWING NUMBER	REVISION

Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th May 2021
Subject:	Enforcement Improvement Plan
Reporting Officer (Including Job Title):	Liam Dinsmore Head of Waste Processing and Enforcement
Contact Officer (Including Job Title):	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
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1.0	Purpose and Background																
1.1	<p>The purpose of this report is to update the Committee regarding implementation of the Enforcement Improvement Plan for dog fouling and illicit dumping. Improvement Plan was approved by Committee in March 2021 with direction by members for regular updates, with first update provided here.</p> <p>A copy of the approved Enforcement Improvement Plan is attached Appendix 1, detailing areas receiving attention.</p>																
1.2	<p><u>A summary of the key Action Points and progress is as detailed below:</u></p> <table> <tr> <th>Action Points from Report approved in March 2021</th><th>Progress Report</th></tr> <tr> <td>1. Trial for Enforcement /GIS Mapping App.</td><td>Currently in trial.</td></tr> <tr> <td>2. Provide Benchmarking Report as to FPN issued.</td><td>Complete and considered by Committee.</td></tr> <tr> <td>3. Recruitment <ul style="list-style-type: none"> 2 seasonal staff recruited with start date end-May 2021. 1 permanent vacancy due to staff member taking alternative employment. </td><td>Training organised for new staff and recruitment commenced for filling of vacancy.</td></tr> <tr> <td>4. Additional litter bins</td><td>Addressed by Head of Refuse/Cleansing</td></tr> <tr> <td>5. Raising Awareness</td><td>Promotional Plan attached</td></tr> <tr> <td>6. Cleaner/Greener initiative</td><td>Proposal approved by Council April 2021 to extend this scheme and to support under Adopt a Spot initiative.</td></tr> <tr> <td>7. Community Ambassadors</td><td>No Progress due to Covid restrictions.</td></tr> </table>	Action Points from Report approved in March 2021	Progress Report	1. Trial for Enforcement /GIS Mapping App.	Currently in trial.	2. Provide Benchmarking Report as to FPN issued.	Complete and considered by Committee.	3. Recruitment <ul style="list-style-type: none"> 2 seasonal staff recruited with start date end-May 2021. 1 permanent vacancy due to staff member taking alternative employment. 	Training organised for new staff and recruitment commenced for filling of vacancy.	4. Additional litter bins	Addressed by Head of Refuse/Cleansing	5. Raising Awareness	Promotional Plan attached	6. Cleaner/Greener initiative	Proposal approved by Council April 2021 to extend this scheme and to support under Adopt a Spot initiative.	7. Community Ambassadors	No Progress due to Covid restrictions.
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7. Community Ambassadors	No Progress due to Covid restrictions.																

	8. Public Reporting	FPN and actions in progress currently reported to NS Committee, with intent to table monthly to redesigned Website - Target July.
	9. School Outreach	Proposal approved by Council in April, requires additional schools outreach ref: littering and dog-fouling.
	10. Communications Plan	Program has been designed in conjunction with Marketing Section of Council. Target to roll-out by June 2021. Detail as below. Refer to Committee for approval.
	11. Use of CCTN/Bodycams	Work in Progress.
	12. DNA Testing for dogs	Matter reviewed and recommendation for 'no action' approved by Council.
	13. Partnering Arrangement	Arrangement continues with Louth C.C. with video and joint clean-ups to be undertaken as soon as Covid restrictions permit.
	14. Joint Meeting with KNIB	Meeting scheduled
	15. Availability of Dog Waste Bags	Supply of bags has been sourced for issue.
1.3	<u>Communications/Publicity Campaign roll-out June 2021</u>	
	Anticipated Program Content	Designed Project Content
	Publishing details of Responsible Dog Ownership to Licence Holders	Campaign Phase 1: Friday 18 June-Friday 2 July (Responsible Dog Ownership) Campaign Phase 2: Friday 9 July-Friday 23 July (Anti-Littering)
	Use of LHLH posters to implement social media messaging regarding littering and dog fouling	<u>Phase 1-Education</u> Develop dedicated landing page for Responsible Dog Ownership at https://www.newrymournedown.org/dogs-and-animal-welfare Develop a series of Social Media posts for promotion on Facebook and Twitter new page plus key messages agreed on Dog

	<p>Continued implementation of the Enforcement Improvement Plan, with updates, as attached.</p> <p>As soon as practical, to implement Community Action initiatives to highlight Dog-Fouling incidence e.g. chalk stencilling, awareness poster/media campaigns, issuing of dog foul bags, etc Implementation of joint patrols, Enforcement with Dog Wardens at key locations, to further underpin awareness of Responsible Dog Ownership</p> <p>Initiatives to inform the public as to responsibility with respect to littering and dog-fouling, to include radio advertisements and development of reporting apps. for use by the public. Consultation with other Council Departments to seek joint initiatives eg signage and enforcements to address issues of dog-fouling in Public Places. Liaison with Cleansing Services regarding response times for removal of Illicit Dumping, siting of litterbins and cleansing operations.</p>	<p>Ownership/Fouling and agree all CTA (Calls to Action)-</p> <p>Agree all key messaging and imagery/assets for social media and online use under Phase 1-</p> <p><u>Phase 2-Enforcement (Littering/Dog Fouling)</u></p> <p>(Key PR/Advertising Launch around Enforcement theme on Friday 21 May)</p> <p>Public Relations Budget: design and print of photo props, delivery and booking of a professional photographer</p> <ul style="list-style-type: none"> • Photo Opportunity TBC with Chairperson of Council plus NS, ERT Director/Partners • Media Interviews • Press Release agreed with all key messages relating to Enforcement Campaign • PR issued to local media with photos plus social media assets for sharing on their respective social channels • PR opportunities explored with local media outlets including print/online and broadcast • Social Media Content Planner agreed for sharing with web links, tags, assets for sharing <p>Social Media A x1 week social media content plan will need to be developed by NS team which will run from the Launch date of Friday 21 May-Friday 28 May with images, links, mentions, key assets, messages confirmed.</p> <p>Advertising-Online & Social Online Advertising/Social Media Advertising</p> <p>Advertising-Paid Facebook Campaign Advert Format: Carousel Images from LHLH Campaign with x4 Calls To Action regarding Enforcement for x2 weeks (x1 week Dog Fouling, x1 week Littering)</p>
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	<p>Phase 3-Engagement</p> <p>Public Relations</p> <ul style="list-style-type: none"> The NS team will support a number of community groups by supplying them with resources including litter pickers/bags/gloves, 'Pick Up the Poo' Dog Fouling posters/stickers/bags/chalk packs etc. Press Release/Photo call with NS Team allocating resources to groups. PR issued from NS to acknowledge their efforts and support and shared online and across our social media channels. Further PR to be issued in August in relation to the impact of Enforcement Officers work across the district in terms of FPN's issued, impacts, targets met etc <p>Social Media</p> <ul style="list-style-type: none"> Groups who are organising community clean ups across the district can share content images of clean up etc with NS team and we can post to our social media channels.
1.4	<p>Attached at Appendix 2: Live Here Love Here posters which will be used on Social Media Channels/Paid Campaign on Facebook</p> <p>A publicity programme is being developed with Target Roll-out by June 2021. The programme proposes a variety of approaches as detailed to heighten awareness of dog-fouling and litter awareness.</p>
2.0	Key Issues
2.1	As noted above.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> To note the content of the report.
4.0	Resource implications
4.1	There are resource implications relevant to this Report, with costs already anticipated and in-budget. Costs are anticipated at approximately £10,000.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)

5.1	<p>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</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>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p>Proposal initiating consultation</p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>

7.0	Appendices
	<p><u>Appendix 1:</u> Enforcement Improvement Plan March 2021</p> <p><u>Appendix 2:</u> Live Here Love Here Assets (Static Assets for Dog Fouling & Litter for use on Social Media Channels/Paid Campaign on Facebook</p>
8.0	Background Documents
8.1	<ul style="list-style-type: none">• Notices of Motion (February 2019),• Elected Member workshop on the issue on the 22 March 2019, as considered 19 June 2019.• NS Committee Report (August 2020 and March 2021)

Appendix 1: Enforcement Improvement Plan March 2021

Theme	Supporting Action	Time frame	Comments	Progress as at Aug 2020	Status	Comment as at March 2021
Management Information	Recording, categorisation & mapping of fly-tipping incidents and removal / processing costs	S/T	Analysis of this information will support the identification of "hot-spots" & the corresponding targeting of resources. Enabled by access to Tascomi system.	<p>All fly-tipping incidents reported have been collated from 2016 from the Tascomi System-ready to be sent to the GIS team.</p> <p>Asbestos related tipping has also been filtered- awaiting cost analysis.</p> <p>Attempt to attribute cost to removal of flytipping had begun however, due to COVID and staff shortages, the work has been postponed.</p>		<p>Two Council web applications for the recording, categorisation and mapping of fly-tipping incidents are in development by the GIS Officer.</p> <p>Trial currently underway of Enforcement GIS mapping app. Anticipated rollout April/May 2021</p> <p>Basic design of a public reporting app has been constructed. Further consultation and development required to address GDPR compliance and end user final design</p> <p>Tascomi address list to be updated.</p> <p>These developments will facilitate the identification of "hotspots" to improve targeted enforcement</p>

Appendix 1: Enforcement Improvement Plan March 2021

Mapping & analysis of Dog Licences	S/T	<p>This will potentially identify specific parts of our District where take-up is under-performing.</p> <p>Subsequent analysis can also be used to identify high-volume areas & corresponding targeting of resources.</p>	<p>Mapping of licenses is complete.</p> <p>Meeting to be set up when feasible to liaise with GIS team regarding updating data and analysis.</p>	<p>Meeting to be convened with GIS Team to progress</p>
Analysis of LEAMS (Local Environmental Audit & Management System) scoring for litter pollution & dog fouling.	S/T	<p>Our on-going participation in this scheme (via Keep NI Beautiful) will enable our performance to be tracked over-time.</p> <p>Analysis of scores will identify areas for improvement.</p>	<p>We continue to work with Keep NI Beautiful to track our performance overtime. Head of Performance and Improvement had analysed the trends which are to be published in the Performance and Improvement Plan Assessment 2019-20 (September 2020).</p> <p>Collaboration between Head of Enforcement and Waste Processing, the Head of Refuse and Cleansing and the Head of Performance and Improvement could help identify areas of improvement.</p>	<p>2021/2022 target to achieve or surpass NI average LEAMS 2019/2020 = 68</p> <p>2019/2020 NMDDC score = 64</p> <p>(Statistics Source - KNIB Cleaner Neighbourhoods Report 2019/2020 attached – Appendix 2)</p>
Collection & analysis of benchmarking information with other (NI) Councils	S/T	<p>Continual performance & process (activity) benchmarking with other Councils, specifically in relation to LEAMS scoring & the issuing of Fixed Penalty Notices (FPNs) will inform the development of new actions.</p>	<p>We continue to work with Keep NI Beautiful to track our performance over time.</p> <p>Head of Performance and Improvement had analysed the trends which are to be published in the Performance and Improvement Plan</p>	<p>Benchmarking information provided to Council December 2020.</p> <p>Press release observed highlighting low levels of FPNs issued South of Ireland in 2020.</p>

Appendix 1: Enforcement Improvement Plan March 2021

				<p>Assessment 2019-20 (September 2020).</p> <p>Collaboration between Head of Enforcement and Waste Processing, the Head of Refuse and Cleansing and the Head of Performance and Improvement could help identify areas of improvement.</p>	<p>Request statistics for England, Wales, Scotland for benchmarking</p> <p>Monthly tracking in progress for FPNs issued by Enforcement Team and payments</p> <p>Meeting to be convened with Departments Heads as stated</p>
Legal Provisions & Policy	Extend the number of Dog Control Orders to other locations	S/T	Enabled by The Clean Neighbourhoods & Environment (NI) Act 2011. Current geographical scope is limited. Opportunity to extend to other Council land assets. Partly supported by the identification of hot-spots & extending enforcement powers to other Council Officers.	Areas to be identified by liaising with the GIS team. If areas are identified, an opportunity to work collaboratively with parks and grounds staff could be explored	Liaise with Assistant Director of Tourism, Culture and Events to seek extend enforcement powers to Park Wardens/Mourne Heritage and other potential options.
	Explore increased use of powers to require the removal of waste unlawfully deposited (fly-tipping)	M/T	Enabled by Article 28 of The Waste & Contaminated Land (NI) Order 1997. Will require legal clarification & (potentially) supporting protocols.	<p>Work was underway with the Senior Environmental Health Officer to identify areas of responsibility.</p> <p>Progress halted by COVID, however, will be continued as soon as feasible.</p>	Joint working in place with EH Officers. Wastes dumped in private gardens addressed by EH and wastes dumped on lands in country side by Enforcement

Appendix 1: Enforcement Improvement Plan March 2021

					Monthly Enforcement Team Review meeting extended to Heads of EH & Cleansing and other regulatory body officials to address areas of responsibility
	Extend powers to issue Fixed Penalty Notices (FPNs) to other Council Officers	M/T	This has the potential to supplement existing Enforcement Officer resources. Potential human resource implications.	<p>No progress on extending powers to staff.</p> <p>However, successfully recruited two seasonal enforcement officers (23/07/2020) and interviewing for two permanent officers (07/08/2020)</p>	<p>Enforcement Section appointed 2 x Permanent staff 1st November 2020 with training concluded 31st December</p> <p>Recruitment process currently underway for two seasonal enforcement officers – 1 X Down based and 1 X Newry based. Intention for officers to be strategically assigned to identified "hotspots" where there has been an increase in dog-fouling and littering offences.</p>

Appendix 1: Enforcement Improvement Plan March 2021

	Litter Bin provision policy	M/T	Development of a litter bin provision policy (based on an assessment of need) governing kerbside and other Council land asset provision, as well as bin-type and frequency of emptying.	Policy has been developed and approved by Council.	<p>70 Public Health Litter & 5 Littering Tascomi service requests received by Enforcement from 01/01/2021-01/03/2021</p> <p>7 (9.33%) specific requests for additional litter bin provision.</p> <p>Head of Cleansing consulted on requests received</p> <p>Consider litter bin review with Head of Cleansing in light of current littering issues.</p>
Awareness Raising & Education	Dog Fouling Strategy (Phases I & II)	S/T	Continue with the promotion of responsible dog ownership (Phase I) but officially launch Phase II (greater focus on enforcement). Supporting publicity campaign.	With the COVID pandemic, the Strategy has been put on hold however, we have continued with the promotion of Responsible Dog Ownership (Phase I) by providing information on responsible dog ownership on the council website and social media channels during the COVID pandemic.	<p>1. Detail provided ref: Responsible dog-ownership to web site – Appendix 3</p> <p>2. Detail ref Responsible dog ownership provided to Head of Licensing for inclusion on dog-licence registration form</p> <p>3. Collaborative joint</p>

Appendix 1: Enforcement Improvement Plan March 2021

					<p>Enforcement / Licensing officer patrols to be conducted in identified "hotspot" areas</p> <p>4. Enforcement representation at NIDAG Group meetings</p> <p>5. Intention for Seasonal officers to be strategically assigned to identified "hotspots" where there has been an increase in dog-fouling and littering offences</p>
	Cleaner, Greener Communities pilot	S/T	Review the effectiveness of the recent pilot & prepare a business case to roll-out in future years.	Reviewed by the Head of Sustainability, decided to not proceed with the project in the future.	<p>Project reviewed and will be relaunched April 2021.</p> <p>Please refer to Head of Sustainability for more information.</p>
	Temporary suspension of cleansing regimes	S/T	Consider the feasibility of suspending local cleansing regimes to highlight the scale of	Please refer to Head of Refuse and Cleansing for update.	Not progressed

Appendix 1: Enforcement Improvement Plan March 2021

			the problem in local hot-spots.			
	Signage	S/T	Consider the erection of suitable signage at all Council land assets (i.e. play parks etc.). Possible financial implications.	Recommend that signs should be erected however, cannot progress due to budgeting issues.		Seek Departments to review this aspect and to provide low cost identifiable signage
	Community Ambassadors	M/T	Opportunity to appoint local ambassadors to supplement Council enforcement activities to approach offenders in local areas. Will require legal clarification & risk assessment.	Work had begun with Tidy NI regarding a Dog Fouling pilot with local ambassadors, however, progress has halted due to the COVID pandemic.		This Project continues to be delayed due to Covid. As an alternative joint patrols to be set up at key sites: 1:Dog Licence 2.Carrying of dog waste bags 3.Dog chipped 4.Education
	Public reporting of performance information	M/T	Opportunity to highlight the scale of the problem in local areas by periodically reporting the number of recorded incidences and FPNs issued (District-wide & DEA). Enabled by short-term management information actions.	With staffing issues during the COVID pandemic the data has not be analysed and reported at DEA level. However, the Performance and Improvement Plan Assessment 2019-20 when published in September 2020 will include district wide trend analysis.		All FPNs are recorded and are mapped .
	Local Schools Education Programme	M/T	Develop an education programme for local schools highlighting the health and environmental hazards	We were in contact with Patrick McShane regarding uptake. Progress has halted with the COVID pandemic, will continue once feasible.		This Project currently on hold pending Covid restriction relaxation. Schools reopening w/c

Appendix 1: Enforcement Improvement Plan March 2021

			of dog fouling, littering & fly-tipping. Links with Environmental Health.		08/03/2021 on phased basis
	Local Community Reporting (including naming & shaming of offenders)	M/T	Will require legal clarification & an assessment of data protection implications etc.	Legal opinion was sought. Name and shame is not an option when a person pays their fine/ However, if the case is brought to court, the details will be in the public arena. We could however, present data visually by postcode for example and community level reporting would be possible. Possible discussion to be had with the GIS team.	This aspect to be extended with FPN numbers issued to be published monthly by Electoral area
	Communications	S/T	Raise awareness of related littering and dog-fouling issues	This aspect due for release	Target roll out end - March 2021 <ol style="list-style-type: none"> 1. Comms Project 2. Co. Louth Anti-Flytipping 3. Publish stats ref: FPNs 4. Bill-board advertising ref: Dog-fouling 5. Lobby Central Govt to raise fines 6. Comms ref: Responsible Dog-Ownership 7. Radio advertising ref:reporting of littering/flytipping and dog-fouling 8. Use of CCTV 9. Chalk stencilling at hotspots

Appendix 1: Enforcement Improvement Plan March 2021

	Establishment of a Community Fund	M/T	Opportunity to explore the potential of a community fund (secured from grant-aid funding or from other income sources) to support anti-dog fouling, littering & fly-tipping activities.	Unaware of grant aid funding or other income to support anti-dog fouling, littering & fly-tipping activities. However, there is an opportunity to discuss with "Live Here, Love Here" for support in the activities.		Raise with Sustainability
Technology	CCTV	M/T	Explore the feasibility of using temporary / mobile CCTV to support enforcement activities.	Protocol and Policy needs to be developed by Facilitates to progress this action. Possibility of receiving grant aid from NIEA.		Discussion underway to implement appropriate CCTV and bodycams. Engagement with neighbouring/other Councils currently availing/utilising cameras to explore best fit solution and policy development requirements
	Bodycams & Hand-held Devices	M/T	Explore the potential use of Bodycams to collate evidence & hand-held devices to process FPNs.	Once all necessary staff has been recruited a pilot will be conducted.		As above
	DNA Testing for Dog Waste	L/T	This option is not feasible			No legal power to insist owners register for this service. Project not considered to be financially deliverable and does not deal with dogs as are

Appendix 1: Enforcement Improvement Plan March 2021

					<p>brought into Council District from other locations.</p> <p>1. Cost at approx. £44 per initial sample to identify dog</p> <p>2. Cost of tests thereafter £70 per sample not including collection costs</p>
	Mechanised Cleansing Equipment	M/T	Explore the potential for the increased use of mechanised cleansing equipment (i.e. small scrubber sweepers & quad-type vehicles) to assist with cleansing activities. Enabled by Cleansing review.	Please refer to the Head of Refuse and Cleansing.	Refer to Head of Cleansing as reduced levels of cleansing impacts on Leams and visibility of dog-fouling
Partnership Working	Louth County Council Joint Working	S/T	Prepare action plan with Louth County Council to address shared fly-tipping issues.	Last meeting was held on 13 th March 2020 regarding the action plan, however due to the COVID pandemic, process has halted. Work will continue once feasible.	Co. Louth working group is active. Promotional video regarding Fly-Tipping along shared border has been commissioned. Target delivery 30 June 2021.
	NIEA / Neighbouring Councils	S/T	Explore the potential for collaboration with the NIEA and neighbouring Councils specifically in relation to support for the improvement plan.	Currently working with NIEA and Louth County Council regarding actions/implementations to support the improvement plan.	NIEA contacted and have recently collaborated to remove wastes in South Armagh area. Further

Appendix 1: Enforcement Improvement Plan March 2021

				Work in currently on hold with the COVID pandemic, will continue once feasible.	meeting programmed. Current collaborative engagement with ABC Council Neighbourhood Environmental & Community Engagement team
	Dogs Trust	S/T	Working with Building Control & Licensing and Environmental Health to develop a partnership agreement with The Dog's Trust (promotion of responsible dog ownership)	Currently working with the Dog's Trust and using their PR material to promote responsible dog ownership.	No further progress due to Covid. Once feasible with the COVID pandemic, progress will resume.
	Keep NI Beautiful	S/T	Work with Keep NI Beautiful to review improvement plan & support improvement initiatives.	We keep regular contact and work with Keep NI Beautiful. Once the LEAM's and FPN data has been analysed fully, more targeted progress and collaborative work can begin.	Meeting to be convened Enforcement, Cleansing Services and KNIB.
Resources	Recruitment	S/T	Complete recruitment to seasonal & permanent posts.	Two seasonal enforcement officers have been recruited starting Monday 27 th July 2020. Interviews for two permanent enforcement are due to take place Friday 7 th August 2020.	Permanent appointments made October 2020. Recruitment commenced relating to seasonal staff (2) for 2021 season.
	Enforcement Workforce Plan	M/T	Identify future workforce requirements to support improved	Assessed and proposed to increase enforcement bodies by	Enforcement establishment set at 2 X Seasonal.

Appendix 1: Enforcement Improvement Plan March 2021

			enforcement performance. Enabled by Neighbourhood Services Transformation Project (NSTP).	using private firms or council staff with targeted initiatives. Plan to also have 4 permanent enforcement officers and 4 seasonal.		4 X Permanent.
Performance Management	Performance Indicators	S/T	Develop a suite of performance indicators to support enforcement improvement plan.	<p>Data is collated regarding FPN's and payment of fines, with a target of 10% increase by the end of 2020-21.</p> <p>Data is collated, analysed and currently reported by the Performance and Improvement Plan 2020-21.</p>		<p>2019/20 (54 FPN)</p> <p>10% increase in FPN on target to be achieved in 2020-2021</p>

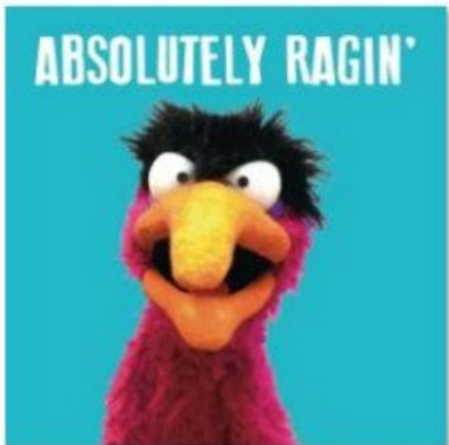
Appendix 2 – Live Here Love Here Posters



KNIB CARO DOG NEWRY MOURNE AW1



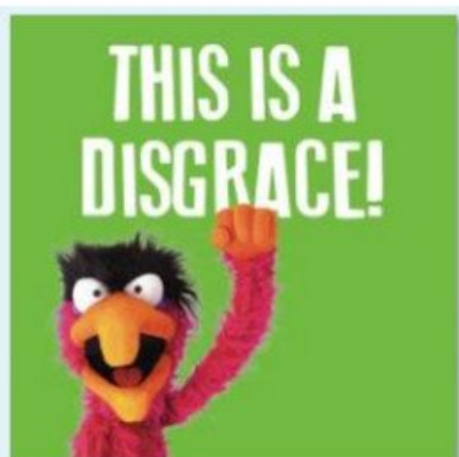
KNIB CARO DOG NEWRY MOURNE AW2



KNIB CARO DOG NEWRY MOURNE AW3



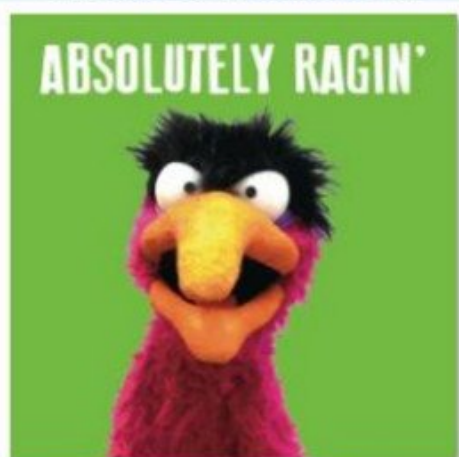
KNIB CARO DOG NEWRY MOURNE AW4



KNIB CARO CUP NEWRY MOURNE AW1



KNIB CARO CUP NEWRY MOURNE AW2



KNIB CARO CUP NEWRY MOURNE AW3



KNIB CARO CUP NEWRY MOURNE AW4



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 055 held on 25 March 2021

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC055 held on 25 March 2021.

Item 4 - Matters Arising

Item 5 - Contracts and Operations Briefing Report

For noting

Service across all contracts is being maintained. Contractors continue to have COVID-19 preventative measures in place.

There were 4 rejected loads delivered into the Organics facility.

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

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

The Joint Committee is asked to note the report.

Item 6 - Audit Committee Meeting 26 March 2021 Report**For noting**

The Audit Committee is a sub-committee of the Joint Committee. The purpose of the Audit Committee is to provide an independent assurance on the adequacy of arc21's risk management framework and associated control environment. The Audit Committee also oversees arc21's financial reporting process.

The most recent meeting of the Audit Committee took place on Friday the 26 March 2021 and the various items of business conducted are set out in the Executive Summary attached at Appendix C.

The Joint Committee is asked to note the report.

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL**Item 7 - Minutes of Joint Committee Meeting 055 held on 25 March 2021 'in committee'****For approval**

The Joint Committee's approval is sought for the minutes of the meeting JC055 held on 25 March 2021 'in committee'.

Item 8 - Matters Arising**Item 9 - DAERA Covid-19 Waste Management Funding Support Package****For noting**

Members are presented with an update on the package of funding support from the Department which is being provided to assist the 11 councils in dealing with the financial impact of Covid-19 on their waste management activities.

A total package of £15.2m has been provided to date by DAERA, of which £12.5m has been paid out to councils up to March 2021, with arc21 councils accounting for just over £7m of the funds.

Overall, a good outcome has been achieved so far in terms of securing financial support from DAERA.

Engagement with the Department continues in 2021/22 to ensure that the necessary Covid-19 Funding Support to councils is sought.

The Joint Committee is asked to note this report.

Item 10 - Crown Commercial Services Framework for Insurance Broker Services**For approval**

The Crown Commercial Services (CCS) Framework provides facilities for public sector bodies, including local government, to procure services from suppliers who have already met the procurement. arc21 has registered with CCS as a public sector buyer.

In terms of Insurance Broker services, under the CCS Framework public bodies can make a direct award to suppliers without undertaking a further competition, if the annual fee is under £15,000. The Insurance Broker fee for the Marsh Ltd services has been agreed at £8,000.

The CCS Framework contract is in place until February 2024 and it is recommended that arc21 make similar arrangements with Marsh Ltd for their services to be provided for the same term to provide continuity of service in line with the current corporate plan.

The Joint Committee is asked to approve the recommendation.

Item 11 - Residual Waste Treatment Project Update**For approval**

The Joint Committee is presented with a written report on the Residual Waste Treatment Project for noting and a recommendation in relation to the marketing / engagement programme for approval.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA**Item 12 - Investment Strategy Northern Ireland 2021-2031 - Call for Evidence****For approval**

The Joint Committee is presented with the proposed arc21 response to the Investment Strategy Northern Ireland 2021-2031 - Call for Evidence and Members are asked to provide any comments so that this submission can be finalised and released in accordance with the end of April deadline.

**Item 13 - Outreach Report****For noting**

The Joint Committee is presented with a report on recent developments with the Advisory Committee on Packaging (ACP) and the Department for Economy, Circular Economy Coalition (CEC).

The Joint Committee is asked to note Mr Walker's involvement in both the ACP and CEC as outlined.

Item 14 - Extended Producer Responsibility (EPR) and Deposit Return Scheme (DRS) Update**For noting**

The Joint Committee is presented with a verbal report on two consultations in relation to EPR and DRS.

The Joint Committee is asked to note the report.

Item 15 AOB**Item 16 Next Meeting Thursday 27 May 2021**

ITEM 3
ARC21 JOINT COMMITTEE
Meeting No 055
MINUTES
Thursday 25 March 2021

Members Present:

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

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

Members' Apologies:

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

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

Officers Present:

T Walker
 G Craig (*Secretary*)
 H Campbell
 J Green
 K Boal
 M Lavery
 B Murray
 J McConnell
 W Muldrew
 S Holgate
 J McBride

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

Officers' Apologies:

G Girvan
 D Lindsay
 S Toland
 H Moore
 P Thompson

Antrim & Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Lisburn & Castlereagh Borough Council
 Mid & East Antrim Borough Council

The Chair welcomed all to the meeting.

Item 1 - Conflicts of Interest Statement

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

Action: Noted

Item 2 - Apologies

Apologies were noted.

Action: Noted

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

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

Action: Agreed

Item 4 - Matters Arising

GVA of the RWTP - The issue of the value of the Residual Waste Treatment Project in terms of the local economy was discussed. Mr Craig advised that he had circulated the two key reports to Members as requested which identified that the project was going to generate £205M for the NI economy during construction and £25M per annum once operational.

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 services continue to run well and contractors still have COVID-19 preventative measures in place in line with applicable guidance.

She advised that the Health and Safety assessments have been re-started but arc21 site visits have not yet recommenced.

She also advised that the overall tonnages managed by arc21 had increased by 30,439 tonnes (9.8%) when compared with April to February 2019/20 tonnages.

In terms of supplies, Ms Boal reported that the delivery timescales do not appear to have been adversely affected by BREXIT. There have been some issues related to the Supplemental Declaration process which is new requirement that arc21 need to complete for each delivery. The Trader Support Service (TSS) have been contacted and have advised that some software changes are being made that hopefully will overcome these issues.

One supplier for bins has advised arc21 that 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.

Ms Boal discussed the electrical and electronic recycling contracts which are in place with the 11 councils, with each authority managing their own contract. Ms Boal advised that the contract was due up in August and initial discussions had taken place with some of the other councils about collaborating and it is hoped that arc21 will be able to start running a competition to have something in place by August.

She also reported that councils were making good use of the compost so that they can flagship this in the circular economy context and demonstrate added value to arc21 councils.

The purchase of caddy liners was discussed and whether this could be sourced locally. Ms Boal highlighted the potential contract issues but advised that this was something which was being explored.

Following discussion the Joint Committee noted the report.

Action: Noted

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

Mr Craig presented Members with an update of the Scheme of Delegation and Financial Regulations for approval.

He reported that 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 may require contracts to be awarded directly without competition.

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

The appropriate proposed amendments were presented and following discussion it was agreed to endorse the recommendation to approve the updated Scheme of Delegation and Financial Regulations.

Action: Agreed

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 four matters discussed as follows:

Item 7 - Minutes of Joint Committee Meeting 054 held on 25 February 2021 'in committee'	Action: Agreed
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Item 8 - Matters Arising	Action: Noted
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Item 9 - Council Covid-19 Waste Management Financial losses	Action: Noted
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Item 10 - Residual Waste Treatment Project Update	Action: Noted
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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 - Pension Scheme Policy Statement and Redundancy Policy

Mr Craig presented the Joint Committee with the updated Policy Statement on Employers Discretions, required in accordance with the Local Government Pension Scheme Regulations, as well as the updated Redundancy Policy, which is associated with the Employers Discretions, specifically in relation to the early termination of employment, for approval.

He reported that NILGOSC, the Local Government Pensions Scheme Administrator, had recently updated their Policy Statement on Employer Discretions and the opportunity had also been taken to update the arc21 Policy Statement on Employer Discretions. A copy of the Policy Statement was presented.

He noted that because there are Employers Discretions associated with the early termination of employment (Numbers 13 and 14), it was appropriate for arc21 to review and update the Redundancy Policy (see Clause 16.4.3) so that both documents align. A copy of the Draft Redundancy Policy was also provided.

Mr Craig advised that the Multiplier rate, used to enhance the number of weeks redundancy applicable, among the arc21 Councils is around 2.4 and following discussions with the Council Chief Executives, and Finance Directors, they have endorsed a Multiplier of 2.2 for arc21 to use and to be presented to the Joint Committee for consideration and approval.

He reported that going forward, should any of the other Employers Discretions become applicable at any stage in the future then separate reports, setting out the specific circumstances and cost implications, will be presented for consideration and approval to the Joint Committee, at that time.

Mr Craig recommended that the Joint Committee approve the Policy Statement on Employers Discretions and the Draft Redundancy Policy which is associated with Employers Discretions 13 and 14.

Following discussion the Joint Committee agreed to endorse the recommendations.

Action: Agreed

Item 12 - Provision of Human Resources Support Services

Mr Craig reported that in January 2021, the Joint Committee approved a procurement for the provision of services in accordance with the thresholds set out in the scheme of delegation and financial regulations – seeking 4 written quotations (value estimated between £8,000 to £30,000). However, in preparing to go out to seek quotes it was recognised that the procurement, if opened to a wider range of potential service providers, may deliver better value for money.

Mr Craig recommended that a procurement in line with the UK Public Procurement Regulations be carried out rather than limit the competition to 4 potential service providers.

In order that the formal procurement process can get underway, Mr Craig presented Members with the main elements of the service including award criteria for consideration and approval which are replicated as follows:

- (a) *The development and maintenance of a comprehensive Human Resources Strategy to enable the organisation to be fully compliant with Legislation, Regulation and Best Practice in Human Resources matters*
- (b) *The implementation of a comprehensive Human Resources Plan that will ensure that the human resources required to deliver the Corporate Strategic Objectives, set out in the Corporate Plan 2020/24, are identified and in place*
- (c) *Review the organisation structure to make it fit-for-purpose and permit it to effectively deliver the Corporate Strategic Objectives*
- (d) *The recruitment, selection, retention and succession of staff resources*
- (e) *Training, Development and capacity building of staff including Personal Development Plans and Appraisals process that will enable each member of staff to contribute, within their roles and responsibilities, to the achievement of the Corporate Objectives*
- (f) *Maintenance of appropriate suite of Human Resources Policies and ongoing guidance and support with their implementation in a consistent manner*
- (g) *Undertaking a review of the Job Descriptions, Employee Specifications, Qualifications and Terms and Conditions of all posts, to ensure consistency and undertaking Job Evaluations (where required)*
- (h) *Supporting management in regards to staffing matters, including Attendance and Absence Management, Disciplinary and Grievance matters and Redundancy & Compliance with Redundancy Procedures*
- (i) *General Health, Welfare and Wellbeing issues including the provision of appropriate support services (provided internally or externally)*
- (j) *An understanding of the Code of Conduct for Local Government Employees and its application in practice for the management and staff of arc21*

Award Criteria:

<i>Financial Criteria</i>	<i>60%</i>
<i>Technical Criteria (Service Provision)</i>	<i>40%</i>

Award subject to the tenderer who submits the Most Economically Advantageous Tender (M.E.A.T.) – the highest score from a combination of both cost and service requirements

Mr Craig also reported that the current human resources support was provided by HeadsTogether Consulting Ltd, based on a monthly retainer. This contract requires three months' notice to terminate.

To ensure that the service continues uninterrupted with HeadsTogether Consulting Ltd, in the meantime, it is recommended that the current contract be extended until the new contract is awarded, estimated to cost around £2,500. Also Mr Craig sought approval, in case of a delay in procuring the new contract, to cover any additional costs to ensure business continuity from arc21 resources without the need to seek top up contributions from constituent councils.

Mr Craig presented the following recommendations for consideration and approval:

- 1 The main elements of the HR Support Services to be procured**
- 2 The Award Criteria to be used in the procurement - M.E.A.T.**
- 3 The extension of the current HeadsTogether Consulting Ltd contract at an estimated £2,500.**
- 4 Any additional costs required to ensure continuity until the new contract is awarded and operational to be provided from arc21 resources.**

Following discussion the Joint Committee agreed to approve the recommendations noted in the report.

Action: Agreed

Item 13 - arc21 Human Resources Policies

Mr Craig presented a report to update the Joint Committee on the review of the suite of arc21 Human Resources Policies 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.

Mr Craig reported that arc21 engaged the services of HeadsTogether Consulting Ltd, a specialist HR Advisory Company to ensure that the updated Policies complied with the current requirements in terms of Legislation, Regulations and Best Practice.

He also reported that the process made provision for staff to be able to review the draft policies so that they could better understand the practical application of each of the policies in carrying out their day-to-day work activities.

He advised that 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. In the meantime the current list of policies would apply from April 2021.

Following discussion the Joint Committee noted the report.

Action: Noted

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

Mr Walker presented a report and the proposed arc21 response to the Northern Ireland Executive's consultation on the new draft Outcomes Framework for the Programme for Government (PfG).

He reported that the PfG aims to deliver real, lasting and positive change in people's lives and the consultation is seeking opinions on the draft framework of nine Outcomes upon which the PfG will be built.

Mr Walker stepped through the proposed response which had been submitted on behalf of arc21 by the deadline of 22 March.

Mr Walker recommended that the Joint Committee consider and retrospectively approve the proposed arc21 draft response.

Following discussion the Joint Committee agreed to approve the recommendation.

Action: Agreed

Item 15 - Customer Survey 2020/21

Ms Boal presented the results of the annual arc21 Customer Survey which had been undertaken in Feb/Mar 2021 and advised that the overall responses had been generally positive with those noting satisfied or very satisfied.

She reported that unfortunately the participation in the short survey had been low at 16% but thanked all those who had responded and advised that arc21's Senior Management Team would be considering the responses and in particular the approach to the provision of additional information.

Members and officers were encouraged to respond to future surveys as the information gathered is most beneficial.

Following discussion the Joint Committee noted the report.

Action: Noted

Item 16 - AOB

Mr Craig reported that the end of year accounts were currently being prepared and one thing highlighted each year by the Local Government Auditor was the Declaration of Members Interests forms. He reported that these would be circulated to Members and asked if they could be completed and returned as quickly as possible, bearing in mind the annual audit process would be getting underway shortly.

Action: Mr Craig

Mr Craig also reported that the next meeting of the Audit Committee would be held on Friday 26 March and a copy of the executive summary would be presented to the Joint Committee at its next meeting for information.

Action: Mr Craig

Item 17 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held on Thursday 29 April 2021 at 10 30am.

Action: Noted

(Officers and arc21 staff left the meeting)

Item 18 - Personnel Matters

Members in Attendance Cllr D Reid (MEABC), Cllr A Bennington (ANBC), Ald D Drysdale (LCCC), Cllr S Lee (LCCC), Ald R Gibson (ANDBC), Cllr H McKee (NMDDC)

Mr Walker provided background to an ongoing personnel issue and, as per the report submitted earlier in the year, he was taking both legal and HR advice. At the time of reporting, it had been hoped that the matter was resolved but further matters had arisen which required additional legal costs of around £2,500 to address. Members will be kept apprised of developments should there be further stages in this case.

In many regards, this and other situations in arc21 have arisen from the temporary arrangements introduced following the retirement of the Chief Executive in 2018. These were partially designed to facilitate the ongoing review of regional waste management arrangements requested by the councils' chief executives following local government reform which is considering whether and on what items collaboration between councils could be furthered. Mr Walker highlighted that the HR Strategy outlined in the Corporate Plan, and approved for tender at this meeting, will review arc21's organisational structure.

Mr Walker also highlighted that, regarding his own position, in which he had been in post for just over eighteen months and according to his contract had six months remaining. He highlighted that there was scope for an extension.

Following a discussion amongst the Members, they agreed to approve the additional expenditure outlined above, noted the content of the HR strategy and considered the position of the Acting Chief Executive. Questions were raised regarding the approach adopted after which it was proposed by Cllr McKee that the Chair should write to the arc21 constituent councils' chief executives seeking clarification on this matter. This was seconded by Cllr Lee.

Action: Ald Gibson

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
NEIGHBOURHOOD SERVICES MEETING – 19 JUNE 2019					
NS/011/2019	Defective wall at Shimna River, Newcastle	Note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works.	K Scullion	In progress – Application submitted to Rivers Agency for proposed works- not approved – further discussion with Rivers Agency ongoing. Report to NS Committee once agreed	N
NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019					
NS/070/2019	Notice of Motion – Memory Gardens	Approve the Notice of Motion and that Officers identify two locations for Memorial Gardens in the district, one in each Health Trust area and Officers to develop designs for such locations to include plants, materials	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	Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.	K Scullion	On hold as part of Neighbourhood Services Review. Carrying out various tenders for Electrical, Plumbing and construction which will have a major effect on policy	N
NS/075/2019	Household Recycling Centres (HRC) Update	To further illustrate changes at the new HRC site at Downpatrick, a HRC competition to be promoted at all primary schools at Downpatrick. Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in procedures of sites at Castlewellan and at Ballynahinch and commencement of Permit System.	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
NEIGHBOURHOOD SERVICES MEETING – 22 JANUARY 2020					
NS/112/2020	Evaluation of alternatives to use of Herbicides containing glyphosate for controlling weeds and invasive species on Council property	<p>It was agreed the following proposed amendments to the Officer's report: -</p> <p>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.</p> <p>Officers prevent the use of herbicides containing glyphosate at Council play areas and use alternative methods only for these areas.</p>	K Scullion	<p>Complete</p> <p>Actioned</p>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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.		Complete – No response to date	Y
NEIGHBOURHOOD SERVICES MEETING 19 FEBRUARY 2020					
NS/121/2020	Draft Public Convenience Strategy	<p>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.</p> <p>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.</p>	K Scullion	<p>Complete</p> <p>Complete</p>	<p>Y</p> <p>Y</p>
NS/127/2020	Study visit to Dulkeek EFW Plant	Agreed to visit the Indaver Facility, Duleek, County Meath on Thursday	J Parkes	Postponed due to COVID-19	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		4 April 2020 and also agreed the proposed programme			
NS/129/2020	Historic Actions Tracking Sheet	Agreed an update report on proposed memory gardens would be brought back to the Neighbourhood Services Committee	K Scullion	In progress - Delayed due to current pandemic priorities	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 18 MARCH 2020					
NS/137/2020	Christmas Illuminations & Celebrations Group Meeting – 13 Feb 2020	<p>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.</p> <p>Officers proceed to procure the required sustainable Christmas trees and supporting</p>	<p>J Hillen</p> <p>K Scullion</p>	<p>Complete</p> <p>Complete</p>	<p>Y</p> <p>Y</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		infrastructure to support this programme.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 JUNE 2020					
NS/157/2020	Notice of Motion Re: Changing Places (CP) Toilets (Cllr McMurray)	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	K Scullion	Complete	Y
NS/167/2020	Business Case – Annual Servicing and Maintenance of Lifts in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and 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.	K Scullion	Complete	Y
NS/168/2020	Business Case – Inspection, Testing and	Note the content of the report and associated Business Case and	K Scullion	In progress-	N

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>two (22) sites set-out at Appendix I as circulated.</p> <ul style="list-style-type: none"> ▪ 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 ▪ To authorise Officials to explore income generation opportunities attached to the disposal of the redundant stock of "bring sites" <p>It was also agreed that when removing the sites, that potential recycling options for Island Park, Newcastle be considered.</p>			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 AUGUST 2020					
NS/170/2020	Notice of Motion – Delivery of small brown food waste bins	<p>Committee agree to the Motion and that Officers undertake necessary research and report back to NS Committee presenting options and costs for consideration and approval.</p> <p>Also that officers look at options both for brown bin caddies and</p>	J Parkes	To be considered at a future Committee Meeting, along with previous Council Motion in relation to distribution of bio-bags/caddy bin liners.	N

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/194/2020	Neighbourhood Services Procurement Action Plan	Agreed to note that services will continue "out of contract" until new contracts are awarded and also to approve the recommended Neighbourhood Services Directorate procurement action plan. Also agreed a quarterly update on the Plan would be provided to Committee.	J McBride	In Progress. Quarterly update to be presented to Apr 21 Meeting	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 SEPTEMBER 2020					
NS/205/2020	Shimna River Wall Repairs	A report to be tabled at October NS Meeting	K Scullion	Complete	Y
NS/207/2020	Public Convenience Strategy – 12 week public consultation	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.	K Scullion	Complete	y
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020					
NS/222/2020	Review of Council Bus Shelter Policy	Agreed to note the content of the report and that Officers proceed to review the current Bus Shelter Policy and revert to	K Scullion	In progress – Draft policy presented to NS Committee 17	y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Committee with a revised Policy.</p> <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>		February for comment	
NS/230/2020	Business Case – Provision of new public toilet in Killough	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		the proposal to provide a new public toilet in Killough.			
NS/231/2020	Business Case – Provision of Electrical Maintenance and Minor Projects	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor 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.	K Scullion	In progress – Tender being prepared Tender being compiled and finalised	N
NS/232/2020	Business Case – Provision of Minor Construction Works	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with	K Scullion	In progress – Tender being prepared	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Option 3. Option 3 will see the appointment of a minor construction works contractor to complete minor works contracts across the Council for a three-year period or up to the maximum value of the overall contract (£180,000). The service to be procured through tender or through use of a suitable Framework			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020					
NS/243/2020	Notice of Motion – Green New Deal Strategy	Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI	J Parkes	Response received from DAERA Minister and considered by NS Committee. Scoping of the issues delayed by on-going COVID-19 pandemic.	N

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		to Struell Cemetery amenity building which was extensively fire damaged in 2020.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 FEBRUARY 2021					
NS/014/2021	Big District Clean Up	Approval to Officers to develop a scheme, similar to the “Cleaner, Greener Communities Initiative” in 2019, to be implemented later in the year. This would be subject to the easing of COVID-19 Regulations, as well as the availability of the necessary supporting resources. A report to be brought back to a future meeting of the Neighbourhood Services Committee on the detail of the proposed scheme.	L Dinsmore	In Progress	N
		It was also agreed that the Council engage with external groups, including Statutory Agencies, to encourage them join in this initiative.		In Progress	N
NS/015/2021	Review of Council Bus Shelter Policy	Agreed to note the content of the report and that Council write to Translink seeking clarification on its programme for delivering bus	K Scullion	Report to be tabled at April 21 NS	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		shelters in this Council area and seeking confirmation that they have a budget available to undertake these works.		Committee Meeting	
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	Complete	Y
NS/017/2021	Christmas Illuminations and Celebrations Working Group Meeting – 14 January 2021	<p>Agreed to note the content of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 14th January 2021 and to approve the recommendations as set out in Section 1.2 to 1. 6 on the report.</p> <p>Agreed that Killyleagh Street, Crossgar, be added to the list for the provision of potential future Christmas lighting and that officials add this location to the list to bring back to Committee with costings.</p>	K Scullion	In Progress	N
NS/023/2021	Historic Actions Tracking Sheet	<u>NS/070/2019 – Notice of Motion</u> <u>Memory Gardens</u>			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>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.</p> <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>K Scullion</p> <p>L Dinsmore</p>	<p>Ongoing</p> <p>Contractor to be appointed in Mar-21 for removal for redundant sites – Works commenced</p>	N
NS/025/2021	Business Case for minor works maintenance across Council Play areas	Agreed to note the content of the report and accept the conclusion of the business case that option 3 be approved. Option 3 would see the appointment through tender of a competent contractor or contractors to undertake council wide minor works contract within Council play	K Scullion	Ongoing	N

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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.			
NS/030/2021	Business Case for Maintenance of Council public space CCTV	Agreed to note the content of the report; approve the findings of the business case presented for Town Centre CCTV Repairs and Maintenance and accept Option 3 - to issue a tender for 2 + 1 year to appoint competent CCTV Maintenance Contractor to provide maintenance of Council Public CCTV systems	K Scullion	In Progress	N
NS/032/2021	Business case – servicing and maintenance for compactors and skip units located at Council HRC sites	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	L Dinsmore	Procurement exercise now being undertaken	N Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		located at Council HRC sites.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – TUESDAY 16 MARCH 2021					
NS/041/2021	Siting of bee hives on former Council landfill at Aughnagun	<p>Agreed to note the content of this report and recommend Council give permission to the Beekeeping organisation to place 6 hives on the former landfill site at Aughnagun, initially for 1 x year subject to:</p> <p>1.Successful engagement with local residents and on-site gas-extraction partner, to support the placing of beehives on the Aughnagun site.</p> <p>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</p> <ul style="list-style-type: none"> - access arrangements to site and to hives - location for hives - communications with Local residents 	L Dinsmore	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> - ongoing review - renewal dates/periods - any potential insurance implications - Strict guidance with respect to attendance on site to be adhered to 			
NS/046/2021	Business Case for the provision of Hire of Building Maintenance and Grounds Maintenance Plant and Machinery	Agreed to note the content of the report and approve the findings of the business case presented in Option three which would see the appointment of suitable hire firm(s) to supply ad hoc plant and machinery for the next 12 month period with an option to extend or up to a maximum value of £80,000.	K Scullion	In progress	N
NS/047/2021	Business Case for Deep Cleaning of Paved Surfaces in Public Realm Area	Agreed to note the content of the report and approve the business case to procure a contract for the provision of deep cleaning of public realm areas within the District.	P Whyte	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/048/2021	Business Case for Supply and Delivery of 120L Street Litter Bins	Agreed to note the content of the report and approve the business case to procure a contract for the supply and delivery of 120l street litter bins.	L Dinsmore	In Progress	N
NS/049/2021	Business Cases for the replacement of Medium-Size Chassis Cab Vehicles (Cover Report)	Agreed to note the content of the report and approve the business cases for the replacement of medium-size chasis cab vehicles.	T Daly	In Progress	N
NS/050/2021	Business case for the replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing (Appendix II)	Agreed to approve the business case at Appendix II for the replacement of 5 x 3,500 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Cleansing	T Daly	In Progress	N
NS/051/2021	Business case for the replacement of 10 x 5,000 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance (Appendix III)	Agreed to approve the business case at Appendix III for the replacement of 10 x 5,000 – 6,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance.	T Daly	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/052/2021	Business case for the replacement of 5 x 3,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance (Appendix IV).	Agreed to approve the business case at Appendix IV for the replacement of 5 x 3,500 Kg Medium-Size Chassis Cab Vehicles for Facilities Management & Maintenance.	T Daly	In Progress	N
END					