

September 10th, 2019

Notice Of Meeting

You are invited to attend the Neighbourhood Services Working Group meeting to be held on Tuesday, 17th September 2019 at 6:00 pm in Boardroom, District Council Offices, Monaghan Row, Newry.

Membership: Cllr. Casey Cllr. Clarke

Cllr. Stokes Cllr. Walker

Cllr. Macauley Cllr. Andrews

Cllr. Tinnelly

Agenda

- 1.0 Apologies and Chairmans remarks.
- 2.0 Declarations of "Conflicts of Interest".
- 3.0 Action Sheet: Neighbourhood Services Committee Meeting Tuesday 20 August 2019. (Copy attached)
 - NS Action Sheet 20 August 2019.pdf

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For Consideration and/or Decision

4.0 To consider the following Notice of Motion in the names of Councillor W Clarke and Councillor M Gibbons re: Tree Strategy. (Copy attached)

"This Council produces a tree strategy to protect and enhance tree cover for future generations, Council recognises the importance of trees, the benefits they afford us and the increasingly important role they can play in mitigating the effects of climate change, flooding and pollution control.

Furthermore Council acknowledges that trees can greatly enhance the visual amenity of our environment, they are vital for people's sense of well-being and contribute to everyone's quality of life."

Rpt re Notice of Motion regarding Tree Strategy.pdf

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Facilities Management and Maintenance

5.0 Report Christmas Illuminations and Celebrations Group Meeting August 2019. (Copy attached)

Report Christmas Illuminations and Celebrations Group Meeting August 2019.pdf

Page 10

Appendix 1 Action Sheet Christmas Illuminations and Celebrations Group Meeting 8 August 2019 Monaghan Row Final.pdf

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Waste Management

6.0 Report on Reuse Scheme at Household Recycyling Centres. (Copy attached)

Rpt re Re-use Scheme.pdf

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Appendix re Expressions of Interest - Re-Use HRC list.pdf

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7.0 Report on Mattress Pilot Scheme. (Copy attached)

Rpr re Mattress Pilot Update JPv2.pdf

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8.0 Verbal Update re: Opening of Downpatrick Household Recycling Centre.

For Noting

9.0 Arc 21 Joint Committee Minutes June 2019. (Copy attached)

arc21 JC June Minutes.pdf

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10.0 Arc 21 Members Monthly Bulletin August 2019. (Copy attached)

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Exempt Information Items

11.0 In Committee items : from Arc21 Joint Committee Minutes June 2019. (Copy attached)

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

arc21 JC June Minutes (Restricted).pdf

Not included

12.0 Vehicle Tyre Replacement Business Case. (Copy attached)

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

Rpt re Permission to Tender Tyres (restricted).pdf

Not included

Appendix re Tyre Servicing Supply Business Case 5-9-19 (restricted).pdf

Not included

13.0 Business Case re: Appointment of an Arboriculture and Tree Surgery Service. (Copy attached)

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person

•	cluding the Council holding that information) and the public may,, by resolution, be excluded not business.	led during this
ם	Report Business Case for the appointment of an Arboriculture and Tree Surgery Service. (Restricted).pdf	Not included
D	Appendix 1 Arboriculture Business Case (restricted).pdf	Not included
	eport re: Economic Appraisal for the appointment of Metal abrication and Repair Contractor. (Copy attached)	
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This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Report Econmic Appraisal for the appointment of a Metal Fabrication and Repair Not included Contractor (restricted).pdf

Appendix 1 Full Economic Appraisal for the appointment of a Metal Fabrication and Repair Contractor V2 (Restricted).pdf

15.0 Report re: Vehicle Hire Business Case. (Copy attached)

14.0

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

Rpt re Permission to Vehicle Hire (restricted).pdf
 Not included

DECISIONS REGISTER ARISING FROM NS MEETING HELD ON WEDNESDAY 20 AUGUST 2019

APPROVED AT COUNCIL MEETING HELD ON MONDAY 2 SEPTEMBER 2019

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/032/2019	Monthly Action Sheet	Action sheet agreed and actions removed as marked. SDLP representatives on Neighbourhood Services Working Group – Cllr. Stokes and Cllr. McKevitt SDLP representatives on Sustainability and Climate Change Forum – Cllr. Curran and Cllr. Andrews	R Moore/RTS-PA	Noted	Y
		FOR CONSIDERATION AND/OR DECISION			
NS/033/2019	Notice of Motion – promotion of the personal use of reusable water bottles and water refill stations	Agreed the previously established cross-departmental Officer Working Group develop an action plan for the Motion and report back to the Sustainability and Climate Change Working Group and relevant Committee(s) for approval.	R Moore	To be considered by Oficer Working Group.	Y
NS/034/2019	URBELAC Trip	The Council continue its commitment to the URBELAC (Edition) and attendance at the	R Moore	To be completed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		next meeting in Hermosillo (Nov 2019). The Council continue to play an active role in the development of the manifesto by answering the questions posed by Professor Laura Gavinelli by the end Sept 2019. Once completed the Council will endeavour to promote elements of circular economy within the Council area.			
NS/035/2019	Scheme of Delegation Report	Note Report dated 19 June 2019 from Mr Roland Moore, Director of Neighbourhood Services regarding the Scheme of Delegation for period 1 October 2018 to 31 July 2019.	R Moore	Noted	Y
		FACILITIES MANAGEMENT AND MAINTENANCE			
NS/036/2019	Defective Wall – Shimna River Newcastle	Verbal update noted	K Scullion	Noted	Y
NS/037/2019	Official opening – Lough Inch Cemetery	To proceed with an Official Opening Ceremony for the new Section in Lough Inch Cemetery Ballynahinch, as	K Scullion	To be progressed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		detailed in Report dated 20 August 2019 from Mr K Scullion Assistant Director, Facilities Management & Maintenance. To permit only 2 burials per plot in Lough Inch Cemetery within Phase II of the Cemetery.			
		WASTE MANAGEMENT			
NS/038/2019	Household Recycling Centres Review (Phase 1)	New policies (provided at	J Parkes	To be implemented	Y
NS/039/2019	Refuse Collection Fleet Business Case	Approve the Refuse Collection Fleet Business Case as per Report dated 20 August 2019 from Mr J McBride, Assistant Director Waste Management (Acting).	J Parkes	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/043/2019	APSE Service Awards 2019	Note the report and also noted that the Council had previously agreed that Councillor Andrews would be attending the APSE AGM/Service Awards 2019. It was unanimously agreed that a Council Officer may also attend the APSE Service Awards 2019.	R Moore	Complete	Y
		IN CLOSED SESSION			
NS/047/2019	In Committee Items from Arc 21 Joint Committee Minutes 30 May 2019	Note the In-Committee Items from the Arc21Joint Committee Minutes of 30 May 2019.	R Moore	For Noting	Y
NS/048/2019	Appointment of Design Team Cemetery Extension Projects Monkshill/Kilbroney Cemeteries	Agreed to note the content of the report dated 20 August 2019 and associated Business Case and to approve the conclusion of the Business Case that Option 3 be chosen as the preferred option in taking forward Phase 3 of Monkshill Municipal Cemetery and Phase 2 of Kilbroney Municipal Cemetery. Option 3 will see the appointment, through a tender process, of a competent Design Team who will provide technical support required to assist the	K Scullion	To be implemented	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council in taking forward these projects.			
NS/049/2019	Maintenance of Town Clocks	Agreed to note the content of the report dated 20 August 2019 and to agree to appoint a suitably qualified contractor to undertake a condition report on the 6 clocks referred to in the report to establish the current condition of the clocks, how they operate and likely future maintenance requirements. It was also agreed to approve the continuation of financial support to maintain the two clocks referred to above which are not in Council ownership. It was also agreed to include the Town Clock at the Arts Centre, Downpatrick as part of the condition survey.	K Scullion	To be implemented	Y
NS/50/2019	Maintenance works – Kilfeaghan Lane, Killowen	Agreed to note the content of the report dated 20 August 2019 and with agreement of landowners along the upper section of Kilfeaghan Laneway (0.3 miles)	K Scullion	To be implemented in conjunction with AHC	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		the Council to undertake maintenance of this surface to bring it into reasonable condition for vehicular and pedestrian access. It was also agreed that the Council's AHC Directorate consider its continued need to retain the Kilfeaghan Picnic Area as one of its outdoor facilities. The assessment to include current usage of this facility. If deemed required, then the Council seek to agree with landowners along the lane how best the lane could be maintained to allow safe access and egress along the lane to the Amenity Area.			
		Should the Council agree to continue to provide this facility then Council Officers to investigate sources of funding which may be available for the future maintenance of the laneway and a report be brought back on these issues to a future			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Committee Meeting for consideration.			
NS/051/2019	Tender: Mixed Dry Recyclable Waste Material	Agreed to note the content of the report dated 20 August 2019 and agree to the recommendation of Arc21 to award a contract to the Company named in the report for the delivery of a service for the Receipt, Storage, Transfer and Haulage of the Council's Mixed dry Recyclables (MDR) waste at a contract rate specified in the report (2.2) (exc VAT) (subject to pre-award conditions being met).	J Parkes	To be implemented.	Y

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 th September 2019
Subject:	Notice of Motion received from Councillor Clarke
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management & Maintenance Aidan Mallon, Head of Maintenance

For decision	X For noting only
1.0	Purpose and Background:
1.1	To consider Motion referred from Council Meeting of 5 th August 2019: "This Council produces a tree strategy to protect and enhance tree cover for future generations. Council recognises the importance of trees, the benefits they
	afford us and the increasingly important role they can play in mitigating the effects of climate change, flooding and pollution control.
	Furthermore, Council acknowledges that trees can greatly enhance the visual amenity of our environment, they are vital for people's sense of well-being and contribute to everyone's quality of life".
1.2	Councillor Clarke formally proposed the motion, which was seconded by Councillor Kimmins and referred, in accordance with Standing Order 16.1 (6), to the NS Committee for consideration and report.
2.0	Key issues:
2.1	The motion and issues contained therein, if adopted, will require Officers to develop a Tree Strategy.
2.2	Should the NS committee agree to the motion, then Officers will need time to research best practice in protection and enhancement of trees, particularly by loca authorities in the UK and Ireland.
	In addition, Officers will need to understand the time and resources required to develop a Tree Strategy.
	Officers will undertake necessary research to develop an action plan for the development of a Tree Strategy and report back to NS committee for approval, within three months.
	Officers will also seek guidance from other Councils and specialist bodies regarding the development of a Tree Strategy.

3.0	Recommendations:
3.1	That the Committee agree to the notice of motion and that Officers develop and action plan for the development of a Tree Strategy and report back to NS committee for approval, within three months.
4.0	Resource implications
4.1	Officer time to develop action plan. Any additional resource implications will be highlighted as part of action plan.
5.0	Equality and good relations implications:
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered.
7.0	Appendices
7.1	None
8.0	Background Documents
	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.
8.1	None

Report to:	Regulatory & Technical Services Committee	
Date of Meeting:	17 th September 2019	
Subject:	Report of Christmas Illuminations and Celebrations Group Meeting 8 th August 2019.	
Reporting Officer (Including Job Title):	Kevin Scullion, Assistant Director: Facility Management & Maintenance Department	
Contact Officer (Including Job Title):	Kevin Scullion, Assistant Director: Facility Management & Maintenance Department	

For deci	sion X For noting only	
1.0	Purpose and Background	
1.1	The purpose of this report is to provide Councillors an op- Actions Sheet (see Appendix 1) from the Councils Christr Celebrations Group which took place on the 8 th August 2 recommendations from this Meeting.	mas Illuminations and
1.2	Christmas Tree Pilot Project	
	At this Committee Meeting in March 2019 it was agreed the planted Christmas Tree Pilot Project in 2018 that this 14 sites. Following this approval an Expression of Interesissued in May 2019.	be extended for a furthe
	At close of the EOI fifteen applications had been received and site inspections of the sites fourteen were recommen with some clarifications required for a number of sites, a Sheet attached at Appendix 1.	nded as being suitable,
	Under the terms of this offer the Council will provide the	following:
	 Provision and planting of one No Christmas tree (approximately 4.5 m high Annual pruning/maintenance of tree (where nece Dressing the tree in Year 1 Insurance cover for the tree 	
	Starter pack including: (£2,500) comprising: One-off tree illuminations package Community planning event/meeting (s) One-off Christmas switch on event	£1,250 £ 150 £1,100

The Community partner(s) will be responsible for the following:

- Annual Dressing/lighting of tree (including insurance)
- Resourcing and organisation and delivery of Annual Switch on Event for the local community
- Evaluation of local Christmas events.

The Committee was previously advised that a budget had not been secured for the purchase of these trees and the physical infrastructure that would be required for each of the respective sites chosen from the EOI. At this Committee in March 2019 it was agreed that additional costs required for this project would be considered under separate report to SP&R Committee following the completion of the EOI and when information is available from the mid-year assessment on any potential underspend within the Council's Revenue budget.

There is an urgency to proceed with the necessary procurement exercises which would include purchase of trees and provision of power to these proposed sites. In the report to this committee in March 2019 the cost of 14 trees and infrastructure improvements required at the sites was estimated to be between $\pounds 43,050.00$ and $\pounds 116,550.00$. Having now had the opportunity to inspect the 14 sites Officers are of the view that the costs are likely to be at the lower end of this scale, circa $\pounds 43,000.00$. These costs can be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets and so permission is requested to proceed with these works without the ned to revert to the Council's SP&R Committee for approval.

The Committee is asked to agree to the fourteen groups referred to in the Action Sheet as being suitable for this programme and that letters of offer be issued to the relevant groups subject to relevant clarifications and final approval of costs.

The Committee is also asked to note the contents of the Action Sheet (Appendix 1) and endorse the actions agreed.

2.0 Key issues

- The Councils Christmas Illuminations and Celebrations Group was set up to agree on how Council will help local communities across the district celebrate Christmas.
- In 2018 work arising from this Group led to rolling out of the Christmas
 Tree Pilot Project which saw the planting of 6 real Christmas trees for local
 groups who agreed to participate.
- This was generally considered successful and it is now proposed to continue this programme for a further 14 sites subject to agreement on funding the project.
- An EOI was issued to all groups in the council area in May 2019. An
 assessment of the received EOI's identified 14 potential sites. The sites
 and applications were assessed by Officers and a report on these
 assessments with recommendations was provided to the Councils

3.0 3.1	 Recommendations Note the contents of this report and the report of the Christmas Illuminations Group Meeting held on 8th August 2019. Agree to the additional costs, not currently included within the FM&M budget, for procurement of 14 Christmas trees and associated infrastructure works (estimated at £43,000.00) to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets. Agree to the fourteen groups referred to in the Action Sheet as being suitable for this programme be written to advise that their application has 				
	 Note the contents of this report and the report of the Christmas Illuminations Group Meeting held on 8th August 2019. Agree to the additional costs, not currently included within the FM&M budget, for procurement of 14 Christmas trees and associated infrastructure works (estimated at £43,000.00) to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets. Agree to the fourteen groups referred to in the Action Sheet as being 				
	 budget, for procurement of 14 Christmas trees and associated infrastructure works (estimated at £43,000.00) to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets. Agree to the fourteen groups referred to in the Action Sheet as being 				
	been successful subject to relevant clarifications and final approval of costs.				
	 Endorse other actions detailed in the report of the Christmas Illuminations Group Meeting held on 8th August 2019. 				
4.0	Resource implications				
4.1	Funding for the starter pack, £2500 per site, has already been secured by the AHC Directorate.				
	Estimated £43,000.00 for procurement of 14 Christmas trees and associated infrastructure works to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets.				
5.0	Equality and good relations implications				
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.				
6.0	Rural Proofing implications				
6.1	Due regard to rural needs has been considered.				
7.0	Appendices				
	Appendix 1: Action Sheet – Christmas Illuminations and Celebrations Group Meeting 8 th August 2019.				
8.0	Background Documents				
	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.				
8.1	RTS Committee Report March 2019. Action Sheet – Christmas Illuminations and Celebrations Group Meeting 8 th August 2019.				

Action Sheet

Christmas Illuminations: Thursday 8th August 2019

Councillors in Attendance: Cllr T Andrews (Chair) Cllr H Harvey, Cllr W Clarke, Cllr J Tinnelly, Cllr H McKee,

Officials in Attendance: Ms J Hillen, Ms A Rennick, Ms T McDonald, Ms C Burns, K Scullion , A Sweeney, A McGill, C O'Neill (Admin)

Apologies: Cllr G Bain, Cllr M Ruane, Cllr J Trainor, A Mallon, C Moffett,

Subject	Action	Officer Responsible
Welcome, Introduction & Apologies	In line with Terms of Reference the Council Chairman will be invited to Chair the next meeting. Cllr C Casey to be added to invites going forward. In the absence of the Council Chairman, T Andrews Deputy Chairman, chaired the meeting.	CON
Declarations of Interest	There were no declarations of interest.	
Review of Action Sheets 26/02/19 & 09/05/19	Ex-Hire Stock - has been purchased. Newcastle: Additional lighting will go on the Dundrum Road. Wrap arounds for lamp posts Foot Bridge – Out to tender with approximate cost £10,000 Existing tree is extremely costly – K Scullion to cost other options & DEAs will be asked to engage with the community. Will be too late for this year. Castlewellan- to get additional lighting for existing trees in the square Warrenpoint: colour to be uniform subject to cost assessment. Budget: K Scullion advised costs may be less than anticipated as he had estimated a worst case scenarios. Report to SP&R to seek approval for additional budget for Christmas Tree Project in September/October.	K Scullion/ A Rennick/ DEAs
	Draft Terms of Reference for Neighbourhood Services Committee has approved draft TOR and subsequently full Council.	K Scullion/ C O'Neill

K Scullion to send copy to C O'Neill who will forward to the group

Marketing: Speak to Marketing regarding the launch of Sustainable Tree Initiative 2019

A Rennick

Sustainable Tree from 2018 – Agreed to plant in Drumaroad

K Scullion/ J Ellis

K Scullion/

Expressions of Interest Exercise:

15 expressions of interest were received 2 were deemed unsuitable with others requiring further clarification/investigation

Bessbrook: T McDonald to liaise with Community Groups

Ballyhornan: Consultation required with

Realm Interagency Mayobridge: Suitable

Glenn: Requires further investigations

Dundrum: Alternative site to be considered. Revert to Group

Ballyholland: NIHE & Resident approval

required

Attical: Suitable, however K Scullion/J Ellis to investigate possible pruning of existing tree.

Ardalass: Suitable subject to ownership & NIE supply

Forkhill: Suitable subject to NIE Ballykinlar: Suitable subject to NIE Cullyhanna: Suitable although site

clarification required Drumaness: Suitable

Killough: Clarification re site location

required

Annsborough : Revert to Group to see if a

more suitable site is available

Contact has been made by several other groups wishing to access a tree for this year. It was explained that the process has been closed and cannot be reopened.

Environmental Improvement Schemes Has been referred to the Consultants

K Scullion, A Sweeney, J Ellis A Rennick DEA Coordinators to work together

Back to Agenda

Other Business	Crossgar Tree – may need replaced	K Scullion/
	K Scullion to ask J Ellis to have a look	J Ellis
	Financial Assistance Requests:	
	C Burns to collate information on groups	
	and DEA areas who got cut trees last year and cross reference with financial	
	assistance requests this year	C Burns
		30100000000000000000000000000000000000
	DEAs to focus attention on those	A Rennick/
	groups/areas who did not apply or meet the requirements this year.	DEAs
	Neighbourhood Services Committee:	K Scullion
	Report with details of costs to be taken to next meeting	
		2021
Date of next meeting	Preferably November 2019 in Downshire Civic Centre. Date to be confirmed	CO'Neill

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 September 2019
Subject:	Re-Use Scheme - Council's HRC Sites.
Reporting Officer (Including Job Title):	Mr Joe Parkes Assistant Director – Waste Management
Contact Officer (Including Job Title):	Mr Liam Dinsmore Head of Waste Processing and Enforcement

Confirm how this Report should be treated by placing an x in either:-For decision X For noting only 1.0 **Purpose and Background** 1.1 The Phase 1 Review of Household Recycling Centres is currently underway, which was presented to Committee last month. As part of this review, it was agreed to implement a formal re-use system, with re-useable items collected for re-use by local charities and groups. Expressions of Interest were sought with 12 interested groups responding. (Appendix1) The Pilot Scheme will initially operate from mid October 2019 - March 2020 and will be reviewed monthly. 1.2 The Re-use initiative seeks to engage with suitable Partners to identify goods for re-use eg bicycles, paint, building materials and household bric-a-brac. The scheme will involve the identification of suitable household materials, to be accepted into shipping – container storage, provided by the Council at the HRC sites. More than one Partner will be accommodated in the containers at any point in time. In the event of multiple Partners, agreement to be reached as to collection dates and/or materials to provide. No electrical goods will be accepted as part of the scheme, as electrical goods are already separated for collection and recycling.

1.3 Responsibility of the Council

 Provide suitable locked storage containers, at locations detailed below. Containers available as follows:

Please Note: Recycling of Mattresses in separate report

UNIT	Newry	Cross	K'K	Wpt	H'twn	D'ptk	N'twn	B'nch	C'wan	C'gh
М	М		М			М	М	М	М	М
R	R	R	R	R	8	R		R	R	R

M=Container for mattress

R=container for re-use

- 2. Liaise with Partner to develop advertising and receipting protocols
- 3. Agree collection days for each Partner
- 4. Ensure that no other parties, other than nominated Partner can remove items from the storage containers
- 5. Provide document detailing items removed by the Partner, with understanding that items as removed transfer to the ownership of the Partner.
- 6. Liaise with the NIEA to maintain the regulation of the scheme.
- 7. Seek approval from any 'donor' to allow their item/materials to be used in the manner intended within the re-use scheme.
- 8. Maintain and provide evidence of Risk Assessments, Staff Training, Registration as a Carrier and any other relevant authorisation.
- 9. Maintain details as to items removed as required by the Council.

Responsibility of the Partner

- 1. Provide training to Council staff as to re-useable target items.
- 2. Provide and agree a schedule for collection (note schedule not maintained will automatically default collection to next scheduled partner)
- 3. Undertake regular advertising of the Scheme
- Undertake collection in accordance with the Council's site operating procedures
- Provide to the Council, sufficient assurances by way of a Business Plan, detailing as to how the Partner intends to ensure goods received, are to be collected, refurbished and re-used.
- Provide and maintain appropriate public liability and employer liability insurances during any agreed period for which an Agreement is in operation relevant to the collection and onwards movement of items collected from any of the HRC sites as operated by the Council.
- 7. Maintain and provide Risk Assessments, Staff Training, Carrier Registration and other relevant Authorisations required by the Council.
- 8. Maintain a record of all materials removed from the HRC site as authorised under the Scheme.

2.0 Key issues 2.1 The need to implement the Re-Use Scheme Pilot as part of the HRC Review Phase 1 2.2 The development of the Expressions of Interest Re-Use Scheme, with the 12 interested charities. 2.3 The need to regulate Re-Use at Household Recycling Centres 3.0 Recommendations 3.1 To progress the Re-Use Scheme Pilot as part of the Review of Household Recycling Centres (Phase 1).

4.0	Resource implications
4.1	There are no resource implications anticipated.
5.0	Equality and good relations implications
5.1	There are no Equality or Good Relations implications anticipated but these will be reviewed during the Review Period.
6.0	Rural Proofing implications
6.1	No Rural Proofing Implications are anticipated but these can be reviewed during the scheme development and Review.
7.0	Appendices
	Appendix 1 – Expressions of Interest
8.0	Background Documents
	Previous HRC Review (Phase 1) report August 2019

Appendix 1

Expressions of Interest from local contacts and charities

NO.	ORGANISATION AREA OF INTEREST			
1.	Mens Shed , Lislea South Armagh			
2.	Newry Street Unite,	Kilkeel		
3.	Cycle/Recycle	Newry ,Mourne and Down		
4	Inverbrena CA	Strangford		
5.	Newcastle Community Cinema	Newcastle		
6.	Habintat for Humanity NI	Newry/Camlough		
7.	Life Change changes Lives Downpatrick			
8.	Castlewellan Regeneration Ltd	Castlewellan		
9	St Vincent de Paul	Newcastle		
10.	Atticall Playgroup	Kilkeel		
11	Mountains of Mournes Country Cottages	Kilkeel		
12.	MYMY	Newcastle		

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 September 2019
Subject:	Recycling of mattresses – Pilot Extension
Reporting Officer (Including Job Title):	Mr Joe Parkes Assistant Director – Waste Management
Contact Officer (Including Job Title):	Mr Liam Dinsmore Head of Waste Processing and Enforcement

For decis	sion X For noting only
1.0	Purpose and Background
1.1	To present details of the Mattress recycling project at Household Recycling Centres.
1.2	The Council considered a proposal, December 2018, regarding recycling of mattresses. A Trial commenced 1st April 2019, with mattresses currently received at Household Recycling Centres located at: Newry, Kilkeel, Camlough, Downpatrick, Ballynahinch and Castlewellan. The roll-out has been phased, with a total of 1,651 mattresses collected for recycling during a 5 month period covering April to August. Note: Camlough and Downpatrick were not added to the collection scheme until August. Mattresses received at the HRC sites have either been accepted as Household Waste or delivered to the sites for onwards transfer by the Council's Bulky Collection Service.
1.3	The Waste Strategy recognises that there is a distinct relationship between the number of items that we do collect for recycling and how accurately people recycle i.e. the more materials we do recycle, the more likely householders will engage to recycle generally. It is considered, given the bulky nature of mattresses, they are a very visible item at our HRC sites and that there is an expectation for them to be recycled. Mattresses previously received at HRC sites were processed buy removing springs for recycling, with other elements going to residual waste treatment.

1.4	The trial period I recyclable.	nas demonstrate	d that 95% of m	naterials in a matt	ress are		
		m and is a targe		se the Councils re ycling as promote	ecycling rate by ed by DAERA and		
	The following de	tails have been	collated from the	e Trial Period:			
	Nos of mattresses recovered for recycling in trial period	Projected annual nos of mattresses to be recovered for recycling	Projected annual cost (£) to recycle mattresses received at HRC sites	Anticipated annual Disposal costs for mattresses if not recycled (£)	Anticipated annual service costs to transport mattresses to disposal point (£)		
	1651	6400*	44,800	19,500	13,650		
2.1	Furniture stores It is projected the annum, based of the second sustainable. Current trial to be seeks to identify subject to approximate the second sustainable.	do provide a collection capture of 640 currently underture extended until an alternative Power by Purchasing	lection/exchange ocur an additiona 0 mattresses p.a aken in conjunct aken in conjunct 31 March 2020, artner to underta	e service for matter I net cost at £10, i.	considered to be riod Council of mattresses.		
3.0	Recommendations						
3.1	To progress with the trial HRC Mattress Recycle Scheme until end of March 2020 & review as part of Rates Estimates 20/21.						
4.0	Resource implications						
4.1	There are no resource implications for labour or facilities. An additional net recycling cost is anticipated between £5-7.5k for remainder of the year i.e. 6 months costs of annual cost of £10-£15k. To be funded through the Council's recycling budget.						
5.0	Equality and g	ood relations i	mplications				
5.1		uality or Good Re	elations implicati	ons anticipated b	ut these will be		

6.0	Rural Proofing implications
6.1	No Rural Proofing Implications are anticipated but these can be reviewed during the scheme development and Review.
7.0	Appendices
	N/A
8.0	Background Documents
	Mattress Recycling Report December 2018
	USEL – Information documentation
	Household Recycling Centre Review Phase 1

ITEM 3

ARC21 JOINT COMMITTEE

Meeting No 042 Hosted by arc21 MINUTES

Thursday 27 June 2019

Members Present:

Alderman R Gibson (Chair)

Councillor JJ Magee

Councillor M Gregg

Councillor S Lee

Councillor M Armstrong

Councillor H Harvey

Councillor H McKee

Ards and North Down Borough Council

Belfast City Council

Lisburn & Castlereagh City Council

Mid and East Antrim Borough Council

Newry, Mourne and Down District Council

Members' Apologies:

Antrim and Newtownabby Borough Council Councillor N Kelly Antrim and Newtownabbey Borough Council Councillor A Bennington Antrim and Newtownabbey Borough Council Councillor T McGrann Ards and North Down Borough Council Alderman A Carson Ards and North Down Borough Council Councillor G Walker Belfast City Council Councillor N Verner Belfast City Council Councillor F Ferguson Lisburn & Castlereagh City Council Alderman D Drysdale Mid and East Antrim Borough Council Councillor I Friary Mid and East Antrim Borough Council Councillor M Burnside Newry, Mourne and Down District Council Councillor W Clarke (Deputy Chair)

Officers Present:

arc21 R Burnett arc21 G Craig (Secretary) arc21 H Campbell arc21 J Green arc21 K Boal Antrim and Newtownabbey Borough Council M Laverty Belfast City Council T Walker Lisburn and Castlereagh Borough Council H Moore Mid and East Antrim Borough Council P Thompson Newry, Mourne and Down District Council R Moore

Officers' Apologies:

G Girvan

D Lindsay

N Grimshaw

Antrim and Newtownabbey Borough Council

Ards and North Down Borough Council

Belfast City Council

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. The Chair thanked Members for noting their apologies in advance of the meeting and the importance of doing so for quorum purposes in the future.

Action: Noted

Item 3 - Minutes

The minutes of the Joint Committee meeting 041 held on 30 May 2019 were agreed.

Action: Agreed

Item 4 - Matters Arising

There were no matters arising from the minutes.

Action: Noted

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

In Committee

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

Following discussion on the commercially sensitive matters, the Chair advised Members that the briefing would now return to the main agenda but whilst 'in committee' there were four matters discussed as follows:

Item 5 - Minutes of Joint Committee Meeting 041 held on 30 May 2019 'in committee'

Action: Agreed

Item 6 - Matters Arising

Action: Noted

Item 7 - Residual Waste Treatment Project

Action: Agreed

Item 8 - Dry Material Recovery Facility - Contract Update

Action: Agreed

Out of Committee

The Chair advised Members that the meeting would now return to the main agenda, which was agreed.

Item 9 - Contracts and Performance Update

Ms Boal presented a report to advise Members on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.

A summary of the key discussions is replicated as follows:

- Organic waste tonnages were down in the month of May when compared with the same month last year. Type 1 was down 16% whilst Type 2 was down 11%. Overall tonnages however in both types of material are slightly higher when compared with April and May last year.
- In relation to the MRF there has been an increase in tonnage collected by Newry, Mourne and Down District Council through the introduction of glass into the kerbside collection system and the associated communications campaign. Tonnages are up by 11% over April and May when compared with the same period last year.

Ms Boal advised the Committee that she hoped to arrange site visits to the various facilities going forward which she hoped Members would find useful and informative.

Following discussion Members agreed to note the report.

Action: Noted

Item 10 - Audit Committee Update

Mr Craig provided Members with the Executive Summary of the Audit Committee meeting which took place on 25 June outlining the business that was conducted at that meeting.

He explained that the Audit Committee met on a quarterly basis and that, as it reports to the Joint Committee, Members would be updated on an ongoing basis. Mr Craig confirmed that the next meeting of the Audit Committee would be around mid September.

Following discussion Members agreed to note the report.

Action: Noted

Item 11 - Financial Report 2018/19

Mr Craig presented the Joint Committee with a summary of the Draft Statement of Accounts for the year to March 2019 and updated Members on the financial highlights of the year which are replicated as follows:

- Income was up year on year, £29.6m compared to £28.3m, due primarily to increases within the Organics and Mixed Dry Recyclables contracts and a reduction in the landfill contract;
- A surplus on the comprehensive income and expenditure of £73,549 was achieved of which £63,000 relates to the pension scheme transactions. NILGOSC administer the accounts of the pension scheme independently of the Joint Committee but the accounting regulations require the Joint Committee to account for its share of the pension scheme accounts;

AGENDA

The Pension Scheme remains in a deficit position at 31 March 2019 but it should be noted that the deficit has been reducing in recent years. In 2017 it was £598k, in 2018 it was £568k and at March 2019 it was £505k probably reflecting an improvement in the returns on the investments held by NILGOSC;

- The remaining part of the comprehensive income and expenditure surplus, £10,549, relates to the operational surplus achieved on the activities of the Joint Committee, which is applied to the General Reserves for future use by the Joint Committee;
- The cash balances at 31 March 2019 were down year on year (£2.6m compared to £3.9m in the previous year) but remained sufficient to provide the ongoing essential liquidity to enable arc21 to meet its monthly contractual obligations, which average out at around £3m; and
- After applying the £10,549 operational surplus for the year the General Reserves at 31 March 2019 increased to £1.25m (£1.24m in 17/18) continuing to place the Joint Committee in a strong financial position to meet the significant challenges ahead, particularly with the Residual Waste Treatment Project where expenditure is expected to increase significantly should the planning application be approved to enable the Project to progress to contract award.

Mr Craig confirmed that the draft accounts would now be submitted to the Department to enable the statutory audit to be undertaken by the Local Government Auditor.

Following discussion Members agreed to note the report.

Action: Noted

Item 12 - 2018/19 Waste Statistics

Mr Burnett presented statistical information in graphical format relative to key waste statistics covering the 2018/19 year.

He reported that the information provided by Councils to the Department through the wastedataflow system for the year 2018/19 has been submitted and is now the subject of an initial validation process by the NIEA. Consequently, the figures may be subject to change.

The key waste statistics are as follows:

- Annual Waste Arisings (Municipal and Household);
- Annual Household Waste per Household;
- Annual Recycling Rates (Municipal and Household);
- Annual Waste to Landfill (Municipal and Household);
- NILAS; and
- 6. Summary.

Following discussion Members agreed to note the report.

Action: Noted



Item 13 - AOB

There was no further business discussed.

Item 14 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 25 July. Discussion took place regarding the summer meetings, currently scheduled to be held on Thursday 25 July and Thursday 29 August. Following review of the business to be discussed, and potential attendance issues, it was agreed to combine these meetings into one, to be held on Thursday 15 August, and cancel the other two dates. It was agreed therefore that the meeting be held on Thursday 15 August at 10.30am and hosted by Lisburn & Castlereagh City Council.

Action: Noted

Date:	Chairma	n:
The state of the s		



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 042 held on 27 June 2019

For approval

The Joint Committee's approval is sought for the minutes of the meeting held on 27 June 2019.

Item 4 - Matters Arising

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL

Item 5 - Minutes of Joint Committee Meeting 042 held on 27 June 2019 held 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting 042 held on 27 June 2019 'in committee'.

Item 6 - Matters Arising



Item 7 - Residual Waste Treatment Project

For noting

Planning Application - Clarifications to the voluntary further environmental information pack arising from consultee queries continues.

Communications - An assessment of resources required for capacity building for stakeholders and for wider communications and community liaison has been undertaken.

Environment and Climate Change Emergency - The project team continue to pursue the approach of preserving the potential of the proposed site for the waste treatment infrastructure to contribute to further environmental enhancements.

The Joint Committee is asked to note the report.

Item 8 - Commercially Sensitive Procurement and Contracts Issues plus Tender Report for the Contract for the Receipt, Storage and Transfer of Mixed Dry Recyclable Material

For approval

With regard to the MRF Contract, Lot 1, the Statement of Claim in respect of the legal challenge to the award of that contract has not been received in accordance with the timetable set out in the Court Directions. A summons has been issued, on arc21's behalf, seeking consideration at Court on 16 August 2019. Extensions have been issued to the current contract taking the Expiry Date to 30 September 2019 to ensure service continuity. A variation in respect of Belfast City Council due to proposed changes to their kerbside operations has been requested from Bryson Recycling.

Although the closing date for receipt of tenders for Municipal Waste Disposal has been reached, a Writ has now been served on arc21 in respect of the procurement. Legal advice is currently being sought regarding this matter.

A variation in respect of the contractual working hours for Lot 1 (Belfast City Council) of the Street Sweepings Contract has been requested for consideration by Irish Waste. Once their response has been received, arc21 will be in a position to consider whether to recommend an extension to the contract durations.

The variation to the haulage contract in respect of Mid and East Antrim Borough Council changes has been implemented. A further variation is required in respect of Ards and North Down Borough Council. Details are provided in the main body of the report along with a recommendation.



The evaluation of the tender for the receipt, storage and transfer of mixed dry recyclable material for Newry Mourne and Down District Council has been completed and a recommendation in relation to the appended tender report has been made.

The Joint Committee is asked to approve the recommendations and to note the contents of the remainder of the report.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

Item 9 - Contracts and Performance Update

For noting

Organic waste tonnages for the first quarter are on a par when compared with the same quarter last year, Indications are that tonnages for July will be higher.

The overall tonnage for the MRF tonnage has increased slighly when compared with the first quarter last year.

The Joint Committee is asked to note the report.

Item 10 - Audit Committee 2018-19 Annual Report

For noting

As part of the governance arrangements of the organisation, the Joint Committee receives regular updates on the range of issues addressed by the Audit Committee, which meets on a quarterly basis.

The purpose of this report is to provide a summary to the Joint Committee of the key issues that have been considered and discussed by the Audit Committee during the 2018-19 financial year, the assurances received and the areas requiring attention.

The Joint Committee is asked to note the summary of the work of the Audit Committee during the financial year to March 2019.



Item 11 - NILAS 18/19

For noting

The NIEA has issued the draft reconciliation letter covering the 2018/19 position.

All arc21 Councils appear to have met their target this year and accordingly there is no immediate requirement to initiate the Transfer protocol.

The Joint Committee is asked to note the report.

Item 12 - CIWM NI Conference

For approval

CIWM NI have a major conference entitled "The Future for Plastics" organised for 24 October 2019 in the Titanic Centre Belfast.

The Joint Committee is asked to approve the attendance of the Chair at the conference, or nominate a substitute in the event that the Chair is unable to attend.

Item 13 - Nuclear Free Local Authorities

For noting

Members are provided with a report on the NFLA policy briefing for information.

The Joint Committee is asked to note the report.

Next Meeting: Thursday 26 September 2019, hosted by Newry, Mourne and Down District Council