



June 21st, 2022

**Notice Of Meeting**

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 22nd June 2022 at 6:00 pm** in **Boardroom Monaghan Row Newry** and via **Microsoft Teams**.

**Committee Membership 2022-2023:**

- Councillor O Magennis (Chairperson)
- Councillor T Andrews (Deputy Chairperson)
- Councillor C Casey
- Councillor W Clarke
- Councillor D Curran
- Councillor A Finnegan
- Councillor G Malone
- Councillor K McKevitt
- Councillor A McMurray
- Councillor D Murphy
- Councillor K Owen
- Councillor G Stokes
- Councillor D Taylor
- Councillor M Ruane
- Councillor J Tinnelly

# Agenda

**1.0 Apologies and Chairperson's remarks.**

**2.0 Declarations of “Conflict of Interest”.**

**3.0 To agree start times for the Neighbourhood Services Committee Meetings (2022-23). (Attached)**

[Item 3. NS Committee dates - June 2022-May 2023.pdf](#)

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**4.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 18 May 2022. (Attached).**

[Item 4. NS Action Sheet - 18 May 2022.pdf](#)

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## *Neighbourhood Services*

**5.0 Neighbourhood Services Directorate Business Plan (2022-23). (Attached).**

[Item 5. Report - NS Directorate Business Plan.pdf](#)

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[Item 5. App 1 - NS Directorate Business Plan.pdf](#)

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[Item 5. App 2 - NS Directorate Business Plan.pdf](#)

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## *Facilities Management and Maintenance*

**6.0 Report of portable toilet trial. (Attached).**

[Item 6. Report Trial use of Portaloos as part of Council Public Toilet Provision.pdf](#)

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## *Waste Management*

**7.0 Update: Enforcement Improvement Plan. (Attached).**

[NS Committee - Enforcement Improvement Plan Update 22 06 22.pdf](#)

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[Appendix 1 - Enforcement Improvement Plan June 2022 Update.pdf](#)

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## *Exempt Information Items*

**8.0 Business Case to support the implementation of the Public**

## **Toilet Strategy. (Attached).**

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

📄 *Item 7. Report Public Toilet Strategy Priorities Update and Business Case for Consultancy Support.pdf* **Not included**

📄 *Item 7. Appendix 1 Business Case Public Toilet Strategy Consultancy Fees.pdf* **Not included**

## **9.0 Business Case for the provision of maintenance services for the Council's Public Toilets. (Attached).**

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

📄 *Item 8. Business Case for provision of maintenance services for Councils Public Toilets.pdf* **Not included**

📄 *Item 8. Appendix 1 - Business Case - Maintenance of Councils Public Toilets.pdf* **Not included**

## **10.0 Business Case for Annual Fixed Electrical Wiring and Emergency Lighting Testing. (Attached).**


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

📄 *Item 9. Report Business Case for appointment of Electrical Contractor to undertake annual fixed wire testing and emergency light testing in Council buildings.pdf* **Not included**

📄 *Item 9. Appendix 1 Business Case Fixed Electric Wiring and Emergency Lighting Testing.pdf* **Not included**

## **11.0 Business Case - Provision of Bi-annual Service of Oil Fired Boilers & Emergency Breakdown Cover For Council Properties. (Attached).**

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

 **Item 10. Report - Business Case Biannual servicing of Council oil fired boilers etc.pdf** **Not included**

 **Item 10. Appendix 1 - Business Case Biannual servicing of Council oil fired boilers etc.pdf** **Not included**

## **12.0 Proposed lease of Storage Facility for Christmas Illuminations. (Attached).**

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

 **Item 11. Report - Lease of Storage Facility for Christmas Illuminations at Greenbank Depot.pdf** **Not included**

## **13.0 Request to Sub-Lease the Bog Road Amenity Site, Forkhill. (Attached).**

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


 **Item 12. Report - Request to Sub Lease the Bog Road Amenity Area Forkhill.pdf** **Not included**

 **Item 12. Appendix 1 Site Plan of Bog Road Amenity Area, Forkhill.pdf** **Not included**

## **14.0 Business Case for Marine Services covering Council harbours and navigational aids. (Attached).**

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

 **Item 13. Report Business Case Maintenance of Navigational Aids other marine services works and inspections.pdf** **Not included**

 **Item 13. Appendix 1 - Business Case Maintenance of Navigational Aids, other marine services works and inspections.pdf** **Not included**

## **15.0 Update: Request for sale of Burial Rights to Plots in Council Cemeteries. (Attached).**

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local

Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person, (including the Council holding that information) and the public may by resolution, be excluded during this item of business.

📄 *Item 14. Report Request for sale of burial rights to plots in Council Cemeteries in advance of a bereavement.pdf* **Not included**

## **16.0 Facilities Management & Maintenance Procurement Action Plan. (Attached).**

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

📄 *Item 15. Report - Facility Management Maintenance Procurement Action Plan Update June 2022.pdf* **Not included**

## **17.0 Waste Management Procurement Action Plan. (Attached).**

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

📄 *NS Committee - WM Procurement Action Plan Update - 22.06.22.pdf* **Not included**

📄 *NS Committee - WM Procurement Action Plan Update 22.06.22 - Appendix I.pdf* **Not included**

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### ***For Noting - Exempt Information Items***

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## **18.0 Update: Review of expenditure under the Business Case for the procurement of Christmas Illuminations and Christmas Trees. (Attached).**

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

📄 *Item 17. Review of expenditure under the Business Case for the procurement of Christmas Illuminations and Christmas trees.pdf* **Not included**

## **19.0 Update: Review of expenditure under the Business Case for the replacement of safety tiles with wet-pour surfacing in various Council Play Areas. (Attached).**

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local

Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person, (including the Council holding that information) and the public may by resolution, be excluded during this item of business.

- 📎 **Item 18. Progress report on review of expenditure under the Business Case for the replacement of safety tiles with wet-pour surfacing in various Council Play Areas.pdf** **Not included**

## **20.0 Arc21 Joint Committee Members' Monthly Bulletin held on 26 May 2022. (Attached).**

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

- 📎 **Item 19. ARC 21 - JC070-26May22-JC MembersBulletin.pdf** **Not included**

## **21.0 Arc21 Special Joint Committee in Committee Minutes of 18 May 2022. (Attached).**

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

- 📎 **Item 20. Arc21 - JC070-26May22-Item9-JC in Comm Mins 18May22.pdf** **Not included**

## **22.0 Arc21 Joint Committee Meeting in Committee Minutes of 28 April 2022. (Attached).**

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

- 📎 **Item 21. ARC21 - JC070-26May22-Item7-JC in Comm Mins 28April22.pdf** **Not included**

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### ***For Noting***

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## **23.0 Bus Shelter Policy Review**

- 📎 **Item 22. Report Review of Council Bus Shelter Policy 2015.pdf** **Page 62**
- 📎 **Item 22. Appendix 1 Review of Council Bus Shelter Policy Report October 2020.pdf** **Page 64**
- 📎 **Item 22. Appendix 2 Bus Shelter Policy 2022.pdf** **Page 74**

**24.0 Update: Summer Season Preparations. (Attached).**

 *Item 23. Summer Season Preparations 22 06 22.pdf*

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**25.0 Update: Keep Britain Tidy: Chewing Gum Fund Application.  
(To follow).**

**26.0 Arc21 Joint Committee Meeting Minutes of 28 April 2022.  
(Attached).**

 *Item 26. Arc 21 - JC070-26May22-Item3-JC Mins 28April22.pdf*

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**27.0 Historical Action Sheet. (Attached)**

 *Item 27. NS Historic Actions Tracker Sheet (updated June 2022).pdf*

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**NEIGHBOURHOOD SERVICES COMMITTEE 2022-2023**

<b>Date</b>	<b>Time (tbc)</b>	<b>Location</b>
22 June 2022	6.00 pm	Boardroom, Monaghan Row, Newry
17 August 2022	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 20 September 2022	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 18 October 2022	6.00 pm	Boardroom, Monaghan Row, Newry
23 November 2022	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 20 December 2022	6.00 pm	Boardroom, Monaghan Row, Newry
25 January 2023	6.00 pm	Boardroom, Monaghan Row, Newry
22 February 2023	6.00 pm	Boardroom, Monaghan Row, Newry
22 March 2023	6.00 pm	Boardroom, Monaghan Row, Newry
19 April 2023	6.00 pm	Boardroom, Monaghan Row, Newry
24 May 2023 **elections**	6.00 pm	Boardroom, Monaghan Row, Newry





**ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 18 MAY 2022**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/071/2022	Monthly Action Sheet	<p><b>Action Sheet of the Neighbourhood Services Committee Meeting held on Thursday 21 April 2022 be noted and actions removed as marked.</b></p> <p><b>In response to a query regarding progress on the siting of bee hives on the former Council landfill site at Aughnagun and a request that officers consider allowing additional bee hives to be placed there, Ms Murphy said she would get an update and advise Councillor McKeivitt.</b></p>	DSO  S Murphy	Completed	Y  Y
<b>FACILITIES MANAGEMENT AND MAINTENANCE</b>					
NS/072/2022	Christmas Illuminations and Celebrations Group Meeting – 7 April 2022	<p><b>Agreed to note the contents of the report and the Action Sheet of the Christmas Illuminations Group Meeting held on 7 April 2022.</b></p> <p><b>Also agreed to approve the</b></p>	K Scullion	Completed	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>recommendation that Dundrum be included as part of the Council's programme for the provision of pole mounted Christmas illuminations and cross street features.</b>			
<b>IN CLOSED SESSION</b>					
NS/073/2022	Business Case – Shimna River Wall Repairs – Design Team fees	<b>Agreed to note the content of the report and associated Business Case; approve the recommendation within the Business Case for Shimna River Wall repairs- Design Team Fees, that option 2 is chosen (Option 2 will see the appointment of the Council's nominated contractor under Framework Agreement 29/2019 to provide consultancy support and associated investigatory work up to RIBA Stage 3 (Developed Design) for the project.</b>	K Scullion	<b>Completed</b>	<b>Y</b>
NS/074/2022	Business Case – Maintenance and Monitoring of Council Public Space CCTV	<b>Agreed to:- Note the content of the report.</b>	K Scullion	<b>Completed</b>	<b>Y</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p><b>Approve the findings of the Business Cases presented.</b></p> <p><b>Business Case for Town Centre CCTV Analogue Fibreoptic lines to link Camera system to Monitoring Centre – Approve Option 1 - Continue with analogue line rental with the current provider pending outcome of review of Public Space CCTV for 12-month period.</b></p> <p><b>Business Case for Town Centre CCTV Monitoring – Approve Option 1 - Continue with annual monitoring contract with the current provider for 21 town centre Public Space CCTV cameras for 12-month period.</b></p> <p><b>Committee to note that both contracts will be awarded via the use of a STA.</b></p>			
NS/075/2022	Public Convenience Strategy	<b>Withdrawn from the agenda</b>			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/076/2022	Contract for the transport of Mixed Dry Recyclable Waste	<b>Agreed to approve that the contract for the receipt, storage, transfer and haulage of the Council's Mixed Dry Recyclables (MDR) waste be extended with the Council's current contractor from the 10 September 2022 for one year.</b>	S Murphy	In progress	N
NS/077/2022	Fleet Management Operator's Licence update	<b>Agreed to approve the Fleet Management Action Plan Update.</b>	S Murphy	In progress. Further update at future meeting.	Y
NS/078/2022	Estates Management and Security Update	<b>Agreed to note the content of the progress report on Estates Management and Security Audit Findings.</b>	K Scullion	Noted	Y
NS/079/2022	Arc21 Joint Monthly Bulletin – 28 April 2022	<b>Agreed to note this bulletin.</b>	J McBride	Noted	Y
NS/080/2022	Arc21 In Committee Minutes – 31 March 2022	<b>Agreed to note these Minutes.</b>	J McBride	Noted	Y
<b>FOR NOTING</b>					
NS/081/2022	Fleet replacement update	<b>Agreed to note the contents of the report.</b>	S Murphy	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/082/2022	Arc21 Special JC Minutes – 31 March 2022	<b>Agreed to mark this correspondence noted.</b>	J McBride	<b>Noted</b>	<b>Y</b>
NS/083/2022	NI Local Authority Collected Municipal Waste Management Statistics	<b>Agreed to mark this correspondence noted.</b>	J McBride	<b>Noted</b>	<b>y</b>
NS/084/2022	Historic Actions Tracking Sheet	<b>Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.</b>	J McBride	<b>Noted</b>	<b>Y</b>
<b>END</b>					

<b>Report to:</b>	Neighbourhood Services (NS) Committee
<b>Date of Meeting:</b>	22 June 2022
<b>Subject:</b>	Neighbourhood Services (NS) Directorate Business Plans
<b>Reporting Officer:</b>	Johnny McBride, Neighbourhood Services Director (Acting)
<b>Contact Officers:</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Sinead Murphy, Assistant Director: Waste Management

<b>For Decision</b>	<b>X</b>	<b>For noting only</b>	
<b>1.0</b>			<b>Purpose and Background</b>
1.1			<p>Directorate Business Plans provide an overview of planned activity for the year ahead, and contribute to the delivery of the Community Plan, Corporate Plan and other key plans and strategies. They form an essential part of the Council's Business Planning and Performance Management Framework, which demonstrates how corporate objectives are cascaded across the organisation and provides assurance that they are being delivered.</p> <p>As Directorate Business Plans are directly aligned to the achievement of the Corporate Plan, they remain fairly high level, and do not necessarily capture the core, business as usual activity that is undertaken by individual departments. Alternatively, they provide an insight into the key, overarching objectives, supporting actions and measures of success for each Directorate in the year ahead, whilst setting the context for the development of departmental Service Plans which are operational in nature.</p>
<b>2.0</b>			<b>Key issues</b>
2.1			<p><b>Assessment of Directorate Business Plans 2021-22</b></p> <p>In order to improve transparency and accountability, and facilitate a performance led approach to business planning, each Directorate has undertaken an assessment of their Business Plan 2021-22. These assessments provide an overview of the performance of each Directorate and have been used to influence the development of the 2022-23 Business Plans. This exercise is an important part of the Council's statutory responsibility to strengthen the way performance is monitored, reviewed and reported across the organisation.</p> <p>The assessment of the NS Directorate Business Plan 2021-22 is attached at <b>Appendix I</b>.</p>
2.2			<p><b>Directorate Business Plans 2022-23</b></p> <p>Directorate Business Plans 2022-23 outline the key objectives, supporting actions and measures of success each Directorate will work towards, which are aligned to the strategic objectives within the Corporate Plan 2021-23. Directorate Business Plans are also aligned to the current organisational structure and may be subject to amendment as Planning for the Future progresses.</p> <p>The NS Directorate Business Plan 2022-23 is attached at <b>Appendix II</b>.</p>

2.3	<p>It should be noted that further improvements to the business planning process are underway across the Council, particularly in relation to cascading corporate objectives in a meaningful way to employees through the introduction and roll-out of Service Plans and People Perform Grow. This process seeks to improve the use of performance measures at all levels of the Business Planning and Performance Management Framework and create a clear 'line of sight' between the work of individuals, teams and departments, and how they contribute to the achievement of Directorate Business Plans and the Corporate Plan.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>To consider and agree the:</p> <ul style="list-style-type: none"> <li>• Assessment of the NS Directorate Business Plan 2021-22</li> <li>• NS Directorate Business Plan 2022-23</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>There are no financial resources implications within this report.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p>



	<i>Rationale:</i> Consultation not required.
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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>
<b>7.0</b>	<b>Appendices</b>
	<ul style="list-style-type: none"> <li>• <b>Appendix I</b> – Assessment of the NS Directorate Business Plan 2021-22</li> <li>• <b>Appendix II</b> – NS Directorate Business Plan 2022-23</li> </ul>
<b>8.0</b>	<b>Background Documents</b>
	<ul style="list-style-type: none"> <li>• Directorate Business Plans 2021-22</li> <li>• Assessments of Directorate Business Plans 2020-21</li> </ul>

# Neighbourhood Services

## Annual Assessment Business Plan 2021-22



## Introduction

This report provides an overview of progress in delivering the Neighbourhood Services Business Plan 2021-22, across the following service areas:

### Waste Management

- Refuse Collection & Disposal
- District Cleansing
- Fleet Management & Maintenance
- Recycling

### Facilities Management and Maintenance




- Grounds Maintenance
- Buildings Maintenance
- Cemeteries & Public Conveniences
- Civic Centre Domestic Services (Receptions, Canteens, Caretakers/Security)

The delivery of the Neighbourhood Services Business Plan 2021-22 supports the achievement of the following corporate objectives, and performance has been tracked using the legend below.

**Provide accessible, high quality and integrated services through continuous improvement**



**Enhance, protect and promote our environment**



### Legend




Status	
	Target or objective achieved / on track to be achieved
	Target or objective partially achieved / likely to be achieved / subject to delay
	Target or objective not achieved / unlikely to be achieved



## Directorate objectives, supporting actions and measures of success







Directorate Objectives
<p><b>Neighbourhood Services Transformation:</b></p> <ul style="list-style-type: none"> <li>Develop and implement transformational change for the Directorate. Through this, successfully drive out the efficiencies and improvements that both Members and the public demand for the delivery of the Directorate key services.</li> </ul>
<p><b>Facilities Management and Maintenance:</b></p> <ul style="list-style-type: none"> <li>To deliver on grounds and building maintenance reactive and planned maintenance programmes.</li> <li>Provide advice, support and guidance to all departments across the Council in the management of all Council assets.</li> <li>To manage and develop the Council’s Public Toilet and Cemeteries Services.</li> </ul>
<p><b>Waste Management:</b></p> <ul style="list-style-type: none"> <li>To both manage and continuously improve the delivery of key frontline (Refuse Collection, Cleansing, Enforcement and Household Recycling Centres) and support (Business Support, Waste Processing and Fleet) services both within the Directorate and across other Directorates.</li> </ul>








Neighbourhood Services Transformation			
<b>OBJECTIVE</b>	ALIGNMENT WITH CORPORATE PLAN		
<b>Develop and implement a new neighbourhood model of providing cleansing and maintenance services</b>	Provide accessible, high quality and integrated services through continuous improvement		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Finalise a detailed vision for a new Neighbourhood Services model for NMDDC.	Q3		No progress as management focus has been on service stabilisation arising from COVID-19 impacts and progressing agreed service reviews. New Directorate vision will need to take cognisance of Planning for the Future structures.
Identify Overall Project Timeline and Key Work Packages for Neighbourhood Services Transformation.	Q3		As above
<b>OBJECTIVE</b>	ALIGNMENT WITH CORPORATE PLAN		
<b>Implement policies and procedures and monitoring arrangements to ensure</b>	Provide accessible, high quality and integrated services through continuous improvement		



<b>corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health &amp; Safety, Employment and Procurement legislation</b>			
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Complete the implementation of the Directorate Procurement Action Plan.	Q3		Significant progress continues to be made, however specific procurements are subject to delay.
Manage the actions arising from the Directorate Risk Register.	Ongoing		Key risks have been identified with key controls being implemented to achieve target risk rating



Facilities Management and Maintenance			
<b>OBJECTIVE</b> <b>Delivery of Facilities Management and Maintenance Services to meet Council needs</b>	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Develop and implement a service recovery plan in relation to COVID-19 impacts.	Q1		Service continuity continues to be reviewed as services are normalised
Finalise a new service model and structures for the Facilities Management & Maintenance Department	Q2		SMT has now identified a preferred model. Work continues to identify and address the HR and financial implications to assist with full implementation.
Progress the Department projects agreed within the Capital Programme.	Ongoing		Some projects completed e.g Warrenpoint Cemetery extension. Other cemetery extensions are progressing. Limited progress made on roll out of Public Toilet Strategy.
<b>OBJECTIVE</b>	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		

<b>Manage Council Estate in a way which promotes sustainable development and climate change adaptation</b>			
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Develop, agree and start implementation of Council Tree Strategy.	Q2		Tree work ongoing with final version of the Tree Strategy.
Review Maintenance Services to address Climate Adaptation and Carbon Reduction Strategies.	Ongoing		Department is working along with the Council's Sustainability section to implement climate adaptation and carbon reduction strategies.

Waste Management			
<b>OBJECTIVE</b> <b>Deliver a high quality, modern and flexible Refuse Service</b>	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Develop and implement a service recovery plan in relation to COVID-19 impacts.	Q1		Service continuity continues to be reviewed as services are normalised
Progress and implement new refuse collection policy and procedures	Q3		This work is pending the appointment of a permanent Director
Finalise a new refuse collection service model	Q4		This work is pending the appointment of a permanent Director
Complete a business case and outline specification for the procurement of information technology	Q4		Delayed, however, work is ongoing within the service to specify requirements and to engage with Trade Unions
<b>OBJECTIVE</b> <b>Deliver a Cleansing Service that meets the needs of the district</b>	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Develop and implement a service recovery plan in relation to COVID-19 impacts	Q1		Service continuity continues to be reviewed as services are normalised
Finalise a new cleansing service model (clarify links with Street Scene)	Q4		Work continues to finalise a new cleansing service model for the District

Support community-based cleansing programmes	Ongoing		Ongoing
<b>OBJECTIVE</b> <b>Implement an Interim Green Fleet Transition Strategy</b>	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Implement the interim fleet transition plan as agreed with the Council	Ongoing		Orders have been placed for vehicles identified for replacement.
<b>OBJECTIVE</b> <b>Review Fleet Services to ensure it meets Customer Demands into the future</b>	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Implement the fleet replacement programme in accordance with the schedule (taking cognisance of interim transition plan)	Ongoing		Orders have been placed for vehicles identified for replacement.
Complete outstanding audit recommendations to ensure on-going compliance with the fleet Operator's Licence	Ongoing		Action plan continues to be implemented and Neighbourhood Services Committee updated
Complete a review of garage workshop operations	Q2		Q2 Directorate targets for a review of garage workshop operations have not be met due to re-prioritisation exercise within Fleet Management
<b>OBJECTIVE</b> <b>Review of Household Recycling Centre Services to ensure they meet Customer Demands into the future</b>	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Develop and implement a service recovery plan in relation to COVID-19 impacts	Q1		Service continuity continues to be reviewed as services are normalised
Implement a permit system for the Household Recycling Centres	Q3		Work ongoing in relation to Phases I & II of HRC review. Introduction of a permit system has been delayed due to impact of COVID-19

Complete Phase II of the review of Household Recycling Centres	Q3		Work ongoing to complete Phase II. Target presentation to NS Committee in Q2 of 2022-23
<b>OBJECTIVE</b> Work with communities and other statutory and non-statutory agencies to tackle environmental crime	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
<b>Action</b>	<b>Timescale</b>	<b>Status</b>	<b>Progress</b>
Working with communities and other statutory and non-statutory agencies through a range of statutory and non-statutory mechanisms to tackle environmental crime	Ongoing		Ongoing

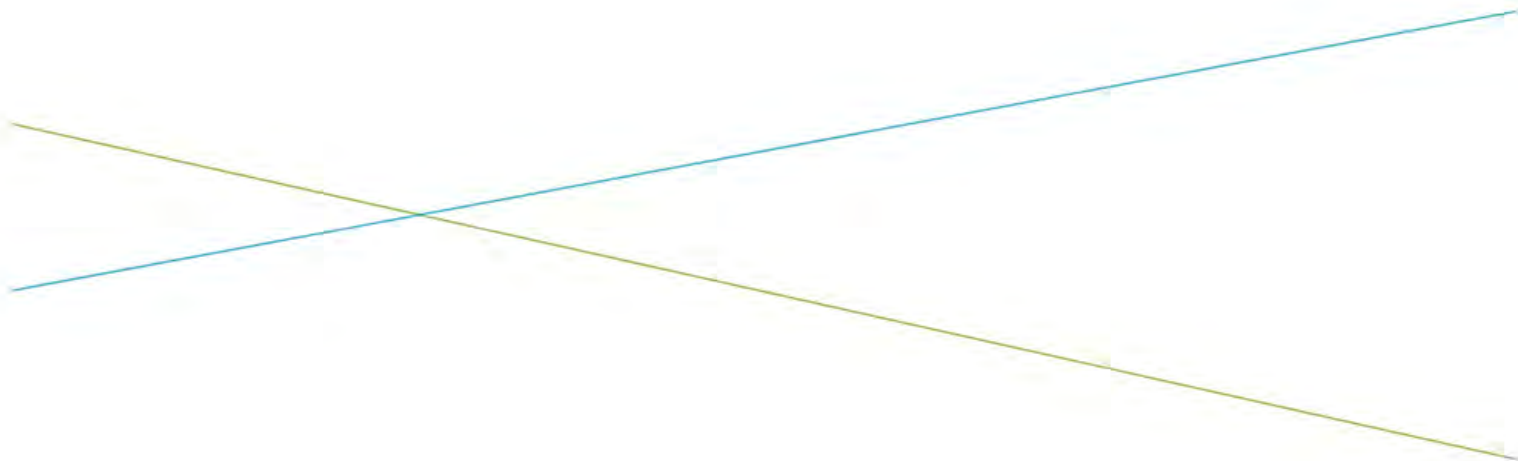
Measures of Success				
Measure	Target	Actual	Status	Explanation
Percentage of household waste collected that is sent for recycling	65% by 2030	49.2% (Q1-Q3)		The rate of recycling reduced from 51.9% in 2020-21 to 49.2% between Q1-Q3 2021-22 and falls just below the 2020 statutory target of 50%.
Amount of biodegradable municipal waste that is landfilled	No target set	2,062t (Q1-Q3)		The amount of biodegradable Local Authority Collected Municipal Waste that is landfilled is 2,062t between Q1-Q3 2021-22 and is above the 1,77t which were landfilled between Q1-Q3 2020-21. However, the Council has only used 9.8% of the 2019-20 NILAS allowance of 20,954t.
Amount of Local Authority Collected Municipal Waste arisings	No target set	67,697t (Q1-Q3)	-	The amount of local authority collected waste arisings is 67,697t for Q1-Q3 2021-22, which is above the 65,583t collected between Q1-Q3 2020-21.
Reduction in black bin waste collected	No target set	32370.67t		
Increase in mixed dry	No target set	16072.88t		



recyclables collected				
Increase in brown bin waste collected	No target set	17936.32t		
Reduction in general waste arisings at civic amenity sites	No target set	14323.77t		
Level of street cleanliness across the district	64	-	-	The 2020-21 LEAMS street cleanliness score is 64 and falls below the regional average of 65.

# Neighbourhood Services Directorate

## Annual Business Plan 2022-23



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

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- 6.0 Performance
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- 8.0 Financial Information
- 9.0 Governance Arrangements

## 1.0 Introduction

- 1.1 The Neighbourhood Services Directorate is responsible for the provision of a number of technical services, both internally to other council departments and externally to rate payers across the district. The Directorate is responsible for the primary waste management functions of Refuse Collection and District Cleansing along with the operational support to enable these services to be delivered. In addition, the Directorate has responsibility for the management and maintenance of the main corporate buildings (civic centres and depots) as well as the maintenance of other buildings and grounds owned by Council.
- 1.2 The Neighbourhood Services Directorate is seen as one of the key transformation projects for the Council. The Council has agreed to further develop this Directorate, as within this Directorate sits many of the services which affect the general environment of the district, some requiring significant improvement, such as bin collection, street cleansing and public conveniences.
- 1.3 The core responsibilities of the Directorate are:
- Waste Management**
    - **Refuse Collection & Disposal**
    - **District Cleansing**
    - **Fleet Management & Maintenance**
    - **Recycling**
  - Facilities Management and Maintenance**
    - **Grounds Maintenance**
    - **Buildings Maintenance**
    - **Cemeteries & Public Conveniences**
    - **Civic Centre Domestic Services (Receptions, Canteens, Caretakers/Security)**
- 1.4 The Neighbourhood Services (NS) Business Plan 2022-23 is focused on identifying opportunities for business recovery and transformation, in response to the COVID-19 pandemic.

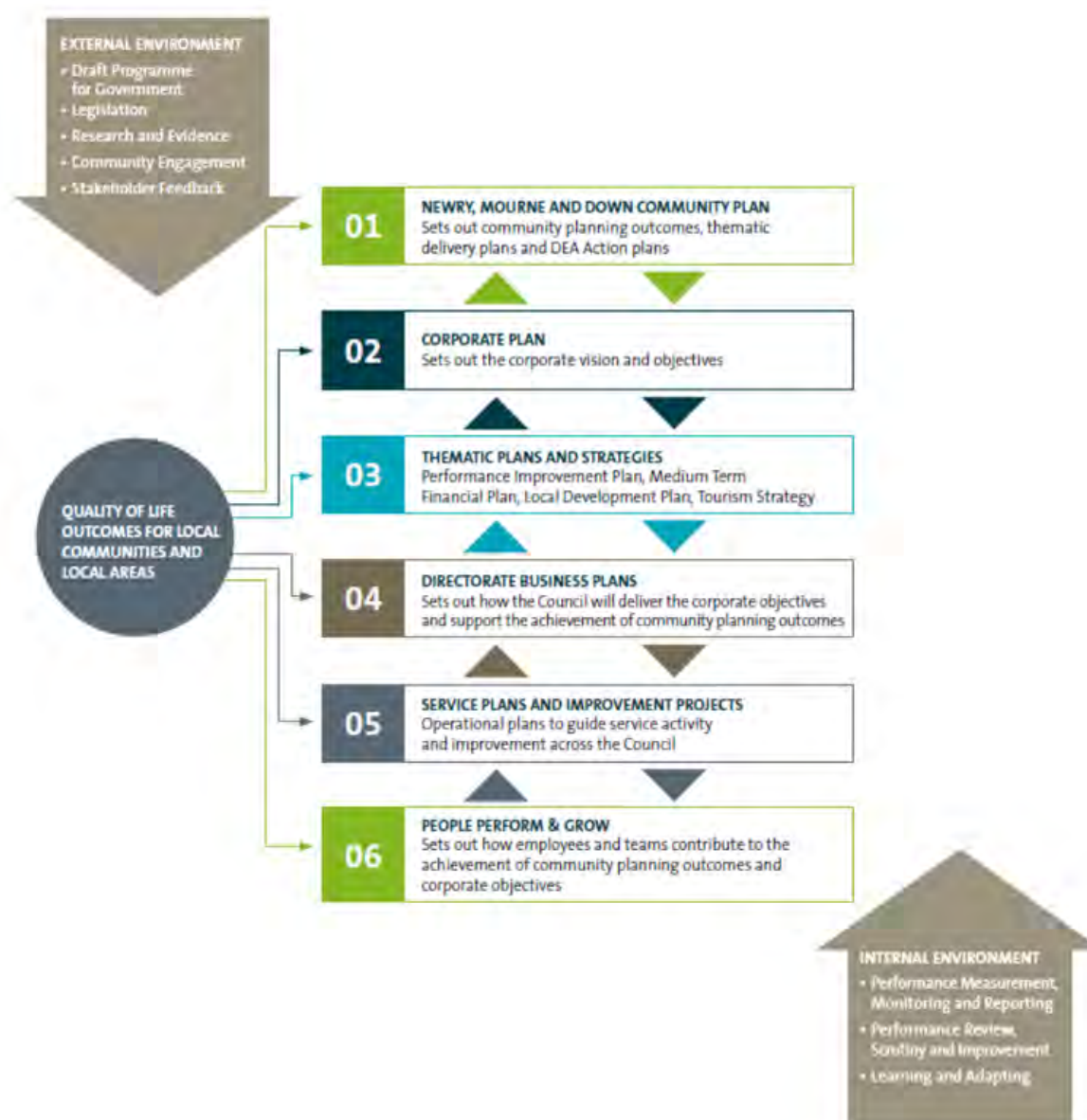
## 2.0 Background

- 2.1 The NS Business Plan is developed within the context of the Community Plan and Corporate Plan 2021-23. The Community Plan sets out the long-term outcomes for the district, based on the needs and aspirations of local people. The Corporate Plan sets out the key strategic objectives for the Council between 2021-23, and how it will contribute to achieving the community

planning outcomes.

- 2.2 The Community Plan and Corporate Plan are cross cutting and strategic in nature. They guide all activity within the organisation, as well as the subsequent allocation of resources, and sit within a hierarchy of plans, as outlined in the 'Business Planning and Performance Management Framework' (Figure 1).
- 2.3 The Business Planning and Performance Management Framework drives and provides assurance that the Council is delivering its corporate vision and priorities, whilst securing continuous improvement in the exercise of functions. It provides a mechanism to join up and cascade the various plans and strategies across the organisation, demonstrating how employees contribute to achieving community planning outcomes and corporate priorities, for the ultimate benefit of the citizens we serve.

**Figure 1: Business Planning and Performance Management Framework**



- 2.4 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the NS Business Plan provides an overview of the key operational activities for the coming year. These activities are explicitly linked to corporate objectives and coupled with 'business as usual' service delivery, provide clear direction for all employees within the Directorate (Figure 2). Directorate Business Plans are supported by Service Plans and the 'People Perform and Grow' initiative.
- 2.5 The NS Business Plan is published annually and is the basis upon which performance is managed and reviewed by the full Council, Neighbourhood Services Committee and Senior Management Team.

**Figure 2: Neighbourhood Services Alignment across the Business Planning and Performance Management Framework**



### 3.0 Purpose & Values

#### 3.1 Purpose

3.1.1 The primary purpose of the Neighbourhood Services Directorate is to develop, implement and monitor key corporate (strategic) frameworks to maintain and improve the environmental sustainability of the district through the appropriate management of waste and litter in the physical environment while also ensuring the management and maintenance of the council’s estate across the district.

#### 3.2 Values

3.2.1 The Department adheres to the Council’s values which are outlined in the Corporate Plan 2021-23:

We will be:	Which means:
Accountable	We will be accountable for how we plan for and use resources sustainably
Collaborative	We will work in partnership with others

Transparent	We will be transparent in how we make decisions
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3.2.2 In accordance with the Section 75 requirements of the Northern Ireland Act (1998), the Neighbourhood Services Directorate is committed to carrying out its functions having due regard to the need to promote equality of opportunity and regard for the desirability to promote good relations. All new and revised policies, procedures and programmes of work will be subject to an equality screening and rural needs impact assessment (where appropriate).

#### 4.0 Challenges & Opportunities

4.1 The Neighbourhood Services Directorate was established in January 2018, which was formally the Regulatory and Technical Services Directorate. The organisational design of the new Council has therefore evolved, to centralise the management of several existing Council functions as well as new powers which were transferred to the Council on the 1 April 2015.

4.2 The various (internal and external) challenges and opportunities for the Directorate are summarised as follows:

##### External Environment

- **Legislation:** Ensuring corporate legislative compliance in respect of existing and new statutory obligations in Waste, including Health & Safety and Equality (Section 75).
- **Community Planning:** Via the Environmental and Spatial Thematic Delivery Group, developing partnerships and plans that will assist in the creation of local area-based plans to deliver on the Council’s Community Plan.
- **Strategic Alliances:** Collaborating with a range of stakeholders to address the impact of covid-19, Brexit and other emerging issues.
- **Global trends:** Take account of the impact on our working and natural environment from Covid-19 pandemic, climate change, Brexit and how this Directorate can rise to the challenges these issue present.

##### Internal Environment

- **Management:** Successfully establishing the new Directorate in terms of its structure, governance and internal processes.
- **Resources:** Identifying and securing the financial and non-financial resources needed for the Directorate to deliver the key frontline service for the Directorate.
- **Performance Management:** Continually monitoring and reviewing



departments performance, highlighting areas of high-performance as well as identifying areas for intervention.

- **Transformation & Improvement:** Developing and implementing transformational change for the new Neighbourhood Services Transformation Project. Through this successfully develop and implement transformational change that drives out the efficiencies and improvements that both Members and the public demand.
- **Strategic Projects:** Ensuring the management and delivery of the Directorate's strategic projects within time, cost and quality parameters.
- **Property and Land Assets:** Successfully implementing centralised contracts and frameworks to support the effective and efficient management of the council's estate.
- **Creating a Cleaner and Greener Environment:** Aligned with the best Circular Economy practices, implementing programs that will reduce waste arisings and litter, while increasing recycling and reuse.
- **Engagement:** Encouraging communities to take pride in their areas and support the Council by helping look after our environment through initiatives and campaign.
- **Risk Management:** Managing potential risks and opportunities in achieving key actions outlined in the NS Business Plan by adhering to the Corporate Risk Management Policy and reviewing the NS Risk Register on a quarterly basis.
- **Compliance:** Establishing the necessary policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health & Safety, Employment and Procurement legislation.
- **Information Technology:** Establishing robust information technology infrastructure to support business transformation.

## 5.0 Directorate Objectives and Supporting Actions

Key Office Actions	
<p><b>Neighbourhood Services Transformation:</b> Develop and implement transformational change for the Directorate. Through this, successfully drive out the efficiencies and improvements that both Members and the public demand for the delivery of the Directorate key services.</p>	
<p><b>Facilities Management and Maintenance:</b> To deliver on grounds and building maintenance reactive and planned maintenance programmes. Provide advice, support and guidance to all departments across the Council in the management of all Council assets. To manage and develop the Council’s Public Toilet and Cemeteries Services.</p>	
<p><b>Waste Management:</b> To both manage and continuously improve the delivery of key frontline (Refuse Collection, Cleansing, Enforcement and Household Recycling Centres) and support (Business Support, Waste Processing and Fleet) services both within the Directorate and across other Directorates.</p>	
Neighbourhood Services Transformation	
<p><b>Implement policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health &amp; Safety, Employment and Procurement legislation.</b></p>	<p>ALIGNMENT WITH CORPORATE PLAN</p>
	<p>Provide accessible, high quality and integrated services through continuous improvement</p>
<b>Action</b>	<b>Timescale</b>
Full implementation of the Neighbourhood Services Procurement Action Plan	Q3
Manage the actions arising from the Neighbourhood Services Risk register	Ongoing
Implementation of improvement actions relating to the Fleet Operators Licence	Q3
Implementation of improvement actions relating to Compliance Maintenance	Ongoing
Facilities Management and Maintenance	
	ALIGNMENT WITH CORPORATE PLAN

<b>Delivery of Facility Management and Maintenance Services to meet Council needs</b>	Provide accessible, high quality and integrated services through continuous improvement
<b>Action</b>	Timescale
Implementation a new Facilities Management & Maintenance structure	Q4
Implementation of Property Maintenance Policy and Strategy	Q3
Continued implementation of the Cemeteries Extension Programme	Ongoing
Development of a Cemeteries Strategy	Q4
Development and implementation of a programme of work for the Public Convenience Strategy	Ongoing
<b>Manage Council Estate in a way which promotes sustainable development and climate change adaptation.</b>	ALIGNMENT WITH CORPORATE PLAN Enhance, protect and promote our environment
<b>Action</b>	Timescale
Agree and implement a Tree Strategy	Q2
<b>Waste Management</b>	
<b>Deliver a high quality, modern and flexible Refuse Service</b>	ALIGNMENT WITH CORPORATE PLAN Provide accessible, high quality and integrated services through continuous improvement
<b>Action</b>	Timescale
Agree and implement new Refuse Collection service model	Q4
<b>Deliver a Cleansing Service that meets the needs of the district</b>	ALIGNMENT WITH CORPORATE PLAN Provide accessible, high quality and integrated services through continuous improvement
<b>Action</b>	Timescale
Agree a new District Cleansing service model	Q2
Implementation of a new District Cleansing service model	Q4
<b>Review Fleet Services to ensure it meets Customer Demands into the future</b>	ALIGNMENT WITH CORPORATE PLAN Provide accessible, high quality and integrated services through continuous improvement
<b>Action</b>	Timescale
Continued implementation of the current Fleet Replacement Programme	Ongoing
Agree a new Fleet Replacement Programme including new capital funding and transition plan to alternative fuels	Q4
Agree a new Fleet Management service model including a new Fleet Management structure, fleet technology & garage workshop review	Q3
	ALIGNMENT WITH CORPORATE PLAN

<b>Review of Household Recycling Centre Services to ensure they meet Customer Demands into the future.</b>	Provide accessible, high quality and integrated services through continuous improvement
<b>Action</b>	Timescale
Agree a new Household Recycling Centre (HRC) service model	Q2
Implementation of a new HRC service model	Q3
Implementation of a HRC Capital Improvement Programme	Q3
<b>Work with communities and other statutory and non-statutory agencies to tackle environmental crime.</b>	<b>ALIGNMENT WITH CORPORATE PLAN</b>
	Enhance, protect and promote our environment
<b>Action</b>	Timescale
Develop and agree a new Waste Management Strategy	Q4
Continued implementation of the Enforcement Improvement Plan	Ongoing
Identify options for replacing the Strangford Road depot	Q4
Implementation of a new collaborative programme with Louth County Council	Q3

## 6.0 Performance

- 6.1 The Neighbourhood Services Directorate is responsible for key technical services, both internally to other council departments and externally to rate payers across the district. This exercise will also identify additional, suitable performance measures for the Neighbourhood Services Directorate.
- 6.2 In addition to managing and monitoring financial and human resources, the following performance measures will be monitored during 2021-22:

Measure of Success
Percentage of household waste collected that is sent for recycling
Amount of biodegradable municipal waste that is landfilled
Amount of Local Authority Collected Municipal Waste arisings
Reduction in black bin waste collected
Increase in mixed dry recyclables collected
Increase in brown bin waste collected
Reduction in general waste arisings at civic amenity sites
Level of street cleanliness across the district

- 6.3 The NS Directorate is responsible for leading the development, implementation and review of the following plans and strategies, which influence the work of the Office and Council:

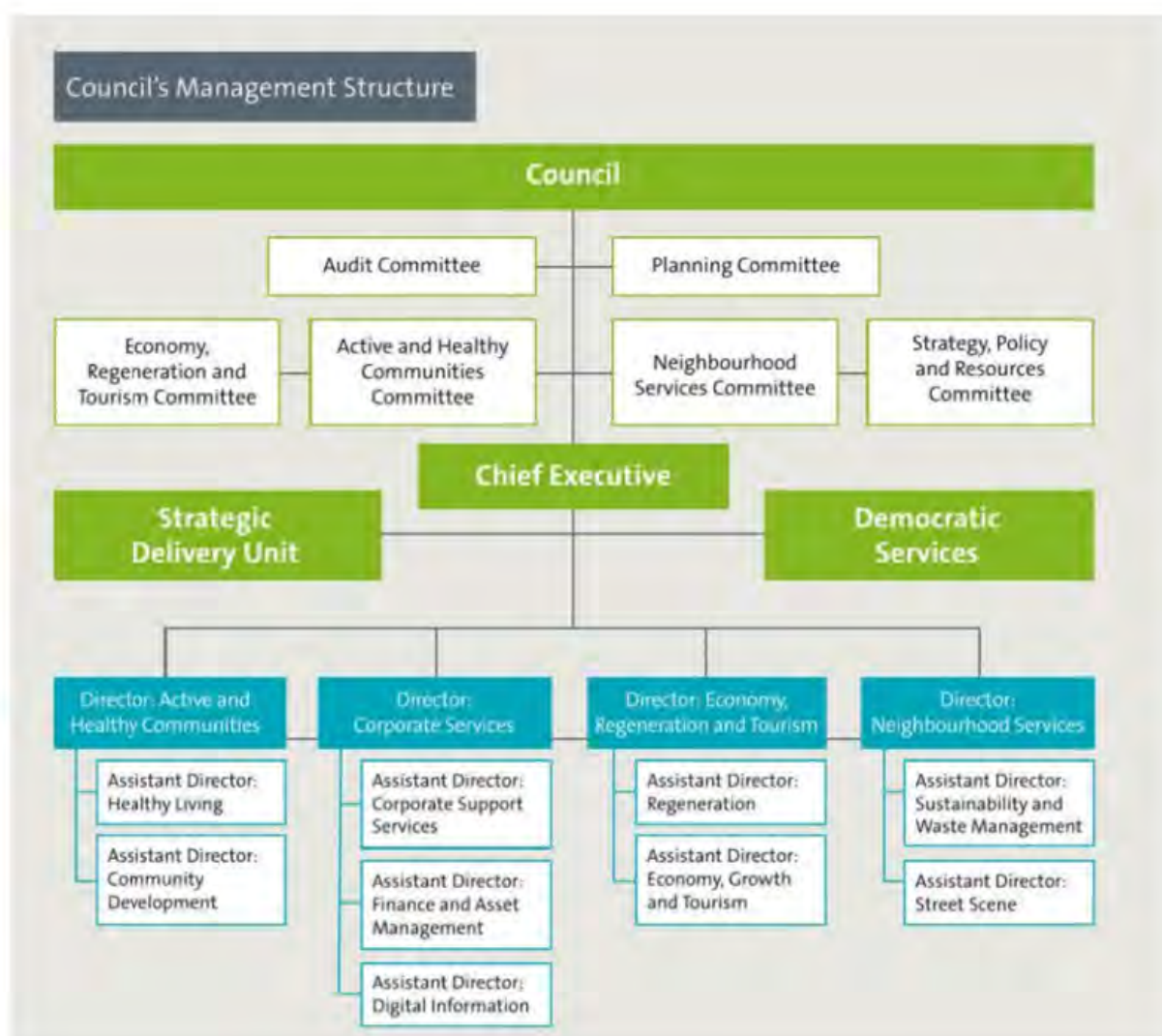
Waste Management Plan  
 NS Directorate Procurement Action Plan  
 Public Toilet Strategy  
 Tree Strategy  
 Enforcement Improvement Plan (inc Dog Fouling Strategy)  
 Phase 2 Review of Operations at Household Recycling Centres

## 7.0 Organisation and Directorate Structure

The Neighbourhood Services Directorate is one of five Directorates, which together comprise the management structure of the Council (Figure 3). The management structure of the Neighbourhood Services Directorate contains two core frontline services, namely;

- Waste Management (Sustainability and Waste Management)
- Facilities Management & Maintenance (Street Scene)

### Figure 3 - Council Management Structure



## 8.0 Financial Information

Net estimated expenditure (2021-22)	
Facilities Management and Maintenance	£6,355,724
Waste Management	£20,673,508
Directorate	£154,135
<b>TOTAL: Neighbourhood Services</b>	<b>£27,183,367</b>

## 9.0 Governance Arrangements

- 9.1 Reviewing performance and reporting progress to Elected Members and other key stakeholders facilitates transparency, accountability and improvement in everything the Council does. The governance arrangements to develop, monitor and report the Council's progress in implementing the Director's Business Plan are outlined below, and are supplemented by regular reviews by the Director and his team. The governance arrangements the Council has put in place to deliver continuous improvement are also subject an annual audit and assessment by the Northern Ireland Audit Office.

**Figure 4: Governance Arrangements**

### Full Council

- Ratification of Neighbourhood Services Directorate Business Plan
- Ratification of annual review of Neighbourhood Services Directorate Business Plan

### Strategy, Policy and Resources Committee / Audit Committee

- Scrutiny and challenge around the Duty of Improvement
- Provide assurance that performance management arrangements are robust and effective

### Neighbourhood Services Committee

- Consideration, scrutiny and approval of Neighbourhood Services Directorate Business Plan
- Consideration, scrutiny and approval of annual and bi-annual reviews of Neighbourhood Services Directorate Business Plan

### Senior Management Team

- Development, consideration and approval of Neighbourhood Services Directorate Business Plan
- Development, consideration and approval of the annual and bi-annual reviews of Neighbourhood Services Directorate Business Plan



## Ag freastal ar an Dún agus Ard Mhacha Theas Serving Down and South Armagh

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<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	22 <sup>nd</sup> June 2022
<b>Subject:</b>	Trial use of Portaloos as part of Council Public Toilet Provision
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director: Facilities Management & Maintenance
<b>Contact Officer</b>	Gail Kane, Head of Facilities Management

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

<b>For decision</b>	<input type="checkbox"/>	<b>X</b>	<b>For noting only</b>	<input type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report is to provide the Committee with a report on the trial use of portaloos undertaken over the recent Easter holiday period.
1.2	This was identified as one of the priorities for taking forward the Public Toilet Strategy by this Committee at its August 2021 meeting.
<b>2.0</b>	<b>Key Issues</b>
2.1	<p>Two DDA compliant portaloos were hired over the Easter period from Monday 11<sup>th</sup> April to Monday 25<sup>th</sup> April 2022. One was located at Victoria Lock, Newry, and the second at Kilclief Amenity Area.</p> <p>The facilities were provided by two different suppliers with both suppliers cleaning and stocking the facilities twice per week. The DDA facilities provided were not of equal standard. The facility provided at Kilclief had a hand sanitizer instead of a wash-hand basin, whereas the facility provided at Victoria Lock provided a wash-hand basin with running water. Officers were of the view that the facility provided at Victoria Lock was of a higher standard.</p> <p>Prices from both suppliers varied. The price for the installation, twice weekly clean, stocking of supplies for the 2-week period at Kilclief was £480 and for the same service provided at Victoria Lock from a different supplier was £290.</p> <p>A notice was placed at each facility advising users of the facility of the purpose of the survey and seeking their feedback. An email address was provided to allow feedback to be provided. <b>Positive feedback only</b> was received in relation to the facility provided at Victoria Lock stating that it was an excellent idea and a welcome facility. However, <b>both positive and negative</b> feedback was received in relation to the facility provided at Kilclief. Positive feedback stated it was a welcome facility for the public using the beach, however negative feedback from residents that it was an unnecessary eyesore, blocked the view and encouraged overnight stays in contravention of Council Byelaws.</p> <p>The Council's own public toilets are cleaned a minimum of twice per day so there was some concern that providing these portaloos with a much-reduced frequency of cleaning would give rise to issues concerning cleanliness.</p>

2.2	<p>This trial has provided some evidence that the provision of a public toilet facility at Victoria Lock and Kilclief would meet a need. There are no public toilets within several miles of these locations. Both locations attract significant visitor numbers throughout the year.</p> <p>Their use was more successful at the Victoria Lock site which received only positive feedback whereas there was both positive and negative feedback for the facility at Kilclief.</p> <p>Officers were concerned that the level of cleanliness of the facility would be an issue given the limited cleaning during use, but this concern did not materialise over the hire period.</p> <p>The annual cost of providing such a facility, based on the recent hire costs, would be between £15,080 and £24,960 per facility, which Officers would argue is not financially sustainable.</p>
2.3	<p>A request has also been received to include the village of Dundrum with a temporary toilet over the forthcoming summer period. Officers met with the Dundrum Village Association along with Slieve Croob Councillors last month to discuss this.</p> <p>An Officer confirmed at this meeting that as part of the Public Toilet Strategy, Dundrum, given its population, is an urban location that Council would seek to provide some form of public toilet. Under the Public Toilet Strategy deciding to provide a facility would be approached in a tiered manner.</p> <ol style="list-style-type: none"> <li>1. Is there another Council facility within the town/village that could be used?</li> <li>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?</li> <li>3. Is there a commercial business locally that is willing to put forward its facility as a Public Toilet during its opening hours?</li> <li>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).</li> </ol> <p>Given the experience of the trial of this service at both Victoria Lock and Kilclief Officers are not recommending extending this trial for the village of Dundrum.</p> <p>Consideration of a public toilet in Dundrum will be considered as part of the above tiered approach.</p>
2.4	<p>It is Officers view that the use of portaloos as part of the Council's provision of public toilets can meet temporary needs but is not a long-term option for providing a service to a specific location due to the cost and reduced ability to keep the facility clean.</p> <p>Where it is known that a particular Council facility, without its own public toilet, is likely to experience increased visitor numbers for a short duration then the provision of a portaloos is a viable option to meet the short-term increased need.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>The use of portaloos as part of the Council's provision of public toilets can meet temporary short term needs but is not a long-term option for providing a service to a specific location due to the cost and reduced ability to keep the facility clean.</p>

	Where it is known that a particular Council facility, without its own public toilet, is likely to experience increased visitor numbers for a short duration then the provision of a portaloos will be considered subject to budget availability.
	<b>Resource implications</b>
4.1	Costs attributed to the provision of portaloos will be met from the Council's Revenue Budget. Each case will be considered on case-by-case basis and will be subject to budget availability.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>

	Rural Needs Impact Assessment completed <input type="checkbox"/>
<b>7.0</b>	<b>Appendices</b>
7.1	None
<b>8.0</b>	<b>Background Documents</b>
8.1	None.

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	22 June 2022
<b>Subject:</b>	Enforcement Improvement Plan Update
<b>Reporting Officer (Including Job Title):</b>	Sinead Murphy, Assistant Director: Waste Management (Acting)
<b>Contact Officer (Including Job Title):</b>	Liam Dinsmore Head of Waste Processing and Enforcement Martin Gorman Waste Facilities & Enforcement Manager

For decision	X	For noting only											
<b>1.0</b>			<b>Purpose and Background</b>										
1.1			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 and actions for next 6-month period are as detailed below.										
<b>2.0</b>			<b>Key Issues</b>										
2.1			The current Enforcement Improvement Plan can be found in Appendix 1, with a summary of the key Action Points and progress detailed below: <table border="1" data-bbox="199 1086 1433 2038"> <thead> <tr> <th>Action Points from Report approved in March 2021</th> <th>Progress Summary Report</th> </tr> </thead> <tbody> <tr> <td>1. Trial for Enforcement /GIS Mapping App.</td> <td>Developed app now available for use by Enforcement / Authorised Council Officers Agile/mobile working IT equipment being identified by IT Manager to meet requirements</td> </tr> <tr> <td>2. Provide Benchmarking Report as to FPN issued.</td> <td>Complete and considered by Committee. Annual Performance Improvement Targets set at 90 for issue of FPN &amp; 80% payment</td> </tr> <tr> <td>3. Recruitment  Establishment: <ul style="list-style-type: none"> <li>• 4 Permanent Enforcement Staff</li> <li>• 2 Seasonal Enforcement Staff</li> </ul> </td> <td>Staffing currently is 3 no Enforcement Officers (2 X Newry + 1 X Down) <ul style="list-style-type: none"> <li>• 3 no. permanent staff in post</li> <li>• 1 no temporary staff member recruited April 2022 to replace staff member who resigned</li> <li>• 1 no. Seasonal staff member appointed 12 June 2022</li> <li>• Agency recruitment live for 1 x seasonal staff</li> </ul> Recruitment has been difficult. </td> </tr> <tr> <td>4. Additional litter bins</td> <td>Replacement programme in place for Litter bins by Head of Refuse/Cleansing</td> </tr> </tbody> </table>	Action Points from Report approved in March 2021	Progress Summary Report	1. Trial for Enforcement /GIS Mapping App.	Developed app now available for use by Enforcement / Authorised Council Officers Agile/mobile working IT equipment being identified by IT Manager to meet requirements	2. Provide Benchmarking Report as to FPN issued.	Complete and considered by Committee. Annual Performance Improvement Targets set at 90 for issue of FPN & 80% payment	3. Recruitment  Establishment: <ul style="list-style-type: none"> <li>• 4 Permanent Enforcement Staff</li> <li>• 2 Seasonal Enforcement Staff</li> </ul>	Staffing currently is 3 no Enforcement Officers (2 X Newry + 1 X Down) <ul style="list-style-type: none"> <li>• 3 no. permanent staff in post</li> <li>• 1 no temporary staff member recruited April 2022 to replace staff member who resigned</li> <li>• 1 no. Seasonal staff member appointed 12 June 2022</li> <li>• Agency recruitment live for 1 x seasonal staff</li> </ul> Recruitment has been difficult.	4. Additional litter bins	Replacement programme in place for Litter bins by Head of Refuse/Cleansing
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5. Raising Awareness	<p>Promotional Plan, as approved by Committee implemented June /July 2021</p> <p>Refer to Enforcement Improvement Update (Appendix: 1)</p>
6. Cleaner/Greener initiative	<p>Council continues to support clean-ups. 101 official requests supported since 14<sup>th</sup> April 2021 – current.</p> <p>Support provided: bags/gloves/disposal point</p>
7. Community Ambassadors	<p>Project delayed during 2021, due to Covid restrictions. Initiatives now restarted e.g., stencils to walkways and contact to groups regarding monitoring and attention to problem locations</p>
8. Public Reporting	<p>FPN and actions are included in Appendix: II of this report. FPN issued to date are in excess of target annual Performance Improvement Plan baseline set.</p>
9. School Outreach	<p>Proposal submitted to and adopted by Council to provide 10 x kitchen caddies. Caddies are available, with Sustainability currently procuring litter picks for schools.</p>
10. Communications Plan	<p>Currently outreach in this area continues. Officers are currently working with colleague from Louth County Council to promote the "Take it Home" initiative directed at members of the public who engage in littering and flyposting.</p> <p>Newry, Mourne and Down District Council launched this new public awareness campaign in partnership with Louth County Council to tackle the issue of littering and illegal dumping. The campaign features a series of 15 short videos produced by the Digital Bakery, each featuring memorable messages in relation to 'littering, illegal dumping and fixed penalties' with the aim of raising awareness and driving the behaviour change we need across both our districts. The campaign. described as an organic campaign is currently live and runs from 18 May to 21 June 2022 across Facebook and Twitter. To date this campaign has generated a reach of 26.3K and engagement of 318.</p> <p>The Campaign is considered to have been very well received and to have built, as planned, on previous initiatives, reaching additional groups.</p>

		<p>Further strands to the campaign are currently in progress:</p> <ul style="list-style-type: none"> <li>• Banners in high visibility area</li> <li>• Banners to participating school railings</li> <li>• Campaign initiative to be published through DEA Meetings</li> <li>• Campaign to be further communicated through Social Media of contributors to the Campaign.</li> <li>• On-going Litter pick initiatives to be coordinated by the Sustainability Section in the shared border area.</li> </ul>
11. Use of CCTV/Bodycams		Work in Progress. Meeting to be convened with CCTV providers to discern requirements
12. DNA Testing for dogs		Matter reviewed and recommendation for 'no action' approved by Council
13. Partnering Arrangement		NMDDC / Louth C.C. Video was launched May 2022.
14. Joint Meeting with KNIB		Meeting held with KNIB with involvement secured for publicity and photo call events during 2022.
15. Availability of Dog Waste Bags		<p>40,000 dog waste bags purchased to replenish the 9 dispenser units which have been erected in December 2021 across the District as follows:</p> <ul style="list-style-type: none"> <li>• Ashgrove Avenue, Newry (1)</li> <li>• Derrymore Rd/Main St, Bessbrook (1)</li> <li>• Clonallon Park, Warrenpoint (1)</li> <li>• Killyleagh Harbour Walkway (2)</li> <li>• Newcastle Promenade (2)</li> <li>• Warrenpoint Seafront (2)</li> </ul> <p>Indications are that bags are being used by responsible Dog Owners. Unfortunately, Dog Owners do remove more bags than are needed for immediate use, with Cleansing Services replenishing as able.</p>

2.2 **Communications/Publicity Campaign roll-out February - August 2022**

<b>Completed Program Content</b>	<b>Project Content to be delivered February 2022 - August 2022.</b>
<b>Dog-Fouling</b>  1. Publishing details of Responsible Dog Ownership	<p>1. Council has published details relating to Responsible Dog Ownership</p> <p><b>Proposal:</b> Indications from KNIB that most dog-owners are in fact responsible</p>

<p>Seek to issue Leaflet from Dog Trust.</p> <p>Use of LHLH posters to implement social media messaging regarding littering and dog fouling</p>	<p>1:1 Press Release to restate details of Responsible Dog-Ownership issued in March 2022</p> <p>1:2 Enforcement Officers on patrol in hotspot areas to approach dog-walkers and issue leaflet detail regarding Responsible Dog-Ownership</p> <p>1:3 Review of existing landing page for Responsible Dog Ownership at <a href="https://www.newrymournedown.org/dogs-and-animal-welfare">https://www.newrymournedown.org/dogs-and-animal-welfare</a></p> <p>1:4 Targeted awareness media campaigns are being undertaken to stimulate dog -fouling awareness initially at Warrenpoint Seafront, Newcastle Seafront, Crossgar, Drumaness, Killyleagh/Shrigley and Strangford in conjunction with interested Community Groups</p> <p>1:5 Awareness Campaign to highlight the problem of dog -fouling to include:</p> <ul style="list-style-type: none"> <li>- Eco-spray paint is now being used to showcase the problem more visually to dog owners to emphasize the damage their actions are having on their community.</li> </ul> <p>1:6 Consultation with other Council Departments to seek joint initiatives e.g., signage, targeted patrols, and enforcement to address issues of dog-fouling in Public Places, e.g., stencils within carparks and possibly play-areas.</p> <p>1:7 Billboard Campaign</p> <p>The Live Here Love Here billboard campaign will run 14/03/22 to 27/03/22 at the following locations.</p> <table border="1" data-bbox="448 1205 1437 1487"> <thead> <tr> <th>Area</th> <th>Location</th> <th>Design</th> </tr> </thead> <tbody> <tr> <td>Newry</td> <td>Newry, Belfast Road, at Newry Hockey Club</td> <td>Dog</td> </tr> <tr> <td>Ballynahinch</td> <td>Ballynahinch, Dromore Street</td> <td>Cup</td> </tr> <tr> <td>Downpatrick</td> <td>Downpatrick, Racecourse Road</td> <td>PPE</td> </tr> </tbody> </table> <p>1:8 Public Relations - Plan to be implemented:</p> <ul style="list-style-type: none"> <li>• Photo Opportunity to be undertaken with Chairperson of Council plus KNIB. Theme: Responsible Dog Ownership.</li> <li>• Seek to display LHLH posters to school partners boundary wall detailing key messages relating to Dog Fouling (Target September)</li> <li>• Develop PR with participating Community Groups ref: stencils and eco-paint initiatives to highlight dog-fouling. Meet with local Editors to seek engagement. (Roll-out underway)</li> <li>• PR opportunities explored with local media outlets, ongoing</li> <li>• Patrols by Enforcement Officers (ongoing, with application of stencils attracting positive response)</li> </ul>	Area	Location	Design	Newry	Newry, Belfast Road, at Newry Hockey Club	Dog	Ballynahinch	Ballynahinch, Dromore Street	Cup	Downpatrick	Downpatrick, Racecourse Road	PPE
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<p><b>Litter Awareness</b></p>	<p>2. Council has published details relating to Anti-Littering/Fly tipping</p> <p><b>Proposal</b></p>												



	<p>Continued implementation of the Enforcement Improvement Plan</p> <p>Illicit Dumping, siting of litterbins and cleansing operations.</p>	<p>2:1 Ongoing targeted awareness media campaigns to target Littering/Fly-Tipping initially at Flagstaff Newry, Warrenpoint Seafront, Newcastle Seafront, Crossgar, Drumaness, Killyleagh/Shrigley and Strangford in conjunction with interested Community Groups. Awareness campaigns to utilise signage.</p> <p>2:2 Cross Border Anti: Litter Campaign launched on 9 May 2022 to encourage visitors to our shared area not to drop litter and to 'Take it Home'.</p> <p>2:3 Cross Border awareness regarding litter, with schools in both areas undertaking a collection of litter in their area, designed to highlight the problem of littering.</p> <p>2:4 Continued support of community groups to encourage litter collection and 'Adopt a Spot' by supplying them with resources including litter pickers, bags, gloves and 'Pick Up the Poo' Dog Fouling posters/stickers/bags/chalk packs etc. Press Release/Photo call with NS Team allocating resources to groups' Project to be administered and publicised via Sustainability Section of the Council</p> <p>2:5 Publicise issue of litter-picks to schools to promote litter-awareness</p> <p>Social Media</p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> <p>2:6 Liaise with KNIB to explore and develop initiatives to highlight the impact of littering to the Marine Environment.</p> <p>2:7 Public Relations - Plan to be implemented:</p> <ul style="list-style-type: none"> <li>• Photo Opportunity to be undertaken with Chairperson of Council plus KNIB. Theme: Anti-Litter / Take it Home (This to be targeted to report as to outreach and success of Take it Home, at end June)</li> <li>• Seek to display LHLH posters to school partners boundary wall detailing key messages relating to Littering (Ongoing)</li> <li>• Photo Opportunity ref: issue of Litter picks to schools with associated Press Release</li> </ul> <p>Develop PR with participating Community Groups ref: stencils and eco-paint initiatives to highlight Littering. Meet with local Editors to seek engagement.</p> <ul style="list-style-type: none"> <li>• PR opportunities explored with local media outlets</li> <li>• Patrols by Enforcement Officers</li> <li>• Publish details of Fixed Penalty notices issued.</li> </ul>
2.3	<p>An opportunity exists for the Council to procure an externally hosted public reporting app following an initial trial period, to communicate with residents specifically in the areas of waste recycling and refuse collection and enabling residents to report issues through the App to services for action. The App which is used by other Councils in Northern Ireland includes the following features:</p> <ul style="list-style-type: none"> <li>▪ Bin collection reminders including information on collection calendars and service changes;</li> <li>▪ Information on types of waste collected by refuse collection and receipted at Household Recycling Centres;</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ The dissemination of Council news in relation to service provision and waste recycling initiatives;</li> <li>▪ Waste hierarchy information &amp; article links to external websites</li> <li>▪ Top Reduce/Re-use/Recycling Tips</li> <li>▪ The reporting of environmental issues such as dog-fouling, fly-tipping, littering etc</li> </ul>
2.4	This review highlights many of the actions taken since the Enforcement Improvement Plan was agreed by Committee in March 2021. It is proposed that going forward the key actions will be reviewed and incorporated into a timebound programme of work with key actions and milestones reported to Committee at an agreed frequency. Elected Members are requested to approve this approach going forward into 2022/23 and annually thereafter.
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• <b>To note the content of this update report</b></li> <li>• <b>To agree to review of key actions from the Enforcement Improvement Plan to be incorporated into a timebound programme of work for 2022/23 and annually thereafter.</b></li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	Following the initial trial period of the public reporting app, for a three-year period the cost of the app is £7,500. This will be procured via a Direct Award as the app is widely used in other Councils in Northern Ireland and would be easy to replicate in this Council. This will be funded through the existing 2022/23 Waste Management budget.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p><b>N/A</b> <span style="float: right;"><input checked="" type="checkbox"/></span></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <span style="float: right;"><input type="checkbox"/></span></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <span style="float: right;"><input type="checkbox"/></span></p>

<p>5.3</p>	<p><b>Proposal initiating consultation</b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<p><b>6.0 Due regard to Rural Needs (please tick all that apply)</b></p>	
<p>6.1</p>	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
<p><b>7.0 Appendices</b></p>	
<ul style="list-style-type: none"> <li>• Appendix I: Enforcement Improvement Plan November 2021</li> <li>• Appendix II: Fixed Penalty Notice Report</li> <li>• Appendix III: LHLH Billboard Designs</li> </ul>	
<p><b>8.0 Background Documents</b></p>	
<p>8.1</p>	<ul style="list-style-type: none"> <li>• Notices of Motion (February 2019)</li> <li>• Elected Member workshop on the issue on the 22 March 2019, as considered 19 June 2019</li> <li>• NS Committee Report (August 2020 and March 2021)</li> <li>• Live Here Love Here Assets (Static Assets for Dog Fouling &amp; Litter for use on Social Media Channels/Paid Campaign on Facebook)</li> <li>• Enforcement Improvement Plan March 2021</li> <li>• Enforcement Improvement Plan August 2021</li> <li>• Enforcement Improvement Plan November 2021</li> </ul>

**Appendix I: Enforcement Improvement Plan November 2021**

Please see separate pdf

## Appendix II: Fixed Penalty Notice Report

### 1. Background

- 1.1 A Fixed Penalty Notice (FPN), as issued must comply with a Procedure requiring Name and Address for person against notice is to be served. As such some notices may take several months to be processed pending response to information enquiries issued to external parties and other agencies.

### 2. FPNs issued

- 2.1 FPN as issued in last 2 financial years as follows:

- April 2020/March 2021 = 58 issued with 33 (56.9%) Paid
- April 2021/March 2022 = 118 issued with 100 (84.75%) Paid

The set annual PIP target of 90 FPNs to be issued for dog fouling, illicit dumping and littering was exceeded with 118 issued.

- 2.2 Fixed penalty notices served and enquiries in process in 2021/2022 financial year to date are as follows:

Month	FPN Issued		FPN Paid		Enquiries in Process	
	Dog Foul	Litter/FT	Dog Foul	Litter/FT	Dog Foul	Litter/FT
April	9	1	2	1	-	-
May	3	10	2	8	-	-
June	9	9	9	6	-	2 - Legal
July	2	16	2	15	-	2 - Legal
August	0	9	0	9	-	1
September	0	6	0	6	-	1
October	1 - Legal	7	0	6	-	2
November	1	9	1	8	-	1
December	0	0	0	0	-	3 (1 - Legal)
January	1	7	1	7	-	10
February	1	8	0	7	-	-
March	2	7	2	7	-	-
<b>Total April 2021 - March 2022</b>	<b>29</b>	<b>89</b>	<b>20</b>	<b>80</b>	<b>-</b>	<b>22</b>
April	0	3	0	2	-	-
May	2	10	2	8	-	-
<b>Totals to date</b>	<b>31</b>	<b>102</b>	<b>22</b>	<b>90</b>	<b>-</b>	<b>22</b>

- 2.3 A total of \*118 FPNs (does not include April & May 2022) have been issued by Council Enforcement Officers between 1 April 2021 – 31 March 2022, with a consistent, averaging trend of 10 FPNs issued per month. Further enquiries are pending, which are all related to incidents of Fly tipping/Littering/Dog Fouling.

It is anticipated that the majority of pending enquiry notices will result in Enforcement action

- 2.4 Of the 118 FPNs issued up to 31 March 2022, 24.58% relate to incidents of Dog Fouling, with 75.42% relating to incidents of Littering/Fly tipping
- 2.5 Enforcement officers are continuing to follow up on the remittance of overdue fines.
- 2.6 Six case files relating to littering (4) and fly tipping (2) offences were progressed for Court proceedings. As anticipated, the Court awarded a higher fine. It is proposed that detail advising that outcome of legal proceedings highlighting a higher fine was imposed is publicised as appropriate.

### Appendix III: Live Here Love Here Billboard Designs

#### Dog:



#### Cup:




**PPE:**








**Take it Home:**





Theme	Supporting Action	Timeframe	Comments	Progress Updates as at August 2020/March 2021:	Status	Comment as at 22 June 2022
<b>Management Information</b>	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><b>August 2020:</b> 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><b>March 2021:</b> Two Council web applications for the recording, categorisation and mapping of fly-tipping incidents in development by the GIS Officer.</p> <p>Trial underway of Enforcement GIS mapping app. Anticipated rollout April/May 2021</p>		<p><b>In Progress:</b> GIS mapping app finalised and currently on trial by Enforcement / Authorised Council Officers. Officers to feedback to GIS Officer as to any issues presenting</p> <p>Procurement of public facing app to assist reporting fly tipping/ dog fouling issues and to provide current information on methods of waste disposal/recycling underway.</p> <p>These developments will facilitate the identification of "hotspots" to improve targeted enforcement.</p>










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 &amp; corresponding targeting of resources.</p>	<p><b>August 2020/March 2021:</b> 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><b>In Progress:</b> 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><b>August 2020:</b> 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><b>March 2021:</b> 2019/2020 NMDDC LEAMS score = 64</p>		<p><b>In Progress:</b> 2021/2022 target to achieve or surpass NI average 2020/2021 LEAMS = 65</p> <p>2020/2021 NMDDC LEAMS score = 64</p> <p>Monitoring of performance via LEAMS score to continue for 2021/2022.</p>
Collection & analysis of benchmarking information with	S/T	Continual performance & process (activity) benchmarking with other Councils, specifically in relation to	<p><b>August 2020:</b> We continue to work with Keep NI Beautiful to track our performance over time.</p>		<p><b>Completed:</b> Press release observed highlighting low levels of FPNs issued South of Ireland in 2020.</p>

	other (NI) Councils		LEAMS scoring & the issuing of Fixed Penalty Notices (FPNs) will inform the development of new actions.	<p>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><b>March 2021:</b> Benchmarking information provided to Council December 2020.</p>		<p>Monthly tracking in progress for FPNs issued by Enforcement Team and payments</p> <p><b>In Progress:</b> Request statistics for England, Wales, Scotland for benchmarking</p> <p>Meeting to be convened with Departments Heads as stated</p>
<b>Legal Provisions &amp; Policy</b>	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.	<b>August 2020/March 2021:</b> 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		<b>Action Required:</b> 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	M/T	Enabled by Article 28 of The Waste & Contaminated Land (NI) Order 1997. Will require	<b>August 2020:</b> Work was underway with the Senior Environmental Health		<b>Ongoing:</b> Monthly Enforcement Team Review meeting extended to Heads of EH & Cleansing and





	unlawfully deposited (fly-tipping)		legal clarification & (potentially) supporting protocols.	<p>Officer to identify areas of responsibility.</p> <p>Progress halted by COVID, however, will be continued as soon as feasible.</p> <p><b>March 2021:</b> Joint working in place with EH Officers</p> <p>Wastes dumped in private gardens addressed by EH and wastes dumped on lands in country side by Enforcement</p>	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><b>August 2020:</b> 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><b>March 2021:</b> Enforcement Section appointed 2 x Permanent staff 1<sup>st</sup> November 2020 with training concluded 31<sup>st</sup> December</p>	<p><b>Completed:</b> 1 X Temporary Enforcement Officer appointed into post April 2022 following resignation of permanent staff member.</p> <p>1 X Seasonal Officer appointed into post 12<sup>th</sup> June to 31<sup>st</sup> August 2022</p> <p><b>In Progress:</b> Recruitment process also currently underway for a seasonal enforcement officers.</p> <p>Intention for Seasonal Officers to be strategically assigned to identified "hotspots" where there has been an increase in dog-fouling and littering offences.</p>

	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.	<b>August 2020/March 2021:</b> Policy has been developed and approved by Council.	  <b>Completed:</b> 264 complaints regarding Littering, 238 regarding dog fouling incidents, 541 regarding fly tipping and 174 regarding fallen animals received for action by Enforcement Team from 01/04/2021-31/03/2022  15 specific requests for additional litter bin provision actioned by Cleansing section.  Cleansing section consulted on requests received  <b>In Progress:</b> Further litter bin review with Head of Cleansing in light of current littering issues.
<b>Awareness Raising &amp; Education</b>	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.	<b>August 2020/March 2021:</b> With the COVID pandemic, the Strategy was 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.	  <b>Completed:</b> Public information as to issues of Fly tipping/Littering and Responsible Dog-Ownership updated to Council web site and social media platforms – June/July 2021  Enforcement representation at NIDAG Group meetings since February 2021  <b>In Progress:</b> Detail ref Responsible dog ownership provided to Head of Licensing for inclusion on dog-licence registration form




					<p>Collaborative joint Enforcement / Licensing officer patrols to be conducted in identified "hotspot" areas</p> <p>Seasonal Enforcement 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.	<b>August 2020/March 2021:</b> Reviewed by the Head of Sustainability, decided to not proceed with the project in the future.		<p><b>Completed</b> Interest in clean-ups remains significant with 101 official requests supported since relaunch 14<sup>th</sup> April 2021 until present</p> <p>Raise with Head of Sustainability as to continuation arrangements for 2022/2023</p>
Temporary suspension of cleansing regimes	S/T	Consider the feasibility of suspending local cleansing regimes to highlight the scale of the problem in local hot-spots.	<b>August 2020/March 2021:</b> Please refer to Head of Refuse and Cleansing for update.		<p>Not progressed</p> <p><b>Action Required</b> Please refer to Head of Refuse and Cleansing for update.</p>
Signage	S/T	Consider the erection of suitable signage at all Council land assets (i.e. play parks etc.). Possible financial implications.	<b>August 2020/March 2021:</b> Recommend that signs should be erected however, cannot progress due to budgeting issues.		<p><b>In Progress</b> Seek Departments to review this aspect and to provide low cost identifiable signage under 2022/2023 rates estimate provision</p>
Community Ambassadors	M/T	Opportunity to appoint local ambassadors to supplement Council enforcement activities to approach offenders in	<b>August 2020/March 2021:</b> Work had begun with Tidy NI regarding a Dog Fouling pilot with local ambassadors,		<p>This Project has commenced with outreach to a number of community groups to undertake stencilling related to dog fouling and littering.</p>




		local areas. Will require legal clarification & risk assessment.	however, progress has halted due to the COVID pandemic.		<p><b>In Progress:</b> As an alternative joint Enforcement / Dog Warden patrols to be set up at key sites:</p> <ol style="list-style-type: none"> <li>1. Dog Licence</li> <li>2. Carrying of dog waste bags</li> <li>3. Dog chipped/licensing</li> <li>4. Education</li> </ol>
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.	<p><b>August 2020:</b> 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.</p> <p><b>March 2021:</b> All FPNs are continually recorded and are mapped</p>		<p><b>Completed:</b> All FPNs continue to be recorded and mapped</p>
Local Schools Education Programme	M/T	Develop an education programme for local schools highlighting the health and environmental hazards of dog fouling, littering & fly-tipping. Links with Environmental Health.	<p><b>August 2020:</b> We were in contact with Patrick McShane regarding uptake. Progress has halted with the COVID pandemic, will continue once feasible</p> <p><b>March 2021:</b> Schools reopening w/c 08/03/2021 on phased basis</p>		This Project is in progress and due to fully recommence in Quarter 2 of 2022/23 with the issuing of litter pickers and food waste caddies to schools as previously approved by Council in May 2021
Local Community Reporting (including	M/T	Will require legal clarification & an assessment of data	<p><b>August 2020/March 2021:</b> Legal opinion was sought.</p>		<p><b>Completed:</b></p>

	naming & shaming of offenders)		protection implications etc.	<p>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.</p> <p>We could however, present data visually by postcode for example and community level reporting would be possible.</p> <p>Possible discussion to be had with the GIS team.</p>	<p>FPN reported to NS Committee and to be provided monthly.</p> <p><b>In Progress:</b> Extended plans to report monthly figures by DEA on the Council Website with a view to going live in Quarter 2 2022/2023.</p>
Communications	S/T	Raise awareness of related littering and dog-fouling issues		<p><b>August 2020:</b> This aspect due for release</p> <p><b>March 2021:</b> Target roll out end - March 2021</p> <p><b>June 2021:</b> Joint initiative with Louth CC on Anti-Flytipping video launched in May 2022</p> <p>LHLH Anti-Littering &amp; Responsible Dog Ownership Comms Project – Rolled out June/July 2021</p> <p>Public information as to issues of Fly tipping/Littering and Responsible Dog-Ownership updated to Council web site – June 2021</p>	<p><b>In Progress:</b></p> <p>Monthly FPN stats provided to NS Committee Bill-board advertising ref: Dog-fouling / Anti-Littering</p> <p>Lobby Central Govt to raise fines</p> <p>Radio advertising ref: reporting of littering/flytipping and dog-fouling</p> <p>Use of CCTV/Body Cameras</p> <p>Chalk stencilling at hotspots</p>

	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.	<p><b>August 2020/March 2021:</b> Unaware of grant aid funding or other income to support anti-dog fouling, littering &amp; fly-tipping activities.</p> <p>However, there is an opportunity to discuss with "Live Here, Love Here" for support in the activities.</p>		<b>Action Required:</b> Raise with Head of Sustainability
<b>Technology</b>	CCTV	M/T	Explore the feasibility of using temporary / mobile CCTV to support enforcement activities.	<p><b>August 2020/March 2021:</b> Protocol and Policy needs to be developed by Facilitates to progress this action.</p> <p>Possibility of receiving grant aid from NIEA.</p>		<p><b>In Progress:</b> Discussion underway to implement appropriate CCTV and bodycams.</p> <p>Engagement with neighbouring/other Councils currently availing/utilising cameras to explore best fit solution and policy development requirements</p>
	Bodycams & Hand-held Devices	M/T	Explore the potential use of Bodycams to collate evidence & hand-held devices to process FPNs.	<p><b>August 2020/March 2021:</b> Once all necessary staff has been recruited a pilot will be conducted.</p>		<b>As above</b>
	DNA Testing for Dog Waste	L/T	This option is not feasible	N/A		<p><b>No further action to be progressed at this time</b></p> <p>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 brought into Council District from other locations.</p> <p>1. Cost at approx. £44 per initial sample to identify dog</p>



						2. Cost of tests thereafter £70 per sample not including collection costs
	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.	<b>August 2020/March 2021:</b> Please refer to the Head of Refuse and Cleansing.		<b>Action Required:</b> Review of District Cleansing services across the district currently in progress with Head of Refuse & Cleansing
<b>Partnership Working</b>	Louth County Council Joint Working	S/T	Prepare action plan with Louth County Council to address shared fly-tipping issues.	<b>August 2020:</b> Last meeting was held on 13 <sup>th</sup> March 2020 regarding the action plan, however due to the COVID pandemic, process has halted. Work will continue once feasible.  <b>March 2021:</b> Target delivery for promotional video of 30 June 2021  <b>June 2021:</b> Joint initiative with Louth CC on Anti-Flytipping video launched in May 2022		<b>Completed:</b> Promotional video regarding Fly-Tipping along shared border areas was launched  Louth County Council Joint Working continuing to meet and work together on related issues.
	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.	<b>August 2020/March 2021:</b> Currently working with NIEA and Louth County Council regarding actions/implementations to support the improvement plan.		Current collaborative engagement with ABC Council Neighbourhood Environmental & Community Engagement team

				<p>Work in currently on hold with the COVID pandemic, will continue once feasible.</p> <p><b>Completed:</b> NIEA contacted and have recently collaborated to remove wastes in South Armagh area. Further meetings programmed</p>		
	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)	<p><b>August 2020:</b> Currently working with the Dog's Trust and using their PR material to promote responsible dog ownership.</p> <p><b>March 2021:</b> No progress due to Covid</p>		<b>Action Required:</b> Re-engagement of relevant internal sections to continue to develop a partnership approach with The Dog's Trust to encourage responsible dog ownership.
	Keep NI Beautiful	S/T	Work with Keep NI Beautiful to review improvement plan & support improvement initiatives.	<b>August 2020/March 2021:</b> 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.		<b>Action Required:</b> Meeting to be convened Enforcement, Cleansing Services and KNIB.
<b>Resources</b>	Recruitment	S/T	Complete recruitment to seasonal & permanent posts.	<p><b>August 2020:</b> Two seasonal enforcement officers have been recruited starting Monday 27<sup>th</sup> July 2020. Interviews for two permanent enforcement are due to take place Friday 7<sup>th</sup> August 2020.</p> <p><b>March 2021:</b> Permanent appointments made October 2020</p>		<p><b>Completed:</b> 1 X Temporary Enforcement Officer appointed into post April 2022 following resignation of permanent staff member.</p> <p>1 X Seasonal Officer appointed into post 12<sup>th</sup> June to 31<sup>st</sup> August 2022</p> <p><b>In Progress:</b></p>

					<p>Recruitment process also currently underway for a seasonal enforcement officers.</p> <p>Intention for Seasonal Officers to be strategically assigned to identified "hotspots" where there has been an increase in dog-fouling and littering offences.</p>
	Enforcement Workforce Plan	M/T	Identify future workforce requirements to support improved enforcement performance. Enabled by Neighbourhood Services Transformation Project (NSTP).	<p><b>August 2020:</b> Assessed and proposed to increase enforcement bodies by using private firms or council staff with targeted initiatives.</p> <p>Plan to also have 4 permanent enforcement officers and 4 seasonal.</p> <p><b>March 2021:</b> Enforcement establishment set at 2 X Seasonal and 4 X Permanent</p>	<p>No further action</p>
<b>Performance Management</b>	Performance Indicators	S/T	Develop a suite of performance indicators to support enforcement improvement plan.	<p><b>August 2020:</b> 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><b>March 2021:</b> 2019/20 (54 FPN)</p>	<p><b>Completed:</b></p> <p>2021/2022 YTD FPNs issued are currently significantly surpassing 2019/20 and 2020/21 totals demonstrating a 65% increase</p> <ul style="list-style-type: none"> <li>• 2019/20 (54 FPN)</li> <li>• 2020/21 (52 FPN)</li> <li>• 2021/22 (118 FPN)</li> <li>• 2022/23 (15 FPN) YTD</li> </ul>



<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	22 <sup>nd</sup> June 2020
<b>Subject:</b>	Review of Council Bus Shelter Policy
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director of Facilities Management & Maintenance
<b>Contact Officer</b>	Gail Kane, Head of Facilities Management

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

<b>For decision</b>	<input type="checkbox"/>	<b>For noting only</b>	<input checked="" type="checkbox"/>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	To note the review of the current Bus Shelter Policy has been carried out in accordance with Council Policy.
<b>2.0</b>	<b>Key issues</b>
2.1	<p>The Council is empowered under the Roads (Northern Ireland) Order 1993, with the consent of the Department for Infrastructure (Northern Ireland) to erect and maintain on any road within the district, shelters for the protection from weather of persons waiting to use public transport.</p> <p>The Council adopted its current policy at its Monthly Meeting held on 7<sup>th</sup> September 2015. A report on the review of the current policy was provided to this Committee in October 2022. A copy of this report is attached at Appendix 1. The 2020 report recommended that Officers proceed to review current Bus Shelter Policy and revert to Committee with a revised policy.</p>
2,2	Officers have completed their review in accordance with Council policy and presented at Appendix 2 for noting is the revised policy. Also attached at Appendix 3 is a copy of the Bus Shelter Management Plan referred to within the policy,
<b>3.0</b>	<b>Recommendations</b>
3.1	Note the content of the report.
<b>4.0</b>	<b>Resource implications</b>
4.1	Provision of new or replacement bus shelters is resourced through the Council's Capital Programme with maintenance costs resourced through the Council's Maintenance budget.
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
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><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input 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	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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><b>Appendices</b></p>
	<p><b>Appendix 1:</b> Review of Council Bus Shelter Policy Report October 2020</p> <p><b>Appendix 2:</b> Bus Shelter Policy 2022</p> <p><b>Appendix 3:</b> Bus Shelter Management Plan 2022</p>
8.0	<p><b>Background Documents</b></p>
	<p>None</p>

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	20 <sup>th</sup> October 2020
<b>Subject:</b>	Review of Council Bus Shelter Policy
<b>Reporting Officer</b>	Kevin Scullion, Assistant Director of Facilities Management & Maintenance
<b>Contact Officer</b>	Gail Kane, Head of Facilities Management

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

**For decision**  **For noting only**

<b>1.0</b>	<b>Purpose and Background</b>
1.1	To commence the review of the current Bus Shelter Policy with a view to Officers preparing a revised Bus Shelter Policy for adoption by Council.
1.2	<p>The Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department of Regional Development to erect and maintain on any road within the district, shelters for the protection from weather of persons waiting to use public transport.</p> <p>The Council adopted the current policy, which is attached at Appendix 1, at its Monthly Meeting held on 7<sup>th</sup> September 2015. The policy states that it will be reviewed together with any wider strategic review of assets but not more than (sic) 4 years from adoption.</p> <p>The policy as structured provides a policy statement on the provision of bus shelters followed by a procedure for their erection/removal.</p>
1.3	The number of bus shelters currently provided by the Council is approximately 300 across the district. This will be supplemented with bus shelters provided by other providers such as Translink.
1.4	<p>When the Council receives an application for a bus shelter it has agreed that it will first write to Translink and seek their view as to whether they would propose to consider the application under their scheme for bus shelter provision. Where Translink undertake this review and conclude that they will not meet the bus shelter request, as it does not meet their criteria, then the Council has agreed to consider the application under its criteria.</p> <p>Whist such an approach was agreed to ensure best use of Council resources the outrunning of this process has not proved effective or efficient. Translink have been slow to confirm whether they will proceed with an application and where they have confirmed that they intend to proceed the application has not progressed we understand due to no budget availability.</p> <p>The consequence of this is that there is considerable delay in Council processing applications.</p>

1.5	Anecdotally it is believed that particularly in some rural areas there are bus shelters which were installed to meet a specific need which existed at the time which has subsequently receded resulting in the bus shelter no longer being used.
<b>2.0</b>	<b>Key issues</b>
2.1	<ul style="list-style-type: none"> <li>• Whilst the Council has no statutory responsibility to provide bus shelters, it is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department of Regional Development to erect and maintain bus shelters.</li> <li>• The Council has an agreed policy on how it will exercise this discretionary function, which was adopted in 2015 and is now due a review.</li> <li>• The Council over the years has invested significant capital and revenue resources in the provision of bus shelters, having an estimated 300 bus shelters across the district.</li> <li>• Translink are also a provider of bus shelters across the district, and they too operate this function with their own agreed policy.</li> <li>• In recent years the Council has attempted to coordinate its provision of bus shelters in a way which takes account of Translink's programme for the provision of bus shelters in this area so that the Council may focus its resources on those shelters which Translink are not proposing to provide. This has not proved to be successful.</li> </ul>
<b>3.0</b>	<b>Recommendations</b>
3.1	<ul style="list-style-type: none"> <li>• Note the content of the report.</li> <li>• Officers proceed to review current Bus Shelter policy and revert to Committee with a revised policy.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>In relation to preparation of a revised Council Bus Shelter Policy this will be Officer time only.</p> <p>Within the Council's current Capital Programme, a sum of £135,000 has been allocated over the four-year programme for the provision of new and replacement bus shelters.</p> <p>Maintenance costs for existing shelters are funded through the Council's centralised building maintenance revenue budget.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b>



	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations	<input checked="" type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>	
5.3	<p><b><i>Proposal initiating consultation</i></b></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input 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>	
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>	
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input 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>	
<b>7.0</b>	<b>Appendices</b>	
	Appendix 1: Newry, Mourne & Down District Council Bus Shelter Policy. Bus Shelter Policy 2015 Version 1.3	
<b>8.0</b>	<b>Background Documents</b>	

	None

**Newry, Mourne and Down District Council *Bus Shelter Policy***  
Bus Shelter Policy 2015 Version 1.3

**1. Title**

Bus Shelter Policy

**2. Statement**

Newry, Mourne and Down District Council ("the Council") is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department of Regional Development to erect and maintain on any road within the District, shelters for the protection from the weather of persons waiting to enter public service vehicles.

Council will erect a bus shelter following local representations where there is shown to be a "need", providing the location does not present a safety or nuisance problem and adequate funding is available.

Bus shelters are provided, particularly for those who have to use public services who may have to stand out in inclement weather.

Relocation of bus shelter should only take place as a result of either road realignment or the bus companies relocating their bus stops. However, it is recognised that from time to time individual requests may arise for relocation of bus shelters and these will be considered by Council on a case by case basis.

**3. Aim**

The aim of this policy is to ensure the Council is consistent in the application of processes to consider the provision of Bus Shelters.

**4. Scope.**

This Policy applies to the erection or removal of bus shelters by Newry, Mourne and Down District Council.

The Policy applies to all those who are involved in the erection and removal of bus shelters by Newry, Mourne and Down District Council (including but not limited to employees, agency staff, elected members, other public representatives, contractors, agents, consultants, servants of the Council.) All parties referred to above are responsible for complying with the Council's Bus Shelter Policy and Procedures. Non-compliance with the Council's policy and procedures may result in the Council breaching its' legal obligations.

## **5. Related Policies/Legislation**

The Local Government Miscellaneous Provisions (NI) Order 1985

## **6. Definitions**

*"Need" will be defined as the usage being a minimum of 20 passengers over the period of a day in urban areas and 10 passengers over the period of a day in rural areas.*

This information must be confirmed by Translink or other recognised service provider such as the relevant Education Board (e.g. SELB).

## **7. Policy Owner**

Facilities Management and Maintenance Department

## **8. Contact details in regard of this policy are:**

Kevin Scullion, Assistant Director: Facilities Management and Maintenance

## **9. Policy Authorisation**

MT Authorised on - Not applicable

Development Committee Authorised on 19<sup>th</sup> August 2015

Council Authorised on 7<sup>th</sup> September 2015

## **10. Policy Effective Date 7<sup>th</sup> September 2015**

## **11. Policy Review Date**

*The policy will be revised together with any wider strategic review of assets but not more 4 years from adoption.*

## **12. Procedures**

*Procedures for must be adhered to in the delivery of this Policy.*

## **13. Equality Impact Assessment**

*While the Council will equality screen the Bus Shelter Policy, at this stage of development it is not envisaged it will be required to be subject to an equality impact assessment.*

Bus Shelter Installation and Removal Procedures January 2015 Page 1

**Newry, Mourne and Down District Council  
Procedures for Erection/Removal of Bus Shelters  
MUST be read in conjunction with Policy for Bus Shelters**

## Bus Shelter Installation and Removal Procedures January 2015 Page 2

### 1.0 Background

Bus shelters are provided particularly for those who have to use public services and may have to stand out in inclement weather.

Council will provide a bus shelter where there is shown to be a need, providing the location does not present a safety or nuisance problem and adequate funding is available.

Relocation of bus shelter should only take place as a result of either road realignment or the bus companies relocating their bus stops. However, it is recognised that from time to time individual requests may arise for relocation of bus shelters and these will be considered by Council on a case by case basis.

### 2.0 Procedures for approval/rejection of application to install a bus shelter

Council will not actively seek to install Bus Shelters.

Consideration will be given to the provision of Bus Shelters on the basis of local representations.

All requests for Bus Shelters will be recorded and dated on receipt and provision will be on a first come basis (subject to budget availability).

Need will be established through liaison with Translink or other recognised service provider, such as the relevant Education Board (e.g. SELB), and written confirmation of usage numbers. Usage must be a minimum of 20 passengers over the period of a day in urban locations and 10 passengers over the period of a day in rural locations.

DRD Roads Service and PSNI traffic branch will be consulted on traffic matters associated with the proposed location. There **MUST** be no objections from DRD Roads Service or PSNI traffic branch.

Owners of property within a 50metre radius to the bus stop will be consulted on the installation of the shelter, including the type of shelter. (This will be determined via mapping on the Council Geographic Information System.)

A bus shelter will not be erected if one third or more of home owners/tenants in the vicinity (50 meters radius) confirm in writing that they object to the shelter being located as proposed. Once refused a request may not be reconsidered for a further 12 month period from the original decision.

### **3.0 Installation and purchase of bus shelters**

The Council will endeavour to provide good quality, comfortable bus shelters, purchased in accordance with Public Sector procurement guidance. Where appropriate, they will endeavour to have bus shelters erected free of charge, other than services by Adshel. Council will consider, in Conservation Areas, the erection of shelters in keeping with the area but the cost of such shelters excluding erection and servicing costs shall not exceed £5,000.

### **4.0 Demolition or relocation**

This will be referred to the relevant Committee for a decision.

Where a bus shelter has ceased to be used as indicated by returns from Translink or other service provider such as the relevant Education Board (e.g. SELB), this will give rise to the possibility of removing the shelter.

Where a shelter is removed the Council will leave the site in a tidy and safe manner.

**"The Council reserves the right to remove any bus shelter and in reaching such a decision will take into account all relevant information and may consult with such bodies/groups/individuals, as it considers necessary".**





**Policy title: Bus Shelter Policy****Policy Control**

<b>Policy reference:</b>	NS 1
<b>Title of Policy:</b>	Bus Shelter Policy
<b>Version:</b>	2
<b>Directorate / Departmental ownership:</b>	Active & Healthy Communities
<b>Officer responsible:</b>	Kevin Scullion, Assistant Director: Facilities Management and Maintenance
<b>Date of ratification:</b>	7 September 2015 (V1)
<b>Review date:</b>	June 2022
<b>Equality screening and Rural Needs Impact Assessment completed by:</b>	Colin Moffett, Head of Corporate Policy
<b>Equality screening and Rural Needs Impact Assessment date:</b>	17 February 2021
<b>Location where document is held and referenced:</b>	Responsible Department <input checked="" type="checkbox"/>  Corporate Policy repository <input checked="" type="checkbox"/>

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**1. Title of policy**

Bus Shelter Policy

**2. Statement**

Newry, Mourne and Down District Council is empowered under The Roads (Northern Ireland) Order 1993, with the consent of the Department for Infrastructure (Northern Ireland) to erect and maintain on any road within the district, shelters for the protection from the weather of persons waiting to enter public service vehicles.

This policy statement and associated management plan has been developed to manage the delivery of the Council's bus shelter service provision. Whilst the policy sets out the broad parameters of the Council's commitment to provide and maintain bus shelters, it is the associated Bus Shelter Management Plan which will determine how the policy is delivered.

Newry, Mourne and Down District Council will consider the erection of a bus shelter following local representations where there is shown to be a "need", providing the location does not present a safety or nuisance problem, has local community support and adequate funding is available.

Prior to considering any new applications the Council will first seek the view of Translink and whether the request for a new bus shelter will be met by Translink as part of their bus shelter provision programme.

Where Translink have not provided a response to the Council on such a request within three months of the Council lodging the request, or if Translink are unable to make a firm commitment to install a bus shelter, then the request will be referred to Council for further consideration.

Request for relocation or replacement or removal of a bus shelter will be considered by Council on a case by case basis.

**3. Aim**

The objective of this policy is to set out the Council's role in providing bus shelters within its district and the standards it sets for the management of its bus shelters.

**4. Scope**

This Policy applies to the erection or removal of bus shelters by Newry, Mourne and Down District Council.

The Policy applies to all those who are involved in the erection and removal of bus shelters by Newry, Mourne and Down District Council (including but not limited to employees, agency staff, elected members, other public representatives, contractors, agents, consultants, servants of the Council.) All parties referred to above are responsible for complying with the Council's Bus Shelter Policy and Management Plan. Non-compliance with the Council's policy and Management Plan may result in the Council breaching its legal obligations.

The Bus Shelter Management Plan details the requirements and standards that must be complied with in considering an application for a new or replacement bus shelter and their ongoing maintenance.

The Bus Shelter Management Plan provides a standardised approach for managing the Council's bus shelter service provision.

## 5. Related policies and legislation

This document should be read in conjunction with the following: -

- The Roads (Northern Ireland) Order 1993 (Article 66)

## 6. Definitions

"Need" will be defined as the usage being a minimum of 20 passengers over the period of a day in urban areas and 10 passengers over the period of a day in rural areas.

This information must be confirmed by Translink or other recognised service provider such as the relevant Education Authority.

## 7. Department and Officer responsible

Directorate / Department	Active & Healthy Communities / Community Engagement
Officer(s) responsible for developing the policy	Kevin Scullion, Assistant Director: Facilities Management and Maintenance

## 8. Policy approval process

Meeting	Date
Neighbourhood Services Committee	22 <sup>nd</sup> June 2022 (V2)
Monthly Council	4 <sup>th</sup> July 2022 (V2)

## 9. Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

**10. Procedures and arrangements for monitoring the implementation and impact of the policy**

Implementation will be through an associated Bus Shelter Management Plan.

**11. Equality Screening**

The policy has been screened and the outcome is that it is not required to be subject to an EQIA (with no mitigating measures required)

**12. Rural Needs Impact Assessment**

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

<b>Report to:</b>	Neighbourhood Services (NS) Committee
<b>Date of Meeting:</b>	22 June 2022
<b>Subject:</b>	2022 Summer Season Preparations
<b>Reporting Officer:</b>	Johnny McBride, Neighbourhood Services Director (Acting)
<b>Contact Officer:</b>	Sinead Murphy, Assistant Director: Waste Management (Acting) Kevin Scullion, Assistant Director: Facilities Management & Maintenance

	For Decision	For Noting only	X
<b>1.0</b>	<b>Purpose and Background</b>		
1.1	The purpose of this report is to update Members on preparations for the 2022 Summer Season (April to September 2022), to ensure adequate resources are deployed to maintain our District to a high standard of presentation throughout this period.		
1.2	<p>The report summarises work already completed, as well as future improvements, as part of a planned programme, specifically in the areas of:</p> <ul style="list-style-type: none"> <li>▪ District Cleansing</li> <li>▪ Enforcement</li> <li>▪ Grounds Maintenance (including rewilding &amp; landscape/horticultural displays in gateway locations)</li> <li>▪ Building Maintenance</li> </ul> <p>The Neighbourhood Services Committee has already been appraised of this planned programme.</p>		
<b>2.0</b>	<b>Key issues</b>		
	<u>District Cleansing</u>		
2.1	<p>Cleansing plans have been developed and are currently being implemented to maintain high standards of cleanliness, particularly in high profile tourist areas over the Summer period. Feedback to-date has been positive following very successful St Patrick's Day, Easter, May Day and Platinum Jubilee holiday periods.</p> <p>Areas covered by the plans include: Newcastle, Warrenpoint and the Lecale coast, as well as hot-spots such as Bloody Bridge which experience the highest numbers of visitors in the Summer season and have been identified as requiring additional resources in this period. The District's two main settlements (Newry &amp; Downpatrick) will also have additional measures in-place.</p> <p>Increased resources are planned for around public holidays when footfall traditionally increases. Additional litter bins have also been / will be deployed on a temporary basis at key locations to provide additional capacity.</p>		
2.2	The plans utilise existing in-house resources to maintain normal cleansing schedules in the key areas. This is supplemented with seasonal resources to provide additional cleansing services		

	<p>in the evenings. At the following high peak times, additional crews have been / will be deployed:</p> <ul style="list-style-type: none"> <li>• Easter week</li> <li>• May bank holiday weekends</li> <li>• July bank holidays week</li> <li>• August bank holiday weekend</li> </ul> <p>A contractor will also provide a deep clean to Newcastle and Warrenpoint twice over the Summer period and a scrubber sweeper will be deployed to maintain the areas between the scheduled deep cleanse. The District's main settlements were provided with a scheduled deep-clean over the Winter months using COVID-19 grant funding.</p>
	<p><u>Enforcement</u></p>
2.3	<p>These 2022 Summer Season Preparations will also be supported by the deployment of Enforcement Officers who will engage with the public to educate and inform them of their responsibilities in preventing litter and dog fouling in the District, using enforcement action where necessary. There has been a year-on-year increase in the number of FPNs issued by Enforcement for related offences.</p>
	<p><u>Rewilding</u></p>
2.4	<p>Council through the adoption of its Local Biodiversity Action Plan is committed to increase Council maintained areas given over to rewilding/wildflower. Well managed areas given over to rewilding/wildflower are not only attractive to look at but have a positive impact on local nature.</p> <p>During 2021 over 50 Council sites of varying sizes were managed for rewilding/wildflower. This had varying levels of success and several key learning points were gained. These included:</p> <ul style="list-style-type: none"> <li>• Better scheduled cutting regimes in "phase" with growth i.e., cutting to allow wildflowers to bloom but still maintaining an attractive appearance.</li> <li>• Locations maybe cut between 1-4 times per year, often dictated by species present and soil fertility etc.</li> <li>• During 2021 some locations were left to long before cutting, becoming unattractive from late summer onward.</li> <li>• Spatially fitting the wildflower areas better into the scale and layout of each public space</li> <li>• Utilising new collection machinery effectively – cuttings must be removed at time of cutting and efficiently disposed of.</li> <li>• High profile high colour wildflower mixes need specifically created soil environments, this is labour and capital intensive.</li> </ul> <p>During 2022 this has been developed and rationalised further for a better coordinated scheme. Information and signage will also be provided at these sites to educate and inform.</p> <p>Formal wildflower management regimes will be continued at successful areas, including destination parks and gateway locations. Natural grassland areas will be managed and cut in organic shapes which will produce a more attractive effect. Attached at <b>Appendix II</b> is a summary of the planned actions during 2022.</p>

	<u>Landscape / Horticultural Displays in Gateway Locations</u>
2.5	<p>This refers to site specific horticultural works which are being carried out across the Council area including key gateway locations. It is a combination of long-term sustainable planting supplemented with bedding plants during the seasons.</p> <p>Some high-profile areas will have fresh bedding plants three times per year for maximum year-round effectiveness. Attached at <b>Appendix III</b> is a summary of the planned actions during 2022.</p>
	<u>Building Maintenance</u>
2.6	<p>Building Maintenance has also been / will continue to support Summer Season preparations. Key highlights include: the repainting of the pedestrian bridge over the Shimna River, replacing / repairing street litter bins across the District, the installation of animal-proof street litter bins along the coast, as well as the re-staining of relevant (EI Scheme) street furniture.</p>
<b>3.0</b>	<b>Recommendations</b>
3.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>▪ <b>Note the 2022 Summer Season Preparations.</b></li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Resourcing for the preparations will be funded from the existing Directorate budget. Additional resources can be provided, if required, from in-house resources on an overtime basis. This will provide officers with flexibility to respond to fluctuations in visitor numbers, for example, during periods of good weather. Any additional costs resulting from excessive increased demand (due to extended spells of good weather and the corresponding increase in visitors to the area) will be managed via any underspends in Directorate budgets.</p>
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1	<p><b><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></b></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p>





## APPENDIX I

## Newcastle Cleansing Plan 2022

Month	Week				
	1	2	3	4	5
<b>April</b>	2 Normal scheduled cleansing Evening Mobile to 8.00pm	9 Normal scheduled cleansing Evening Mobile to 8.00pm <b>Deep clean 1</b>	16 Normal scheduled cleansing Evening Mobile to 8.00pm Mobile support – whole week	23 Normal scheduled cleansing Evening Mobile to 8.00pm Scrubber sweeper	
<b>May</b>	30 Normal scheduled cleansing Evening Mobile to 8.00pm Mobile support – public holiday Scrubber sweeper	7 Normal scheduled cleansing Evening Mobile to 8.00pm	14 Normal scheduled cleansing Evening Mobile to 8.00pm	21 Normal scheduled cleansing Evening Mobile to 8.00pm	28 Normal scheduled cleansing Evening Mobile to 8.00pm Mobile support – public holiday
<b>June</b>	4 Normal scheduled cleansing Evening Mobile to 8.00pm Scrubber sweeper	11 Normal scheduled cleansing Evening Mobile to 8.00pm Scrubber sweeper	18 Normal scheduled cleansing Evening Mobile to 8.00pm	25 Normal scheduled cleansing Evening Mobile to 8.00pm	
<b>July</b>	2 Normal scheduled cleansing Evening Mobile to 8.00pm <b>Deep clean 2</b>	9 Normal scheduled cleansing Evening Mobile to 8.00pm Mobile support – whole week	16 Normal scheduled cleansing Evening Mobile to 8.00pm Mobile support – whole week Scrubber sweeper	23 Normal scheduled cleansing Evening Mobile to 8.00pm Scrubber sweeper	
<b>August</b>	31 Normal scheduled cleansing Evening Mobile to 8.00pm	6 Normal scheduled cleansing Evening Mobile to 8.00pm	13 Normal scheduled cleansing Evening Mobile to 8.00pm	20 Normal scheduled cleansing Evening Mobile to 8.00pm	27 Normal scheduled cleansing Evening Mobile to 8.00pm Mobile support – public holiday Scrubber sweeper
<b>September</b>	3 Normal scheduled cleansing Evening Mobile to 8.00pm Scrubber sweeper	10 Normal scheduled cleansing Evening Mobile to 8.00pm	17 Normal scheduled cleansing Evening Mobile to 8.00pm	24 Normal scheduled cleansing Evening Mobile to 8.00pm	

## Warrenpoint Cleansing Plan Summer 2022

Month	Week				
	1	2	3	4	5
<b>April</b>	2 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm <b>Deep clean 1</b>	9 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	16 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Mobile support – whole week	23 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Scrubber sweeper	
<b>May</b>	30 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Mobile support – public holiday Scrubber sweeper	7 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	14 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	21 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	28 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Mobile support – public holiday
<b>June</b>	4 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Scrubber sweeper	11 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Scrubber sweeper	18 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	25 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm <b>Deep clean 2</b>	
<b>July</b>	2 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	9 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Mobile support – whole week	16 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Mobile support – whole week Scrubber sweeper	23 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Scrubber sweeper	
<b>August</b>	31 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	6 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	13 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	20 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	27 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Mobile support – public holiday Scrubber sweeper

<p><b>September</b></p>	<p style="text-align: right;">3</p> <p>Normal scheduled cleaning Seasonal cleansing staff to 9.00pm Scrubber sweeper</p>	<p style="text-align: right;">10</p> <p>Normal scheduled cleaning Seasonal cleansing staff to 9.00pm</p>	<p style="text-align: right;">17</p> <p>Normal scheduled cleaning Seasonal cleansing staff to 9.00pm</p>	<p style="text-align: right;">24</p> <p>Normal scheduled cleaning Seasonal cleansing staff to 9.00pm</p>	
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## Lecale Coast Cleansing Plan Summer 2022

Month	Week				
	1	2	3	4	5
<b>April</b>	2 Normal scheduled cleaning	9 Normal scheduled cleaning	16 Normal scheduled cleaning Mobile support – whole week (if required)	23 Normal scheduled cleaning	
<b>May</b>	30 Normal scheduled cleaning Mobile support – public holiday (if required)	7 Normal scheduled cleaning	14 Normal scheduled cleaning	21 Normal scheduled cleaning	28 Normal scheduled cleaning Mobile support – public holiday (if required)
<b>June</b>	4 Normal scheduled cleaning	11 Normal scheduled cleaning	18 Normal scheduled cleaning	25 Normal scheduled cleaning	
<b>July</b>	2 Normal scheduled cleaning	9 Normal scheduled cleaning Mobile support – whole week (if required)	16 Normal scheduled cleaning Mobile support – whole week (if required)	23 Normal scheduled cleaning	
<b>August</b>	31 Normal scheduled cleaning	6 Normal scheduled cleaning	13 Normal scheduled cleaning	20 Normal scheduled cleaning	27 Normal scheduled cleaning Mobile support – public holiday (if required)
<b>September</b>	3 Normal scheduled cleaning	10 Normal scheduled cleaning	17 Normal scheduled cleaning	24 Normal scheduled cleaning Seasonal cleansing staff to 9.00pm	

**APPENDIX II**

## Rewilding Project - Summary of the planned actions during 2022

<b>Site</b>	<b>Action</b>	<b>Progress</b>	<b>Year</b>
Kilbroney Park	Further refining and better management of rewilding grassland areas.	Planned	Spring/Summer 2022
Main Roundabouts – Greenbank, Burren, Carnbane etc	Refining wildflower areas, consider bulbs etc for enhanced colour.	Planned	Spring/Summer 2022
Delamont Country Park	Rewilding grass cutting regime better managed and presented	Planned	Spring/Summer 2022

**APPENDIX III**

## Landscape / Horticultural Displays in Gateway Locations - Summary of the planned actions during 2022

<b>Site</b>	<b>Action</b>	<b>Progress</b>	<b>Year</b>
Abbey Way Newry	Continuation with creation of an urban tree collection & plant displays.	Planned April onward	2022
Newcastle Promenade & Downs Road Car Park etc	New planting scheme promenade wide.	Ongoing for this season	2022
	Town centre pots – further planting with signage etc specific to Newcastle.	Ongoing for this season	2022
Kilkeel Esplanade - A Sea flag Project - Creating an Historic, Sustainable, Maritime Landscape	Tree planting and landscaping with extensive community & local fishing industry participation.	Planned April onward	2022
Downpatrick - Church Street / Belfast Road	Landscape improvements along the main traffic route. Old beds renovated with tree, shrub & herbaceous high impact scheme	Planned April onward	2022

**ITEM 3**  
**ARC21 JOINT COMMITTEE**  
**Virtual Meeting No 068**  
**MINUTES**  
**Thursday 28 April 2022**

**Members Present:**

Councillor A Bennington	Antrim & Newtownabbey Borough Council
Councillor R Kinnear	Antrim & Newtownabbey Borough Council
Alderman R Gibson	Ards & North Down Borough Council
Alderman A McDowell	Ards & North Down Borough Council
Alderman D Drysdale ( <i>Chair</i> )	Lisburn & Castlereagh City Council
Councillor S Lee	Lisburn & Castlereagh City Council
Councillor M Gregg	Lisburn & Castlereagh City Council
Councillor K Owen	Newry, Mourne & Down District Council
Councillor R Burgess	Newry, Mourne & Down District Council

**Members' Apologies:**

Alderman A Carson	Ards & North Down Borough Council
Councillor M Goodman ( <i>Deputy Chair</i> )	Antrim & Newtownabbey Borough Council
Councillor F Ferguson	Belfast City Council
Councillor JJ Magee	Belfast City Council
Councillor P McReynolds	Belfast City Council
Alderman R Cherry	Mid & East Antrim Borough Council
Councillor I Friary	Mid & East Antrim Borough Council
Councillor D Reid	Mid & East Antrim Borough Council
Councillor D Murphy	Newry, Mourne & Down District Council

**Officers Present:**

T Walker	arc21
K Boal	arc21
H Campbell	arc21
J Green	arc21
M Laverty	Antrim & Newtownabbey Borough Council
D Lindsay	Ards & North Down Borough Council
N Martin	Ards & North Down Borough Council
J McConnell	Belfast City Council
B Murray	Belfast City Council
H Moore	Lisburn & Castlereagh Borough Council
D Carey	Mid & East Antrim Borough Council
J McBride	Newry, Mourne & Down District Council

**Officers' Apologies:**

G Craig	arc21
G Girvan	Antrim & Newtownabbey Borough Council
C Matthews	Belfast City Council
P Thompson	Mid & East Antrim Borough Council

**Item 1 - Conflicts of Interest Statement**

The Chair read out the Conflicts of Interest Statement. Councillor McDowell noted a conflict of interest in relation to Item 10 section 7.

**Action: Noted**

**Item 2 - Apologies**

Apologies were noted.

**Action: Noted**

**Item 3 - Minutes of Special Joint Committee Meeting 067 held on 31 March 2022**

Following discussion, the Joint Committee approved the minutes of the Joint Committee meeting 067 held on 31 March 2022.

**Action: Agreed**

**Item 4 - Matters Arising**

There were no matters arising.

**Action: Noted**

**Item 5 - Contracts & Operations Briefing Report****(1) SERVICE STATUS**

Ms Boal reported that a number of contractors were still working within their COVID protocols with a number reporting spikes, but to date there had been no impact on their treatment of the waste. She noted that some of those restrictions are expected to be relaxed over the next few months and contractors are consequently exploring a move back to paper based systems, which will be expected to speed up some of the processes in managing documentation.

She reported that the recent strike action in March had had an impact particularly at the MRF operated by Bryson, which resulted in the facility having to manage similar tonnages to that of Christmas and accordingly extra shifts were required. She advised that arc21 officers were still working through the claim for the extra shifts and associated costs with the contractor and were keeping the relevant councils informed.

Ms Boal reported that there was further industrial action over the next few weeks and that we are working with the contractor to put arrangements in place. She noted that we have advised our contractors and made arrangements for inductions should the need arise, and will monitor the impact of the industrial action on operations and overall tonnage deliveries but there may be further cost claims arising from this.

She noted that the final audit of this financial year for Lot 2 of the Bring Bank Contract for Textiles operated by CTR had been completed.

**(2) PERFORMANCE – March 2022**

The contractor performance for March was discussed and Ms Boal noted the number of loads being delivered with no contingency arrangements having to be used and the turnaround times being good.

She noted that levels generally were fairly static, however, it was expected that the organics tonnage will start to rise.

She reported that both Bryson and Heatricks had issues in providing accurate data to arc21 but after review by arc21, these issues had now been resolved.



In terms of the service contracts, Ms Boal noted that four banks were reported as not having the 20% capacity available, 2 in Belfast City Council and 2 in Lisburn & Castlereagh City Council. She advised that the contractors had been notified of these incidences and sites were serviced accordingly. She further advised that where arc21 officers see a trend at a site, they ask the contractor to increase the number of collections.

### **(3) HEALTH AND SAFETY**

For Members' information, a matrix was presented to give a synopsis of all the Health & Safety audits which had been undertaken during the course of the year with the findings from those audits against each contractor and the actions arising. Ms Boal reported that these had been brought to the attention of the contractors in question, and reported that all of the areas for concern had been addressed.

### **(4) REJECTED LOADS**

#### **(i) Rejected Loads**

Ms Boal reported that 2 loads to the organics' delivery sites had been rejected in March and 1 load at Bryson had similarly been rejected during the month of March – this was residual waste.

She noted that council officers had again been requested to continue to review their protocols to ensure that systems are in place to ensure that vehicles are fully emptied before collecting another material stream.

### **(5) arc21 CONTRACT TONNAGES**

Ms Boal reported that all tonnages were down compared to March 2021, however the impact of strike action in some councils had reduced the overall tonnages delivered in March but noted that the knock-on impact of more material coming in the early April deliveries.

### **(6) COMPOST WEEK**

She reported that the council orders of compost to promote compost week, 1 – 7 May 2022 were being delivered, and discount codes had been provided for any members of the public who may wish to order.

### **(7) SUPPLIES**

Ms Boal noted that there had been a downturn in the number of supplies orders and that arc21 is seeing continued claims for price increases which mirrors the general market. Councils have been reminded to ensure that stock levels are monitored and order requests made well in advance of requirements to ensure that there is a continuity of supply.

Following discussion the Joint Committee noted the report.

**Action: Noted**

## **Item 6 - Waste Tonnage Trends**

Ms Boal presented the tonnage trends by contract over the last 4 years. She reported that the industrial action in March 2022 will have affected tonnages delivered in some contracts and explains some of the differentials, most noticeably in the mixed dry recyclable deliveries,

She noted that the landfill tonnage is more akin to that in 2018/19 and 2019/20 compared to the last few months of the year and we need to see this rolling forward as some tonnage may have been displaced arriving in April, which subsequently may show a hike.

In terms of the organics, she noted that 21 officers are not seeing the trends in garden waste as per last year and they are similar to those last observed in 2018/19 and 2019/20.

In terms of the MRF, the Bryson material is lower in March than in any of the previous 4 years but the recent strike will have had an effect with over 500 tonnes less delivered in March.

The overall combined tonnages are similar to the 2018/19 and 2019/20 years.. There are still issues with the amount of residual material, particularly from the HRCs, and some councils will be looking at actions to reduce tonnage delivered to sites and to increase re use and recycling.

Following discussion the Joint Committee noted the report.

**Action: Noted**

## **IN COMMITTEE**

The Chair recommended that the meeting would now move "in committee" which was agreed.

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

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

<b>Item 7 - Minutes of Joint Committee Meeting 067 held on 31 March 2022 'in committee'</b>	<b>Action: Agreed</b>
<b>Item 8 - Matters Arising</b>	<b>Action: Noted</b>
<b>Item 9 - Residual Waste Treatment Project</b>	<b>Action: Noted</b>
<b>Item 10 - Commercially Sensitive Contract and Procurement Issues</b>	<b>Action: Agreed</b>
<b>Item 11 - Tender Report for the Supply of Services Relating to the Loading, Haulage and Transfer of Residual Municipal, Co-Mingled Dry Recyclable, Organic, Street Sweepings and Bulky Wastes</b>	<b>Action: Agreed</b>

## **OUT OF COMMITTEE**

### **Item 12 - Audit Committee Meeting 28 March 2022 Report**

Mr Walker presented a summary of the issues discussed by the Audit Committee at its meeting on 28 March 2022 which included the SLA with AGRS, and some of the performances and updates in terms of audit profile and risk management.

Following discussion the Joint Committee noted the report.

**Action: Noted**

### **Item 13 - Infrastructure 2050 - Draft Investment Strategy for Northern Ireland Consultation**

Mr Green reported that the Northern Ireland Executive had launched a new draft Investment Strategy for Northern Ireland (ISNI) which sets out a framework for an innovative approach to multi-billion-pound investment for infrastructure projects including new roads, schools, hospitals, social housing, and public transport.

He noted that unlike previous ISNIs, the new strategy will set key objectives for infrastructure investment in the region for the next thirty years.

The draft strategy describes the outcomes the Executive intends to achieve. It will be implemented through a rolling 10-year investment plan that will define and prioritise the individual programmes and projects we need to deliver and will be matched to a financial plan that will show how these will be funded.

He reported that one of the things which will be highlighted in our response will be to point to arc21 as a successful collaborative body and put forward as a model on how public bodies can work collaboratively. Collaboration is critical as the Circular Economy gathers pace and there is the expectation across multiple supply chains around better understanding and appreciation of materials and collaboration across the sectors to manage these materials, and to act more as custodians to make sure they go back into re-manufacture and curated properly across the cycle.

He noted that submissions were due by 20 April however an extension had been given to specific responders for a couple more weeks and it is therefore proposed to circulate a proposed arc21 response to the Joint Committee for feedback prior to submission.

**Action: Mr Green**

### **Item 14 - AOB**

There was no further business discussed.

### **Item 15 - Next Virtual Meeting Thursday 26 May 2022**

The Chair thanked everyone for attending and advised that the next Joint Committee meeting would be held as scheduled on Thursday 26 May 2022 commencing at 10.30am.

Alderman Drysdale asked that Members and the Acting Chief Executive stay back after the meeting for further discussions.

**Action: Noted**

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

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019</b>					
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	<b>Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.</b>	K Scullion	<b>Update provided to NS Committee January 2022 - Property Maintenance Policy and Strategy 2019 to 2023 to be agreed by June 2022.</b>	<b>N</b>
NS/075/2019	Household Recycling Centres (HRC) Update	<b>Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.</b>	S Murphy	<b>Ongoing</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020</b>					
NS/230/2020	Business Case – Provision of new public toilet in Killough	<b>Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.</b>	K Scullion	<b>In progress - AECOM appointed for consultancy support for project.</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020</b>					
NS/243/2020	Notice of Motion – Green New Deal Strategy	<b>Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change.</b>	S Murphy	<b>Response received from DAERA Minister and considered by NS Committee.</b>  <b>Scoping of the issues delayed by on-going COVID-19 pandemic.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING – TUESDAY 16 MARCH 2021</b>					
NS/041/2021	Siting of bee hives on former Council landfill at Aughnagun	<p><b>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:</b></p> <p><b>1.Successful engagement with local residents and on-site gas-extraction partner, to support the placing of beehives on the Aughnagun site.</b></p> <p><b>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</b></p> <ul style="list-style-type: none"> <li>- access arrangements to site and to hives</li> <li>- location for hives</li> <li>- communications with Local residents</li> <li>- ongoing review</li> <li>- renewal dates/periods</li> <li>- any potential insurance implications</li> </ul>	S Murphy	<b>Complete - Hives currently being placed by Beekeeping Group on site. Potential for further hives to be sited explored and to be supported.</b>	<b>Y</b>

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		<ul style="list-style-type: none"> <li>- Strict guidance with respect to attendance on site to be adhered to</li> </ul>			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021</b>					
NS/062/2021	Feasibility study for EV infrastructure at the Council's Depots	<p><b>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.</b></p> <p><b>It was further agreed as part of the Business Case, that officials consider the need for a generator at the proposed sites, in the event of an interruption to electricity supply.</b></p> <p><b>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</b></p>	K Scullion	<b>In Progress – In discussions with AECOM in relation to provision of consultancy support for project.</b>	<b>N</b>

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<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021</b>					
NS/079/2021	Monthly Action Sheet Wind-blown litter at Damolly Retail Park	Mr Dinsmore said he had engaged with the owners and the restaurant franchise and would now formalise the request that a green fence be erected at this location and that he continue to update Cllr. Casey on progress	S Murphy	Ongoing	N
	Litter pickers for schools	The Sustainability Officer to advise Councillors on how litter pickers would be distributed to schools	S Murphy	Litter pickers currently being procured	N
NS/089/2021	Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations District wide	<b>Agreed to note the content of the report and associated Business Cases and accept the conclusion of the Business Cases that Option 3 from each be chosen as the preferred option. This would see the procurement of an industrial tractor and a side arm flail.</b>	K Scullion	In Progress	N



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<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 JUNE 2021</b>					
NS/099/2021	Proposed Memorial Gardens Landscape Scheme	<b>Agreed to recommend approval of the choice of locations for both Memorial Gardens as outlined in the report and the implementation of the proposed design for each site.</b>	K Scullion	<b>In Progress</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING WEDNESDAY 18 AUGUST 2021</b>					
NS/125/2021	Distribution of compostable food bags and food waste caddy bins	<b>Agreed to that Officers explore the feasibility of deploying brown bins to residents of high-rise buildings, who were not previously provided with these, and a report be brought back to the next Committee Meeting.</b>	S Murphy	<b>Report to be presented at future committee meeting</b>	<b>N</b>
NS/127/2021	Enforcement Improvement Plan	<b>Agreed to note the content of this report.</b>  <b>Agreed that officers prepare a report for the next Committee Meeting on options for future staffing levels to improve the enforcement service, including the possibility of supplementing the service with a contractor on</b>	S Murphy	<b>Report to be presented at future committee meeting</b>	<b>N</b>

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		<p>a short-term basis.</p> <p>Also agreed officers replace the existing signage with updated Newry, Mourne and Down signage, in relation to keeping dogs on a lead on Newry Towpath.</p>		In progress	N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021</b>					
NS/137/2021	Translink proposed programme – Bus Shelters in Council area	To approve Option 2 – to delay installation of a bus shelter in Burren pending outcome of Translink’s deliberations in October / November 2021 with the option to reconsider this position if Translink were deemed to be making limited progress in providing the bus shelter in Burren.	K Scullion	Noted	N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 19 OCTOBER 2021</b>					
NS/149/2021	Report re Council Sites receiving Green Flag Awards	Investigate Tidy NI criteria for Green Flag awards with the view to possibly having Newcastle Harbour included for future consideration for a Green Flag award.	K Scullion	In progress	N

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NS/150/2021	Report re: Social Enterprise Partnership Offer – Planting Trees on Council Land	<p><b>a) Council seek through an expression of interest exercise, to form a partnership with a not for profit organisation who would link Council with individuals who wish to have a tree or trees, planted on Council designated land. The agreement to be for an initial two year period and may be extended for a further two years subject to Council approval.</b></p> <p><b>b) Officers to determine suitable sites and tree species for the scheme.</b></p> <p><b>c) Any agreement to be formalised through a Licence Agreement drawn up by Council Legal Advisors.</b></p>	K Scullion	In Progress	N
NS/153/2021	Biodiversity Pedestrian Collection Mower	To approve the recommendations contained in the Business Case for the purchase of a Ride-on Collection Biodiversity Mower, as per option 3, ie, Purchase high powered compact collection mower to enable	K Scullion	In Progress	N

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		biodiverse and re wilded grass cutting with aid of DAERA funding.			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 16 NOVEMBER 2021</b>					
NS/174/2021	Business case for maintenance of town clocks	<p>Note the content of the report.</p> <p>Approve the findings of the business case that reviews options for maintenance of five town clocks. The preferred option (Option 3) would see a suitably qualified maintenance contractor appointed through tender to undertake routine maintenance of the six town clocks and provide breakdown cover for up to a maximum three-year period. The contract would include the option to remove existing clocks or add additional clocks from the service provision.</p> <p>Council consider undertaking a project which would lead to the restoration of the clock at Dan Rice Hall and if agreed to proceed then to approve the recommendations within section 2.3 of this report.</p>	K Scullion	In Progress	N

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<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 DECEMBER 2021</b>					
NS/192/2021	Business case for replacement of the air conditioning water chiller at the Downshire Civic Centre	<p><b>Note the content of the report.</b></p> <p><b>Accept the conclusion of the Business Case that Option 3 be chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor, to supply and install a new air conditioning water chiller</b></p>	K Scullion	In progress – tender being prepared for issue	N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 26 JANUARY 2022</b>					
NS/004/2022	Trade Waste and Caravan Refuse Collection Services	<p><b>Agreed to approve the report and recommendations:-</b></p> <p><b>1. Alternate Weekly Commercial Waste Collection Service</b></p> <p><b>Commercial refuse customers (shops and businesses) to be contacted and advised of the proposed move to an alternate weekly collection cycle of residual and dry recyclable waste, where this is achievable.</b></p>	S Murphy	In progress	N

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		<p><b>Commercial customers, (not including Caravan Operators) to be provided with appropriate bins to facilitate this change, so there is no cost burden to customers as a result of this change.</b></p> <p><b>2. Collection Arrangements and Charges at Caravan Sites</b></p> <p><b>Integration and alignment of the waste collection service for Caravan site customers with the waste service provided for Trade Waste customers by offering an alternate weekly collection service as required throughout the year.</b></p> <p><b>Commercial refuse charges for caravan parks to be increased to align with and be equitable to charges applied to other businesses from April 2022.</b></p>			

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NS/005/2022	Estates Management and Security Audit Findings	<b>Agreed to approve the Estates Management and Security Action Plan and agree to quarterly updates being provided to the Committee on the implementation status of the Plan</b>	K Scullion	In Progress	N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 FEBRUARY 2022</b>					
NS/015/2022	Revision of Facility Management and Maintenance Department charges for financial year 2022/2023	<b>Agreed to recommend adoption of the Facility Management and Maintenance Department charges as set out in Appendix 1, circulated at the meeting, for the financial year 2022/23.</b>  <b>Also agreed that officers consider the 3 scenarios referred to by Councillor Andrews i.e. if administration fees charged for headstone erections could be waived for under-18 burials along with the administration fees for post 3.00 pm burial times and cremation charges and that a report be brought back to the Neighbourhood Services Committee for consideration.</b>	K Scullion	In progress	N

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<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 MARCH 2022</b>					
NS/031/2022	Grounds Maintenance – Six Month Review and Six Month Programme	<p><b>Agreed to approve the proposed actions within the report (Sections 2.1 to 2.3 and Appendix 1).</b></p> <p><b>Also agreed officials investigate the history of the removal and continued spraying of hogweed by the legacy Council at Carnmeen Park/Rossmara Park/Mourne Drive Warrenpoint and report back to the Committee on how this recurring problem would be dealt with going forward.</b></p>	K Scullion	In progress	N
NS/039/2022	Business Case for replacement of mini excavator and dumper	<p><b>Agreed to note the content of this report and associated Business Case and accept the conclusion of the Business Case to proceed to tender to procure a replacement mini excavator and dumper</b></p>	K Scullion	In progress	N



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NS/041/2022	Request for sale of burial plots in Council cemeteries	<p><b>Agreed to recommend that these requests be referred through to the Council's legal services section for review and advice on the options available to the Council. A report to be brought back to the Neighbourhood Services Committee for consideration.</b></p> <p><b>Also agreed to recommend that in the interim period the identified plots which the requests related to should be retained pending a final decision.</b></p>	K Scullion	In progress	N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2022</b>					
NS/048/2022	Update on the development of the Council's Tree Strategy	<b>Agreed to note the contents of the report and approve the presentation of the draft Tree Strategy to the Neighbourhood Services Working Group in May 2022 along with a review of progress in the Council achieving a cessation in the use of herbicides containing glyphosate.</b>	K Scullion	In progress	N

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NS/049/2022	Applications for bus shelters in Crossgar and Killyleagh	<p><b>To note the contents of the report.</b></p> <p><b>Agree to the recommendations in Appendix 1 for the erection of a bus shelter at Cross Street Killyleagh and the relocation of the shelter at Downpatrick Street Crossgar.</b></p> <p><b>In relation to the application for a bus shelter at Catherine Street, Killyleagh, a decision be deferred pending further consultation with the PSNI in light of the anti-social behaviour issues raised by Members</b></p> <p><b>Officers to consult further with Translink on the option for Council to enter into an agreement with Translink for the provision of bus shelters at official bus stops.</b></p>	K Scullion	<p>In progress</p> <p>In progress</p> <p>In progress</p>	<p>N</p> <p>N</p> <p>N</p>
NS/050/2022	Trial of solar lights at Council bus shelters	<b>Agreed to recommend to proceed with the installation of solar lighting at 2 bus shelters near Attical with their effectiveness</b>	K Scullion	In progress	N

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		<b>monitored and this information to be reported back to Committee</b>			
NS/051/2022	Vegetation growth within Aughrim River at the Events Space Kilkeel	<b>Agreed to note the contents of the report and approve the recommendation to appoint a suitably qualified consultant/s through the SCAPE Framework to provide consultancy support to identify the causes of the vegetation growth in the Aughrim River adjacent to the Events Space, Kilkeel, and the steps and possible costs to managing this part of the river to provide a more visually attractive aspect to this location.</b>	K Scullion	In progress	N
NS/052/2022	Compost Week 2022	<b>Note and approve the additional activities in 2.2 to highlight and promote the importance of recycling food waste.</b>  <b>1. Publication of new collection calendars</b> <b>2. Issuing of 'No food waste' stickers for placement on black</b>	S Murphy	Complete  In progress	N

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		<p><b>bins</b></p> <p><b>3. Distribution of 100 new/replacement food caddies through Elected Representatives</b></p> <p><b>4. Issue of 10 food waste caddies to primary schools on request. (Max distribution 1000 caddies), to further promote food waste recycling in the home, as per previous Council decision.</b></p> <p><b>Note and approve the launch of an application process, with set criteria, to establish demand for deploying brown bins to residents of high rise buildings who were not previously provided with these.</b></p>		<p>Complete</p> <p>In progress</p> <p>In progress</p>	
NS/054/2022	Chewing Gum Clean-Up Fund – Expression of Interest	<b>Agreed to approve Officers Preparing an expression of interest application to the Keep Britain Tidy Chewing Gum Clean-Up Fund</b>	S Murphy	Complete	Y
NS/057/2022	Various issues concerning the	<b>Note the contents of the report.</b>	K Scullion		





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		<b>Business Case is accepted as the preferred option. Option 3 will see the delivery of this project through a combined procurement of Christmas illuminations and a 10-year hire agreement for five artificial Christmas trees with ongoing annual maintenance costs.</b>			
NS/059/2022	Business Case for the removal of leachate from closed landfill sites	<b>Agreed to approve the business case for the removal and transport of leachate from Drumanakelly, Aughnagun and Croreagh closed landfill sites to a licensed treatment plant.</b>	S Murphy	<b>In progress</b>	<b>N</b>
NS/060/2022	Business Case for replacement hook-lift vehicles	<b>Agreed to approve the Business Case at Appendix I for the replacement of three 32T Hook Lift Vehicles the Waste Processing section to service Household Recycling Centres in the legacy Newry and Mourne District Council sites.</b>	S Murphy	<b>In progress</b>	<b>N</b>
<b>END</b>					