



March 22nd, 2022

**Notice Of Meeting**

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 23rd March 2022 at 6:00 pm** in **Boardroom Monaghan Row Newry** and via **Microsoft Teams**.

**Committee Membership for 2021-2022**

- Cllr. K Owen (Chair)
- Cllr. A Finnegan (Deputy Chair)
- Cllr. T Andrews
- Cllr. P Brown
- Cllr. C Casey
- Cllr. W Clarke
- Cllr. D Curran
- Cllr. O Magennis
- Cllr. G Malone
- Cllr. H McKee
- Cllr. K McKeivitt
- Cllr. D Murphy
- Cllr. M Ruane
- Cllr. G Stokes
- Cllr. D Taylor

# Agenda

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

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

**3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 23 February 2022. (Attached).**

[📄 NS Action Sheet - 23 February 2022.pdf](#)

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## *Facilities Management and Maintenance*

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**4.0 Grounds Maintenance – Six Month Review and Six Month Programme. (Attached)**

[📄 Report Grounds Maintenance review of 2021 and proposed works during 2022.pdf](#)

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## *Waste Management*

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**5.0 Report on Elected Members' District Cleansing Workshop held on 28 February 2022. (Attached).**

[📄 Report on Elected Member District Cleansing Workshop - 23.03.22.pdf](#)

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[📄 Appendix I - Elected Members' Cleansing Workshop Report \(28 02 22\).pdf](#)

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[📄 Appendix II - Elected Members Cleansing Review Workshop Presentation \(28.02.22\).pdf](#)

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**6.0 2022 Summer Season preparations. (Attached).**

[📄 Report 2022 Summer Season Preparations - 23.03.22.pdf](#)

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**7.0 2022/23 Public Holiday arrangements for refuse collection and household recycling centres. (Attached).**

[📄 NS Committee - 2022-23 Public Holiday Arrangements for Refuse Collection and HRCs 23.03.22.pdf](#)

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**8.0 Early Closure of Warrenpoint Household Recycling Centre, 26 March 2022. (Attached).**

[📄 Report on Early Closure of Warrenpoint HRC on 26 March 2022 - 23.03.22.pdf](#)

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## Exempt Information Items

### 9.0 Arc21 Joint Committee Members Bulletin - 24 February 2022. (Attached).

[AC21 - JC066-24Feb2022-JC MembersBulletin.pdf](#)

Not included

### 10.0 Arc21 In Committee Joint Committee Meeting Minutes held on 27 January 2022 . (Attached).

[ARC21 - JC066-24Feb22-Item6-JC In Comm Mins.27Jan22.F.pdf](#)

Not included

### 11.0 Neighbourhood Services Directorate Procurement Action Plan - Quarterly Update. (Attached)

[Report - Procurement Action Plan Update 23 02 22.pdf](#)

Not included

[Appendix 1 - Procurement Action Plan Update -.pdf](#)

Not included

### 12.0 Business Case for replacement of mini excavator and dumper. (Attached).

[Report Business Case for replacement of a mini excavator and dumper.pdf](#)

Not included

[Appendix 1 - Business Case for replacement mini digger and dumper.pdf](#)

Not included

### 13.0 Business Case for the procurement of Christmas illuminations and Christmas trees. (Attached).

[Report Draft Business Case Christmas Illiminations Replacement Programme.pdf](#)

Not included

[Appendix 1 Business Case Procurement of new Christmas Illuminations v2.pdf](#)

Not included

### 14.0 Request for sale of burial rights to plots in Council cemeteries. (Attached).

[Report Request for sale of burial rights to plots in Council Cemeteries.pdf](#)

Not included

[Appendix 1 Rules Regulations for Council Cemeteries 2020.pdf](#)

Not included

## For Noting

### 15.0 Arc21 Joint Committee Meeting Minutes held on 24 February 2022. (Attached).

## 16.0 Historical Action Sheet. (Attached)

NS Historic Actions Tracker Sheet (updated Feb 2022) (002).pdf

**ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 23 FEBRUARY 2022**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/011/2022	Monthly Action Sheet	<b>Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 26 January 2022 be noted and actions removed as marked.</b>	DSO		Y
<b>FACILITIES MANAGEMENT AND MAINTENANCE</b>					
NS/013/2022	Neighbourhood Services Working Group Meeting – 3 February 2022	<b>Agreed to approve the report and recommendation to note the report.</b>  <b>Also agreed officers contact Councillor Curran regarding the possibility of earlier opening times of the toilets at the Quoile.</b>	K Scullion	<b>All Council Public Toilets will revert to summer opening hours from 1<sup>st</sup> April.</b>  As part of the Public Toilet Strategy the Council is committed to undertaking an overall review of Public Toilets opening hours – no progress with	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				this review at this time.	
NS/014/2022	Christmas Illuminations and Celebrations Group Meeting – 20 January 2022	<b>Agreed to note the contents of the report and the Action Sheet of the Christmas Illuminations Group meeting held on 20 January 2022 and to approve the recommendations as set out in Sections 2.3 to 2.5.</b>	K Scullion	In progress	N
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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/016/2022	Opening and closing arrangements for vehicular access to Warrenpoint Cemetery	<p><b>Agreed to note the contents of the report and to recommend agreement to the installation of an automated barrier system at Warrenpoint Municipal Cemetery to control vehicular access, subject to the completion of a satisfactory business case.</b></p> <p><b>Also agreed, at the request of Councillor Ruane, that appropriate signage be put in place in advance to advise of this change and also that a message be put out on social media.</b></p> <p><b>Councillor McKeivitt asked that officers ensure a grit box was placed in the cemetery and kept replenished.</b></p>	K Scullion	In progress	N
<b>WASTE MANAGEMENT</b>					
NS/017/2022	Fleet replacement plan update	<b>Agreed to note the content 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/018/2022	Enforcement Improvement Plan Update	<b>Agreed to note the content of this update report and approve the recommendation of an awareness campaign to highlight the problem of dog-fouling, including the use of an eco-spray.</b>	S Murphy	<b>In progress. Further update to be provided at future committee meeting.</b>	<b>Y</b>
		<b>Also agreed Mr McBride investigate issues relating to the lack of bin provision in Newcastle centre, particularly on the routes into the town and also why a number of bins were out of circulation in the town centre, particularly the solar powered ones, many of which had plastic bags over them which stopped them being used. Mr McBride to ensure the relevant officer contact Councillor Clarke about these issues.</b>	J McBride	<b>Councillor Clarke contacted 04.03.22. In progress</b>	<b>N</b>
NS/019/2022	Waste Management Scale of Charges 2022/2023	<b>Agreed to approve the proposed waste management services scale of charges 2022/23 as set out in Appendix 1, circulated at the meeting</b>	S Murphy	<b>In progress</b>	<b>N</b>

**IN CLOSED SESSION**



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/020/2022	Arc21 In Committee Minutes – 3 and 7 December 2021	<b>Agreed to note these Minutes.</b>			Y
NS/021/2022	Arc21 Joint Monthly Bulletin – 27 January 2022	<b>Agreed to note this bulletin.</b>			Y
NS/022/2022	Waste Management Procurement Update	<b>Agreed to note the Waste Management Procurement Update</b>	S Murphy	Noted	Y
NS/023/2022	Electrical Maintenance and Minor Projects Procurement Update	<b>Agreed to note the electrical maintenance and minor projects procurement update.</b>	K Scullion	In progress	Y
<b>FOR NOTING</b>					
NS/027/2022	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	Noted	Y
<b>END</b>					

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> March 2022
<b>Subject:</b>	Grounds Maintenance review of 2021 and proposed works during 2022
<b>Reporting Officer (Including Job Title):</b>	Kevin Scullion, Assistant Director Facilities Management and Maintenance
<b>Contact Officer (Including Job Title):</b>	Jonathan Ellis, Grounds Maintenance Manager

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

<b>For decision</b>	<b>X</b>	<b>For noting only</b>
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<b>1.0</b>	<b>Purpose and Background</b>
1.1	The purpose of this report to provide Councillors with a summary review of grounds maintenance works undertaken in three specific work areas during 2021 and plans for work in these areas during 2022.
1.2	The three specific work areas are: <ul style="list-style-type: none"> <li>• Invasive species and weed control</li> <li>• Rewilding</li> <li>• Landscape/horticultural displays in gateway locations</li> </ul>
<b>2.0</b>	<b>Key issues</b>
2.1	<p><u>Invasive Species &amp; Weed Control</u></p> <p>Invasive species and weeds can be a significant detriment to the local environment and wildlife. Typical invasive species are Giant Hogweed, Japanese Knotweed and Himalayan Balsam.</p> <p>Council control of invasive species and weeds has historically relied on the use of herbicides and the herbicide Round Up, which uses the chemical glyphosate, has played a significant role. The Committee will be aware of health concerns raised about glyphosate. The Council at its Monthly Meeting in February 2020 agreed a target to phase out the use of herbicides containing glyphosate within 3 years or as soon as possible.</p> <p>Council is beginning its third year of this phasing out programme, with the first annual review reported on in March 2021 and the next annual report to be provided in April.</p> <p>Whilst progress in achieving the Council's stated target is being made, it is not without impact in terms of the efficiency of controlling invasive species and weeds in the area.</p>

	<p>Further legislative controls have been introduced since the start of this programme. There is now a legal requirement on Council to draw up and implement management plans to eradicate identified invasive species on relevant sites. Ten such plans have been drawn up by the department over the past year.</p> <p>During 2022 the department will continue to work to develop and implement programmes to control and eliminate invasive species and weeds.</p> <p>The department will continue to apply herbicides as one means of controlling invasive species and weeds but continue to look for and trial alternative methods. To achieve attractive prime public spaces during 2022 herbicides will be used in these areas.</p> <p>Attached at Appendix 1, Table 1, is a summary of the <b>main</b> actions taken during 2021 and planned actions during 2022.</p>
2.2	<p><u>Rewilding</u></p> <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. It is reasonable to conclude that 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 will be developed and rationalised further for a better coordinated scheme. Information and signage will 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.</p> <p>Attached at Appendix 1, Table 2, is a summary of the <b>main</b> actions taken during 2021 and planned actions during 2022.</p>

2.3	<p><u>The Landscape / Horticultural Displays in Gateway Locations</u></p> <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.</p> <p>Attached at Appendix 1, Table 3, is a summary of the <i>main</i> actions taken during 2021 and planned actions during 2022.</p>
3.0	<b>Recommendations</b>
3.1	Committee approval is sought for the proposed actions within the report (Sections 2.1 to 2.3 and Appendix 1).
4.0	<b>Resource implications</b>
	<p>Funding of these works is through the Council's revenue budget for Grounds Maintenance.</p> <p>Where opportunities arise to obtain grant aid assistance for this programme of works, Officers actively seek to obtain this (e.g. Seaflag, DFC and Environment Challenge Funds etc).</p>
5.0	<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>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>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>
	<p><b>Appendix 1:</b> Summary of the main actions taken during 2021 and planned actions during 2022</p>
8.0	<p><b>Background Documents</b></p>
8.1	<p>None</p>

### **Appendix 1: Summary of the main actions taken during 2021 and planned actions during 2022**

Below in Tables 1 to 4 is a summary of the main actions taken during 2021 and planned actions during 2022 in the specific work areas reported on in this report.

**Table1: Invasive Species & Weed Control - Summary of the main actions taken during 2021 and planned actions during 2022**

<b>Site</b>	<b>Action</b>	<b>Progress</b>	<b>Year</b>
Kilbroney Park	Bamboo & rhododendron etc	Complete, but review in 12 months.	2021
Kilbroney Park	Arboretum restoration started	Planned removal of various species across the historic arboretum; Ash trees, Laurel, Pheasant bush etc. This is a large-scale project with significant labour.	Late 2021 & early 2022
	Knotweed & invasive weed areas	Complete, this is a 3-year process. Monitor for reoccurrence of new sites.	2021
Newry Canal	Stands of Himalaya Balsam Japanese Knotweed	Complete, this is a 3-year process. Monitor for reoccurrence of new sites.	2021
Kilkeel & Craig Old Church's	Removal of extensive brash - Ash & Ivy Growth etc.	Complete, this will be a 2-year process. Monitor for reoccurrence of new sites.	2021
Islands Park Newcastle	Japanese Knotweed Control	Ongoing. Monitor for reoccurrence of new sites.	2021
Kilbroney Park		Planned - further removal of various	2022

		species across the historic arboretum	
Newry Canal	Stands of Himalaya balsam Japanese Knotweed	Planned - further control as per NIEA management plan.	2022
Kilkeel & Craig Old Church's	Remaining brash controlled, woody plants cut & chipped.	Planned – removal from historic church fabrics to prevent damage. Other historic sites will be started on a rolling basis. These are labour intensive schemes.	2022
Islands Park Newcastle	Further Japanese Knotweed Control from both land and boat operations.	Planned - this is an ongoing project with recontamination occurring from upstream & private lands.	2022 & beyond

**Table 2:** Rewilding Project - Summary of the main actions taken during 2021 and planned actions during 2022

<b>Site</b>	<b>Action</b>	<b>Progress</b>	<b>Year</b>
Kilbroney Park	Creation of 4 formal wildflower areas.	Complete	2021
	Grass cutting regime for climate adaptation and natural growth forms.	Complete	2021
Main Roundabouts – Greenbank, Burren, Carnbane etc	Formal high colour native Irish wildflower areas.	Complete	2021
Delamont Country Park	Rewilding grass cutting regime.	Complete	2021
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



**Table 3: The Landscape / Horticultural Displays in Gateway Locations - Summary of the main actions taken during 2021 and planned actions during 2022**

<b>Site</b>	<b>Action</b>	<b>Progress</b>	<b>Year</b>
Abbey Way, Newry	Display landscape started using historic themes.	1 Years work	2021
Ardglass	Entrance Planting & Screening.	Almost complete	2021 late & early 2022
Newcastle Promenade & Downs Road Car Park etc	Complete renovation of degraded planting.	Old growth & weeds removed. Several planting sections undertaken with extensive local community assistance.	2021
	Town centre pots completely rejuvenated.	Old material disposed, new soil and planting undertaken.	2021
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,	Planned April onward	2022

	shrub & herbaceous high impact scheme		
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<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 March 2022
<b>Subject:</b>	Report on Elected Member District Cleansing Workshop
<b>Reporting Officer:</b>	Sinead Murphy, Assistant Director: Waste Management (Acting)
<b>Contact Officer:</b>	Peter Whyte, Head of Refuse & Cleansing David Hanna, Performance & Operations Manager

<b>For Decision</b>	<b>X</b>	<b>For Noting Only</b>	
<b>1.0</b>			<b>Purpose &amp; Background</b>
1.1			The purpose of this report is to seek Committee approval on the report of the Elected Member District Cleansing Workshop, held on the 28 February 2022, to consider proposed new direction for Neighbourhood Cleansing Services following review of current provision in line with recommendations from the Cleansing Workshop in November 2021.
<b>2.0</b>			<b>Key Issues</b>
			Elected Member Workshop
2.1			Members were provided with a recap from the last Workshop, which included a summary of the preferred option to provide an equitable service across the District to higher service standards, with increased budget allocation. The significant challenges to be addressed including varying staff and vehicle resource levels, differing terms and conditions, resource diversion due to Covid-19, were outlined.
2.2			Proposals for future delivery of Neighbourhood Cleansing Services and potential implications were presented with proposed changes based on five key areas, including: <ol style="list-style-type: none"> <li>1. A common methodology for future cleansing</li> <li>2. Introduction of ten zones across the District</li> <li>3. Arrangements for the routine deep cleansing of specific paved areas across the District</li> <li>4. Outline proposals for future capital investment</li> <li>5. Arrangements for future manual cleansing requirements</li> </ol>
2.3			Members while largely supportive of the proposed changes, were primarily concerned with more details being provided on how the proposed zones would operate in-practice and potential staffing implications of the proposals. A further follow-up workshop will be planned to enable Elected Members to consider a final, more detailed plan in advance of formal Council consideration.
2.3			The following next steps were noted: <ol style="list-style-type: none"> <li>i. Table report of Workshop at March 2022 Neighbourhood Services committee</li> <li>ii. Prepare business cases for future investment outlined in proposals</li> <li>iii. Seek further advice from Human Resources/Finance on HR implications of changes to working patterns and Revenue costs</li> <li>iv. Finalise proposals and implementation plan for Neighbourhood Services Committee Approval</li> <li>v. Consultation with Trade Unions and affected staff</li> </ol>
2.4			A copy of the full report of the workshop is provided at <b>Appendix I</b> .

2.5	A copy of the presentation delivered at the workshop is provided at <b>Appendix II</b> .	
<b>3.0</b>	<b>Recommendations</b>	
3.1	Members are asked to <ul style="list-style-type: none"> <li>Approve the report of the Elected Member District Cleansing Workshop</li> </ul>	
<b>4.0</b>	<b>Resource Implications</b>	
4.1	There are no resource implications arising from this report, however any decision(s) arising from the finalisation of the review may have resource implications for the Members to consider. It is currently estimated that the proposals will require a capital investment of c. £1,000,000. Revenue costs cannot be quantified at this stage and estimates will be finalised in the next stage of the review. Members will be aware that these will require consideration in the future capital and revenue budgets for 2022-23.	
<b>5.0</b>	<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>	
5.1	<b>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</b>	
	n/a	<input checked="" type="checkbox"/>
5.2	<b>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</b>	
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	If yes, please complete the following:	
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened	<input type="checkbox"/>
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	<input type="checkbox"/>
5.3	<b>Proposal initiating consultation</b>	
	Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves	<input type="checkbox"/>
	Consultation period will be 12 weeks	<input type="checkbox"/>
	Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/>
	<i>Rationale:</i> n/a	
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>	
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	If yes, please complete the following:	

	Rural Needs Impact Assessment completed	<input type="checkbox"/>
<b>7.0</b>	<b>Appendices</b>	
7.1	<ul style="list-style-type: none"> <li>• <b>Appendix I</b> – report of Elected Members’ workshop, held on 28 February 2022.</li> <li>• <b>Appendix II</b> – copy of presentation provided at the workshop.</li> </ul>	
<b>8.0</b>	<b>Background Documents</b>	
8.1	NS Committee Report - NS/188/2021: ELECTED MEMBER DISTRICT CLEANSING WORKSHOP	

**ELECTED MEMBER WORKSHOP ON REVIEW OF CLEANSING****MONDAY, 28<sup>TH</sup> FEBRUARY 2022 AT 5PM****MOURNE ROOM, DOWNSHIRE CIVIC CENTRE & MS TEAMS**

In Attendance: Mourne Room, Downshire Civic Centre

Councillor T Andrews	Councillor D Curran
Councillor O Hanlon	Councillor C Casey
Councillor A Lewis	

In Attendance: MS Teams

Councillor K Owen ( <b>Chair</b> )	Councillor P Brown
Councillor P Byrne	Councillor L Devlin
Councillor C Enright	Councillor R Howell
Councillor M Larkin	Councillor O Magennis
Councillor D McAteer	Councillor K McKeivitt
Councillor G Stokes	Councillor R Burgess

Mr J McBride, Neighbourhood Services Director (Acting)

Mrs S Murphy, Assistant Director: Waste Management (Acting)

Mr K Scullion, Assistant Director: Facilities Management & Maintenance

Mr D Hanna, Performance & Operations Manager

**PRESENTATION: Proposal for Future Delivery of District Cleansing Services****Purpose of the Workshop**

Mrs Murphy advised the purpose of the workshop was to present Elected Members with proposed new direction for Neighbourhood Cleansing Services following review of current provision in line with recommendations from the Cleansing Workshop in November 2021. To seek approval for proposals for the future direction of the Neighbourhood Cleansing Service.

**Recap from the last Workshop**

Members were provided with a recap from the last Workshop, which included a summary of the preferred option to provide an equitable service across the District to higher service standards, with increased budget allocation.

Mrs Murphy also reiterated to Members the significant challenges that needed to be addressed, including: varying resource levels – staff and vehicles; varying scope of cleansing; differing terms and conditions; resource diverted to refuse as part of COVID-19

service contingencies; as well as seasonal variations in service demand and the role of the night-time economy.

### **Proposal for Future delivery & Potential Implications**

Mrs Murphy proposed changes based on five key areas, including:

1. A common methodology for future cleansing
2. Introduction of ten zones across the District
3. Arrangements for the routine deep cleansing of specific paved areas across the District
4. Outline proposals for future capital investment
5. Arrangements for future manual cleansing requirements

#### **A Common Methodology for Future Cleansing**

Mrs Murphy proposed the following:

1. Increase mechanized cleansing across the District with specific manual requirements, e.g., litter bin emptying, litter picking, and toilet cleansing outlined separately.
2. The frequency of each town and village centre and all housing developments to be designated with a new proposed cleansing frequency of daily, weekly, fortnightly and monthly depending on need.
3. All housing developments not previously included on schedule were included and also designated a proposed cleaning frequency
4. To designate the HGV sweepers to clean main 30mph Roads, Carparks, 60mph Roads with kerb lines, traffic islands, park and Ride facilities, dual carriageways and slip roads on a rotating basis. With emphasis on weekly sweeping for main art-e-rial 30 mph roads and slip Roads

Mrs Murphy also advised that a requirement existed to identify the required resources for the proposed changes, which included the staff and vehicles required to cover ten zones across the District.

#### **Introduction of Ten Zones across the District**

Mrs Murphy proposed the following ten zones:

The 10 zones are highlighted in this map

- Zone 1 – Newry
- Zone 2 – South Armagh
- Zone 3 – Warrenpoint
- Zone 4 – Kilkeel
- Zone 5 – Camlough/Bessbrook
- Zone 6 – Crossmaglen
- Zone 7 – Newcastle/Castlewellan/Dundrum
- Zone 8 – Downpatrick/Killyleagh
- Zone 9 – Ballynahinch/Saintfield/Crossgar
- Zone 10 – Ardglass/Strangford/Ballyhornan

Mrs Murphy further advised that each zone would require its unique make up of squads and vehicles to meet the specific needs in the area; she proposed to base Sweepers in identified out-centres such as satellite depots and HRC sites as this would allow the disposal of sweeping waste at sites within or near to the zones and would keep disposal journeys to a minimum thereby maximizing operational time.

#### Arrangements for the routine deep cleansing of specific paved areas across the District

Mrs Murphy advised that a deep cleansing schedule was currently in place with an external contractor, however with an increase in environmental improvement schemes (with Chinese granite paving surfaces) paved areas were becoming increasingly challenging to maintain. Mr Murphy proposed the Council consider purchasing its own Mobile Pressure Washer (subject to business case) which uses steam cleaning to deploy across District with reduced requirement for External Deep Cleanse

#### Outline proposals for Future Capital Investment

Mrs Murphy advised, that subject to Member agreement on the proposal to increase mechanized cleansing and to adopt the ten proposed zones, additional capital investment costs of c.£1,000,000 had been identified. Details were provided on the break-down of these potential costs.

#### Arrangements for Future Manual Cleansing Requirements

Mrs Murphy proposed the following for future manual cleansing requirements, which included providing a seven-day service, resourced to address peak weekend and seasonal demands:

- Litter squads – litter picking rural roads, litter bin emptying
- Solo sweep/orderlies for main town centres – Newry, Downpatrick, Newcastle & Warrenpoint
- Public Convenience cleansing
- Trialling a model this summer to determine most efficient way to address legacy differences concerning the role of Grounds Maintenance in cleansing activities.

Mrs Murphy also referred Elected Members to plans to engage Keep NI Beautiful to undertake more detailed transect surveys across the District and to increase the current levels of partnership working with local communities.

#### Potential Implications

Mrs Murphy advised Members there were several potential implications from the proposed changes, including:

- Improved standards of cleansing across the District
- Positive image of District for residents and visitors
- Capital investment
- Revenue investment
- HR implications



In order to provide more details in relation to the proposed changes, Mrs Murphy sought approval from Members to identify future operating hours, work patterns, staff resource requirements, including retraining/upskilling existing staff.

### Seasonal Plan (2022-23)

Members were provided with an overview of plans to address the peak season between April and September 2022. This included: Additional cleansing in Newcastle/Warrenpoint/Lecale coast; seasonal cleansing staff – increased weekend and evening cover; additional support on public holidays; the deployment of scrubber sweeper; deep cleansing of paved areas; the deployment of restricted access litter bins; as well as seasonal enforcement provision.

Members, while largely supportive of the proposed changes, were primarily concerned with more details being provided on how the proposed zones would operate in-practice. The following issues were also considered:

1. Clarification on the cleansing of rural roads;
2. More information was required in relation to future cleansing frequencies for housing developments and estates;
3. Detailed information in relating to the potential staffing implications of the proposals;
4. More information on the criteria that would be used to determine the future frequency of cleansing schedules;
5. Careful consideration was required to be given to the potential implications of increasing levels of community support;
6. The proposed schedules and timings for mechanical and manual cleansing activities.

In response to several queries, Mr McBride advised that the issues raised by Members, along with an implementation plan, would be prepared for future Elected Member consideration. He proposed organising a follow-up workshop to enable Elected Members to consider a final, more detailed plan in advance of formal Council consideration.

### Next Steps

The following next steps were noted:

- Table report of Workshop at March 2022 Neighbourhood Services committee
- Prepare business cases for future investment outlined in proposals
- Seek further advice from Human Resources/Finance on HR implications of changes to working patterns and Revenue costs
- Finalise proposals and implementation plan for Neighbourhood Services Committee Approval
- Consultation with Trade Unions and affected staff

### Close

The workshop closed at 6.40pm.

# District Cleansing Workshop

28 February 2022

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



Comhairle Ceantair  
an Iúir, Mhúrn  
agus an Dúin

**Newry, Mourne  
and Down**

District Council

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Newry, Mourne and Down District Council

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# Agenda

1. Welcome, introduction and workshop purpose
2. Brief recap of last workshop
3. Proposal for future delivery and potential implications
4. Seasonal plans 2022/23
5. Next steps

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# Welcome, Introduction and Workshop Purpose



## Aims of the Workshop

- To present Elected Members with proposed new direction for Neighbourhood Cleansing Services following review of current provision in line with recommendations from the Cleansing Workshop in November 2021.
- To seek approval for proposals for the future direction of the Neighbourhood Cleansing Service

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# Recap from last workshop



## Agreed Option for Future Service Delivery

Option 3 – Provide equitable service across the District to higher service standards, with increased budget allocation

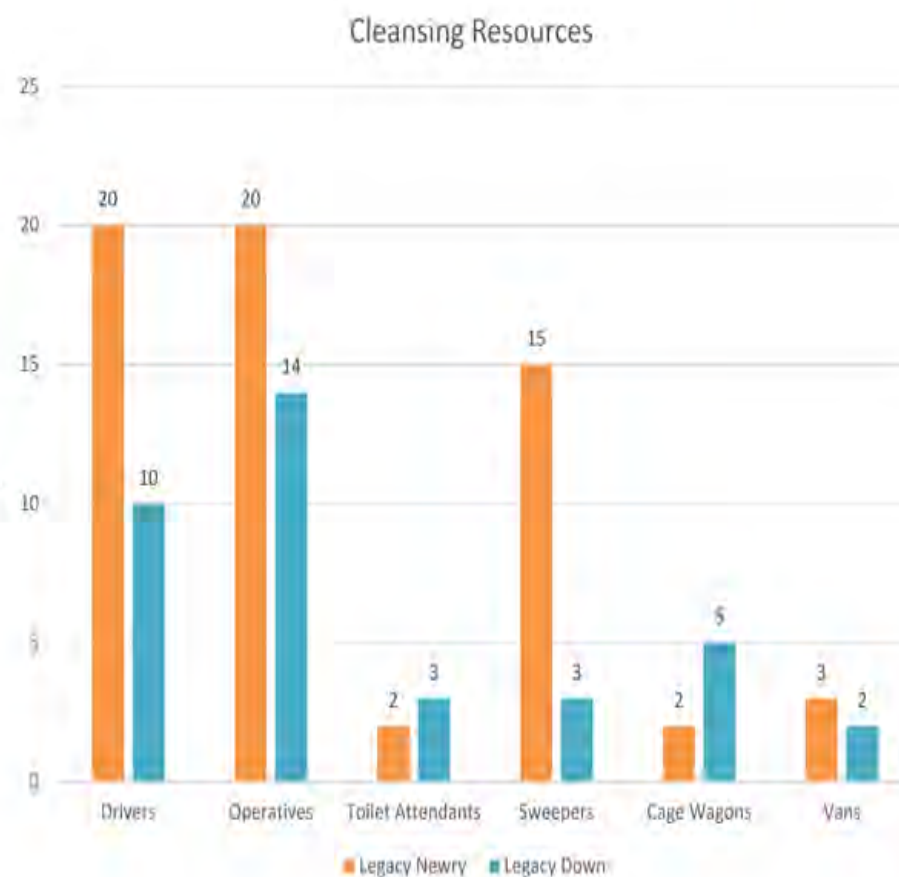
### Considerations

- Additional resources to achieve higher standard consistently across the District
- Equitable cleansing services across the District
- Common service delivery methods across the District.
- Based on recognised cleansing standards.
- Increase in budget allocation, Payroll, Non-Payroll and Capital.
- Human Resource, Trade Union and legal considerations.



## Challenges

- Varying resource levels – staff and vehicles
- Varying scope of cleansing
- Differing terms and conditions
- Resource diverted to refuse – Covid-19 priorities
- Seasonal variations in service demand
- Night time economy
- Rural nature of the District





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# Proposal for future delivery & Potential Implications



## Methodology of Review

- Review current Cleansing operations to identify efficiencies and improvements to operations while maintaining standard of cleanliness
- Apply this methodology across the District identifying resource requirements to achieve an equitable standard of services
- Consider any additional requirements, i.e. seasonal, events

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## Routine Deep Cleansing

- Deep cleansing schedule in place with external contractor
- Paving – challenging to maintain
- Proposal to purchase own Mobile Pressure Washer to deploy across District with reduced requirement for External Deep Cleanse





## Proposed Capital Investment

Vehicle	Number required	Estimated Cost
12T HGV Sweeper	1	£147,000
7.5T Sweeper	3	£435,000
4.5T Compact Sweeper	3	£255,000
3.5T Cage Wagon	2	£90,000
Mobile pressure washer	1	£155,000
<b>TOTAL</b>		<b>£1,082,000</b>



## Manual Cleansing Requirements

- Litter squads – litter picking rural roads, litter bin emptying
- Solo sweep/orderlies for main town centres – Newry, Downpatrick, Newcastle & Warrenpoint
- Public Convenience cleansing
- Legacy Down area – reduced service mid week for rest days
  
- Proposal – provide a 7 day week Cleansing service, resourced to address peak weekend and seasonal demands



## Additional proposals and considerations

- Performance measurement – Keep NI Beautiful, Additional surveys - £8,319 – 3 surveys
- Collaborative work with Community groups



## Potential Implications

- Improved standards of cleansing across the District
  - Positive image of District for Residents and Visitors
  - Capital investment
  - Revenue investment
  - HR implications
- 
- Approval required to identify operating hours, work patterns, staff resource requirements, including retraining/upskilling existing staff



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# Questions/Comments

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# Seasonal Plans 2022/23



## Peak Season 2022/23

- April – September 2022
- Additional cleansing - Newcastle/Warrenpoint/Lecale coast
  - Seasonal cleansing staff – increased weekend and evening cover
  - Additional support on public holidays
  - Deployment of scrubber sweeper
  - External contractor – deep cleanse
  - Restricted access litter bins
  - Seasonal Enforcement provision

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# Next Steps



## Summary of recommendations

Elected members are requested to consider approval to:

- Prepare business cases for future investment outlined in proposals to provide an equitable cleansing service to a higher standards across the District.
- Identify operating hours, work patterns, staff resource requirements, including retraining/upskilling existing staff to provide a 7 day week Cleansing service, resourced to address peak demands at weekends and seasonally
- Engage Keep NI Beautiful to undertake additional surveys to measure performance
- Increase collaborative work with Community groups to reduce litter and further improve the cleanliness of the District



## Next steps...

- Table report of Workshop at March 2022 Neighbourhood Services committee
- Prepare business cases for future investment outlined in proposals
- Seek further advice from Human Resources/Finance on HR implications of changes to working patterns and Revenue costs
- Finalise proposals and implementation plan for Neighbourhood Services Committee Approval
- Consultation with Trade Unions and affected staff

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# Workshop Close

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 March 2022
<b>Subject:</b>	2022 Summer Season Preparations
<b>Reporting Officer (Including Job Title):</b>	Sinead Murphy, Assistant Director: Waste Management (Acting)
<b>Contact Officer (Including Job Title):</b>	Peter Whyte, Head of Refuse and Cleansing

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

<input type="checkbox"/> For decision	<input checked="" type="checkbox"/> X	<input type="checkbox"/> For noting only	<input type="checkbox"/>
<b>1.0</b>	<b>Purpose and Background</b>		
1.1	The purpose of this report is to inform members and seek approval for the proposed preparations for the 2022 summer season, April to September, to ensure adequate resources are deployed to maintain our District to a high standard throughout this period.		
<b>2.0</b>	<b>Key issues</b>		
2.1	Newry Mourne and Down District Council with its unique location and natural beauty is highly attractive to local and travelling visitors into its numerous attractions across the District. During the summer season the footfall in tourist areas increases significantly. The impact of Covid restrictions resulted in a significant increase in visitors to the district during the summer of 2021.		
2.2	The increased visitor numbers to the District brings with it an increase in the usage of litter bins and an increased generation of street litter. To ensure a positive visitor experience it is crucial that the standard of cleanliness is maintained to a high standard.		
2.3	<p>Officers within the Refuse and Cleansing section have developed cleansing plans to maintain a high standard of cleanliness, particularly in high profile tourist areas over the summer period.</p> <p>Areas covered by the plans, Newcastle, Warrenpoint and the Lecale coast, experience the highest numbers of visitors in the summer season and have been identified as requiring additional resources in this period. Increased resources are planned for around public holidays when footfall traditionally increases.</p>		
2.4	<p>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 in the evenings. At the following high peak times, additional crews 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>		



	A contractor will 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
2.5	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.
2.6	These 2022 Summer Season Preparations will 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.
<b>3.0</b>	<b>Recommendations</b>
3.1	Members are asked to <ul style="list-style-type: none"> <li>Approve the proposed 2022 Summer Season Preparation plans outlined in 2.4 and 2.5.</li> </ul>
<b>4.0</b>	<b>Resource implications</b>
4.1	Resourcing for the preparations will be funded from 2022/23 Waste Management budget. Any additional costs resulting from an increased demand due to good weather and visitors to the area will be managed via the 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><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>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>
6.0	<p><b>Due regard to Rural Needs (please tick all that apply)</b></p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	<p><b>Appendices</b></p>
7.1	<p>None</p>
8.0	<p><b>Background Documents</b></p>
8.1	<p>N/A</p>



<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 March 2022
<b>Subject:</b>	2022/23 Public Holiday Arrangements for Refuse Collection and Household Recycling Centres
<b>Reporting Officer (Including Job Title):</b>	Sinead Murphy, (Acting) Assistant Director Waste Management
<b>Contact Officer (Including Job Title):</b>	Liam Dinsmore, Head of Waste Processing and Enforcement

For decision	X	For noting only	
<b>1.0</b>			<b>Purpose and Background</b>
1.1			The annual Public Holidays applying to the current financial year have been reviewed alongside operational provision for Refuse Collection services and Household Recycling Centres.
1.2			Revised operational arrangements are required to be agreed with staff and waste receiving centres to ensure operational arrangements are coordinated. These revised arrangements are to be communicated to Householders as appropriate.
<b>2.0</b>			<b>Key Issues</b>
2.1			Proposed operational arrangements and schedule for alternative 2022/23 Public Holiday arrangements in relation to Refuse Collection Services and the opening of Household Recycling Centres are detailed in Appendix 1.
<b>3.0</b>			<b>Recommendations</b>
			Members are asked to approve: <ul style="list-style-type: none"> <li>• Alternative Refuse Collection Services for the period 1 April 2022 – 31 March 2023 as per Appendix 1</li> <li>• Opening arrangements for Household Recycling Centres for the period 1 April 2022 – 31 March 2023 as per Appendix 1</li> <li>• Notification to Householders to be provided in local press and through Council online communications, in advance of each Public Holiday.</li> </ul>
<b>4.0</b>			<b>Resource implications</b>
4.1			No additional resource implications apply above those already anticipated in operational service plans.
<b>5.0</b>			<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1			<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>

	<i>n/a</i>	<input type="checkbox"/>
5.2	<p><b><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input 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> <p><i>n/a</i></p>	
<b>6.0</b>	<b>Due regard to Rural Needs (please tick all that apply)</b>	
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>	
<b>7.0</b>	<b>Appendices</b>	
	Appendix 1 – Schedule of Public Holiday Arrangements	
<b>8.0</b>	<b>Background Documents</b>	
	None	

**Appendix 1 - 2022/23 Public Holiday Refuse Collection Arrangements**

Public Holiday	Date of Public Holiday	Alternative Refuse Collection Day	Household Recycling Centre arrangements
Easter Monday	Monday 18/4/22	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Easter Tuesday	Tuesday 19/4/22	Normal collection	WPH Open 9:30-16:30
May Day	Monday 2/5/22	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Spring Bank Holiday (Jubilee)	Thursday 2/6/22	Normal collection	WPH Open 9:30-16:30
Jubilee Bank Holiday	Friday 3/6/22	Normal collection	WPH Open 9:30-16:30
12 <sup>th</sup> Holiday	Tuesday 12/7/22	Normal collection	WPH Open 9:30-16:30
13 <sup>th</sup> Holiday	Wednesday 13/7/22	Normal collection	WPH Open 9:30-16:30
August Bank Holiday	Monday 29/8/22	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Christmas Day	Monday 26/12/22	No collection in Down Newry: Work Saturday 24 December	CLOSED
St Stephens Day	Tuesday 27/12/22	Normal collection	CLOSED
Statutory Day	Wednesday 28/12/22	Normal collection	CLOSED
Christmas Eve (moved)	Thursday 29/12/22	Normal collection	Open 9:30-16:30

New Year's Day	Monday 2/1/23	No collection in Down Normal collection in Newry	CLOSED
St Patrick's Day	Friday 17/3/23	Normal collection	CLOSED

(WPH – Work Public Holiday)

<b>Report to:</b>	Neighbourhood Services Committee
<b>Date of Meeting:</b>	23 March 2022
<b>Subject:</b>	Early Closure of Warrenpoint Household Recycling Centre (HRC)
<b>Reporting Officer (Including Job Title):</b>	Sinead Murphy, (Acting) Assistant Director Waste Management
<b>Contact Officer (Including Job Title):</b>	Liam Dinsmore, Head of Waste Processing and Enforcement

For decision	X	For noting only	
<b>1.0</b>			<b>Purpose and Background</b>
1.1			The purpose of this report is to seek the approval of Members for early closure of the Warrenpoint HRC to facilitate a road closure arising from a live broadcast of Warrenpoint Town FC's game against Linfield FC by Sky Sports Television on Saturday 26 March 2022.
<b>2.0</b>			<b>Key Issues</b>
2.1			Following a risk assessment by the organisers of the live broadcast by Sky Sports Television, a request has been received to close the facility for a limited period of time due to potential health and safety risks for participants, as well as for users of the facility.
2.2			It is therefore recommended that Members agree to the request to close the facility early, from 11.00am on Saturday 26 March 2022, to facilitate the live broadcast of Warrenpoint Town FC's game against Linfield FC by Sky Sports Television.
<b>3.0</b>			<b>Recommendations</b>
3.1			Members are asked to approve: <ul style="list-style-type: none"> <li>• <b>Early closing of the Warrenpoint HRC from 11.00am on Saturday 26 March 2022 to facilitate a live broadcast by Sky Sports Television</b></li> <li>• <b>Due to the late receipt of this request, members are also asked to note that the implementation of this recommendation will be before Full Council consideration on the 4 April 2022.</b></li> </ul>
<b>4.0</b>			<b>Resource implications</b>
4.1			There are no additional resource implications associated with this report.
<b>5.0</b>			<b>Due regard to equality of opportunity and regard to good relations (complete the relevant sections)</b>
5.1			<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>  <i>n/a</i> <span style="float: right;"><input type="checkbox"/></span>



<p>5.2</p>	<p><b>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</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>
<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>n/a</p>
<p>6.0</p>	<p><b>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 type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
<p>7.0</p>	<p><b>Appendices</b></p>
	<p>None</p>
<p>8.0</p>	<p><b>Background Documents</b></p>
	<p>None</p>

**ITEM 3**  
**ARC21 JOINT COMMITTEE**  
**Virtual Meeting No 065**  
**MINUTES**  
**Thursday 27 January 2022**

**Members Present:**

Councillor A Bennington	Antrim & Newtownabbey Borough Council
Councillor M Goodman ( <i>Deputy Chair</i> )	Antrim & Newtownabbey Borough Council
Councillor R Kinnear	Antrim & Newtownabbey Borough Council
Alderman A Carson	Ards & North Down Borough Council
Alderman A McDowell	Ards & North Down Borough Council
Alderman R Gibson	Ards & North Down Borough Council
Councillor P McReynolds	Belfast City Council
Alderman D Drysdale ( <i>Chair</i> )	Lisburn & Castlereagh City Council
Councillor M Gregg	Lisburn & Castlereagh City Council
Councillor S Lee	Lisburn & Castlereagh City Council
Councillor D Reid	Mid & East Antrim Borough Council
Councillor K Owen	Newry, Mourne & Down District Council
Councillor D Murphy	Newry, Mourne & Down District Council
Councillor R Burgess	Newry, Mourne & Down District Council

**Members' Apologies:**

Councillor F Ferguson	Belfast City Council
Councillor JJ Magee	Belfast City Council
Alderman R Cherry	Mid & East Antrim Borough Council
Councillor I Friary	Mid & East Antrim Borough Council

**Officers Present:**

T Walker	arc21
G Craig ( <i>Secretary</i> )	arc21
H Campbell	arc21
K Boal	arc21
J Green	arc21
T McArdle	arc21
L Daly	Antrim & Newtownabbey Borough Council
D Lindsay	Ards & North Down Borough Council
N Martin	Ards & North Down Borough Council
J McConnell	Belfast City Council
H Moore	Lisburn & Castlereagh Borough Council
S Holgate	Mid & East Antrim Borough Council
J McBride	Newry, Mourne & Down District Council

**Officers' Apologies:**

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

The Chair welcomed Councillor Murphy, the new representative from Newry, Mourne and Down District Council, to the meeting.

**Item 1 - Conflicts of Interest Statement**

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

**Action: Noted**

**Item 2 - Apologies**

Apologies were noted.

**Action: Noted**

**Item 3 - Minutes of Special Joint Committee Meeting 063 held on 3 December 2021**

Following discussion, the Joint Committee approved the minutes of the Special Joint Committee meeting 063 held on 3 December 2021.

**Action: Agreed**

**Item 4 - Matters Arising**

There were no matters arising.

**Action: Noted**

**Item 5 - Minutes of Joint Committee Meeting 064 held on 7 December 2021**

Following discussion, the Joint Committee approved the minutes of the Joint Committee meeting 064 held on 7 December 2021.

**Action: Agreed**

**Item 6 - Matters Arising**

There were no matters arising.

**Action: Noted**

**Item 7 - Contracts & Operations Briefing Report**

Ms Boal introduced the new arc21 Procurement and Contracts Manager, Mr T McArdle, and welcomed him to the meeting.

She reported that there had been a bit of spike with covid which was being managed by the operators and hadn't affected services. She noted that in general, there had been no issues with covid in relation to contingency arrangements, however, Bryson had implemented contingency arrangements for a day and half due to the volume of material. She reported that a number of the loads had been diverted and will be fed back into the facility once it quietens down.

She discussed the site visits and the health and safety audits which had been continuing and noted that the last one with ENVA, who do the collection of the glass banks, there had an issue in terms of the risk assessment for collecting bring banks on site. She advised that we had been working closely with ENVA to address this and hoped to have it completed by the end of the week.

Ms Boal noted that the general position with regard to site visits was different to pre-covid as we are trying to minimise the number of interactions on site, but are in regular contact with the contractors.

In terms of arrangements for Christmas and New Year, there were no service issues.

New performance tables were presented in the report showing contractor performance for December and highlighting issues for information and she noted that similar tables would be presented, in this way, going forward.

Ms Boal noted issues with turnaround at sites particularly with bulky trailers with running floors rather than the other method of tipping, which is taking slightly longer, but arc21 will not implement service credits where we consider there are mitigating circumstances.

In terms of reporting, she noted that there had been issues in the reports from Regen for the MRF who had been slow with the invoice for Nov. and Dec but the issues with their IT system had now been sorted.

She also noted that there had been issues in the haulage contract as they only have a five-day turnaround, where most contracts have 10 days, and hampered because they were not getting all the weighbridge tickets due to covid protocols.

Ms Boal also noted issues with capacity over the Christmas period with regards to servicing the glass and textiles sites, which reflects in peak times in trying to organise the collections. She reported that there had been some issues last year in relation to paper and this was addressed by ensuring that all the banks were emptied pre-Christmas, and resulted in no issues this year.

In terms of rejected loads, she noted that there were still issues with material coming to sites and that arc21 is working with councils on this to try and eradicate the vehicle misuse.

Ms Boal discussed the tonnages and noted that in general we are starting to see some of the contracts showing the same level of material as for the same period last year.

In terms of the biodegradable waste to landfill against 2019 NILAS targets, she reported that although some councils are nearer to their individual allowances, overall arc21 are well within the 2019 figures.

Ms Boal reported that in terms of the rising levels of contamination in the MRF contract, Lot 1, a meeting of council officers and Bryson had been held to focus on issues relating to contamination. Discussions also included the issues that have come about from the likes of particular shops collecting some plastics and sending the message out that they can be recyclable and therefore can go in the [recycling] bin, and to look at the possibility of picking up those items and focusing communications around these items.

One of the things coming out of this review was to identify the top 10 contaminants and this list has now been sent to officers to use in their communications as councils consider what they are doing in terms of either reducing the capacity in their residual bins, or changing frequency of collections.

Ms Boal reported that it was also intended to hold a similar review for NM&DDC who use Regen, and in addition arc21 are also holding a session in February with officers and NWP to cover the issues of contamination, the benefits and the CO2 implications of their processes etc and to also look at some ideas for bringing compost to residents in the area at a reduced cost. Ms Boal noted that she would report back on this at the February meeting.

**Action : Ms Boal**

In terms of the supplies contract, she reported that the number of orders had decreased and that arc21 is encouraging councils to consider their future order requirements, as there are some supply issues in terms of the amount of time taken and also in terms of prices which are fluctuating.

She reported that the ESPO Framework for supplies is due for renewal at the end of January 2022, and they have indicated that they are on track to have the new contract in place when the current one ends.

Ms Boal advised of a consultation out on digital waste tracking, which is something that may revolutionise the way councils track its waste and that she would be bringing an update on this at the February meeting in order to shape a response, along with providing an opportunity for discussions with council officers to present their views.

**Action: Ms Boal**

Ms Boal also discussed the changes that are coming in terms of persistent organic pollutants in soft furnishings. These materials are collected by councils as part of their bulky waste collections and changes which are emerging in GB are likely to effect the handling of these materials in terms of how they are identified as a separate waste stream and separately treated (incinerated). She noted that for NI, this poses major issues as there is no local infrastructure to deal with this waste stream and, in addition, for council sites where material has to be collected and stored separately. Further information from NIEA/DEFRA is awaited and discussions will be progressed with Steering Group officers in due course.

Following discussion the Joint Committee noted the report.

**Action: Noted**

### **Item 8 - Waste Tonnage Trends**

Ms Boal discussed the various contract tonnages shown in a series of comparative graphs over the last five years.

She noted that the landfill tonnages were running on an upward trajectory from the pre-covid levels, which was not very positive, and that there were no signs that they would be moving back to these levels.

She reported that the Organics Type 1 lines were virtually the same for all of the years and had a close correlation with the exception of 2019/20, which was a bumper year in terms of summer period and highest period for that type of material ever collected.

In terms of the mixed food and garden waste, the line has fallen into the same trend as last year and the tonnages have increased because NM&DDC had come into the contract.

Ms Boal noted that the MRF had a similar trajectory to last year with some slightly lower tonnages in December, but there may be more tonnage in January dependent on how the collections fall.

She reported that the department are looking at the recycling rate and are concerned that target compliance is proving difficult to achieve and maintain which is contrary to their policy, so there had been regular liaison with them.

In terms of street sweepings, Ms Boal noted that the tonnage figures are lower but with covid arc21 is aware that some councils have diverted resources from street sweepings in order to maintain refuse collection services.

In terms of bring bank contracts, the tonnage figures remain at a low level when compared to the other main contracts.

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 nine matters discussed.

<b>Item 9 - Minutes of Special Joint Committee Meeting 063 held on 3 December 2021 'in committee'</b>	<b>Action: Agreed</b>
<b>Item 10 - Matters Arising</b>	<b>Action: Noted</b>
<b>Item 11 - Minutes of Joint Committee Meeting 064 held on 7 December 2021 'in committee'</b>	<b>Action: Agreed</b>
<b>Item 12 - Matters Arising</b>	<b>Action: Noted</b>
<b>Item 13 - Residual Waste Treatment Project</b>	<b>Action: Noted</b>
<b>Item 14 - Communications and PR</b>	<b>Action: Agreed</b>
<b>Item 15 - Commercially Sensitive Contract and Procurement Issues</b>	<b>Action: Agreed</b>
<b>Item 16 - Council Covid-19 Waste Management Financial Losses</b>	<b>Action: Noted</b>
<b>Item 17 - HR Support</b>	<b>Action: Agreed</b>

**OUT OF COMMITTEE****Item 18 - arc21 Consultation Responses**

Mr Walker advised that there had been three consultations out over the Christmas and New Year period, two of which were fairly broad and one specific.

He noted that the Green Growth and Environment Strategies were designed to be pillars for future policy development but when investigated further it is apparent that there is a plethora of different strategies that the Department are planning to put in place or have already done so, and it is difficult to see how they will all integrate with one another. Unexpectedly, Mr Walker felt that these strategies, as currently drafted, are not ambitious enough to deliver the changes necessary to deliver their objectives (e.g. Net Zero) and the commitments are not sufficiently time bounded or detailed or clear enough as to what is being sought.

He reported that the other consultation was specific to Single Use Plastic beverage cups and food containers, and questioned whether this approach could be expanded to include other items.

He noted that the consultation process seeks to steer responses through their online portal which can be restrictive in terms of input enough detail into the space provided.

Following discussion the Joint Committee agreed to endorse the responses to the:

1. Draft Green Growth Strategy for Northern Ireland;
2. Proposals for the Reduction of the usage of Single-use Plastic (SUP) Beverage Cups and Food Containers; and
3. Draft Environment Strategy.

**Action: Agreed**

A Member enquired if there was any specific reference in the responses to the Residual Waste Project. Mr Walker advised that he had not been site specific but noted that he had advised that there needed to be increased investment in infrastructure in NI.

**Action: Noted**

### **Item 19 - AOB**

Customer Survey - Ms Boal advised the Committee of the forthcoming annual customer survey which was being developed to be issued to Members and Officers in early February, and encouraged all to respond.

Committee reports - a Member noted the late receipt of some reports for meetings and asked that all Joint Committee reports be circulated at least two days in advance to enable sufficient time to digest them and prepare any questions for the meeting.

The Chair suggested that one of the things that had been considered by himself and the Audit Committee Chair was to look at setting up separate committees, similar to those in councils, to discuss the reports in advance of the full Joint Committee meeting. In this manner, the work is done prior to the JC meeting, but this proposal would be considered as part of the review of the organisation.

Contractor invites / conference - The Chair reported that he had received an invitation to visit the Regen facility prior to Christmas, which he had availed of, and he noted that at their site a lot of work is done by technology rather than people. He suggested that the Committee may want to consider inviting contractors to future meetings to present their technologies, or that a waste conference could be arranged to accommodate this later in the year which could also consider emerging possibilities.

Mr Walker advised that this was a good idea and highlighted that similar type events had been organised by arc21 in the past. He reported that CIWM was intending to hold a similar type conference in the middle of the year, the details of which was likely to crystallise shortly. He referred to Item 14 where he had noted a forthcoming proposed online inhouse seminar for Members and Officers of the arc21 councils which would specifically look at the issues coming down the pipeline, and that this could act as a useful informative until a bigger conference was arranged later in the year.

Ms Boal noted her concerns of inviting contractors to JC meetings when procurements are underway as this may cause legal difficulties if it was perceived that they were being accorded an unfair advantage.

Mr Green noted that arc21 welcome new technologies and that arc21 continued to review these, but we needed to be mindful of their suitability as a proven, reliable technology.

Members were keen to be kept informed on this issue.

**Action: Noted**

**Item 20 - Next Meeting**

The Chair thanked everyone for attending and advised that the next Joint Committee meeting would be held as scheduled on Thursday 24 February 2022 commencing at 10.30am.

**Action: Noted**

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

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



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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES MEETING – 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 – In discussions with AECOM in relation to provision of 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>Ongoing - Hives currently being prepared by Beekeeping Group to be installed April 2022.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<ul style="list-style-type: none"> <li>- 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>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<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>
NS/100/2021	Applications for bus shelters in Crossgar and Saintfield	<p><b>Agreed to note contents of this report and to approve the recommendations in Appendix 1 circulated for the erection of a bus shelter at Comber Street Saintfield and the relocation of a shelter at Downpatrick Street, Crossgar.</b></p> <p><b>**At the Council Meeting held on Monday 5 July 2021, in relation to NS/100/2021: Applications for bus shelters in Crossgar and Saintfield, it was agreed on the proposal of Councillor Andrews, seconded by Councillor Curran, to defer the decision in relation to the bus shelter at Crossgar and that officials take on board the points raised by Councillor</b></p>	K Scullion	<b>Report to be provided to Committee March 2022.</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Andrews in relation to the consultation process and also the points raised by the redevelopment at this stage and for other options and locations to be taken into account now.**			
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING WEDNESDAY 18 AUGUST 2021</b>					
NS/120/2021	Public Toilet Strategy Work Packages	<p><b>Agreed to</b></p> <p><b>Note contents of this report</b></p> <p><b>To agree the recommendations as set out in section 2.2</b></p> <p><b>Agreed that the governance arrangements for the delivery of the Public Toilet Strategy would be via a Project Board and that a report be brought back to the September Committee Meeting on the establishment of such a Board; Membership and draft terms of reference.</b></p>	K Scullion	<b>In Progress – Neighbourhood Services Working Group Meeting held on 3<sup>rd</sup> February 2022. Report provided to NS Committee February 2022.</b>	<b>N</b>
NS/125/2021	Distribution of compostable food	<b>Agreed approval of Option 1 for the distribution of compostable food</b>	S Murphy	<b>In Progress – food waste bags and caddy bins</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	bags and food waste caddy bins	<p>waste bags and option 3 for the distribution of caddy bins</p> <p>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.</p>		<p>purchased. Plans to publicise and distribute in progress.</p> <p>Report to be presented at future committee meeting</p>	N
NS/127/2021	Enforcement Improvement Plan	<p>Agreed to note the content of this report.</p> <p>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 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>	S Murphy	<p>Report to be presented at future committee meeting</p> <p>In progress</p>	N  N



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/133/2021	Business Case for the replacement of safety tiles with wet-pour surfacing in various Council play areas	<p><b>Agreed to:-</b></p> <p><b>Note the content of the report.</b></p> <p><b>Approve the findings of the Business Case presented. Accept Option 3 – Replacement of defective safety tiles with a Wet Pour surface to safety standards required for each of the 24 Play Parks under consideration over the financial years 2021/22 to 2022/23. Project to proceed subject to budget availability.</b></p>	K Scullion	<b>In Progress</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021</b>					
NS/137/2021	Translink proposed programme – Bus Shelters in Council area	<p><b>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.</b></p>	K Scullion	<b>Noted</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/138/2021	Distribution of Compost for Community Groups	<ol style="list-style-type: none"> <li>1. Note and approve contents of this Report.</li> <li>2. Note an update report on Compost week will be provided at a future meeting of the NS Committee.</li> <li>3. Direct requests for the supply of compost from local community groups to <a href="mailto:recycling@nmandd.org">recycling@nmandd.org</a></li> <li>4. Note an update report on future delivery of compost will be provided at a future meeting of the NS Committee</li> </ol> <p>It was also agreed that Ms Murphy contact Arc21 regarding the delivery charges for the compost to see if there would be an option for community groups to collect the compost themselves, or if there could be a reduction in the £25 delivery charge. Ms Murphy to report back to Committee on this matter as part of a future options report.</p>	S Murphy	Report to be provided regarding compost week, future delivery of compost and delivery charges at future Committee Meeting.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 19 OCTOBER 2021</b>					
NS/149/2021	Report re Council Sites receiving Green Flag Awards	<b>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.</b>	K Scullion	<b>In progress</b>	<b>N</b>
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	<b>In Progress</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/153/2021	Biodiversity Pedestrian Collection Mower	<b>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 biodiverse and re wilded grass cutting with aid of DAERA funding.</b>	K Scullion	<b>In Progress</b>	<b>N</b>
<b>NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 16 NOVEMBER 2021</b>					
NS/171/2021	Deep cleansing of paved surfaces	<b>Agreed to approve the deep cleansing schedule as set out in section 2.2 of the report.</b>	S Murphy	<b>In progress</b>	<b>N</b>
NS/174/2021	Business case for maintenance of town clocks	<b>Note the content of the report.  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</b>	K Scullion	<b>In Progress</b>	<b>N</b>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>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>			
<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
NS/193/2021	Business Case for medium-sized	<b>Agreed to approve the Business Case at Appendix 1 for the</b>	S Murphy	In progress – vehicles being	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	chassis cab and cleansing sweeper vehicle replacements	<p><b>replacement of sixteen 3,500 – 5,000 kg medium-size chassis cab vehicles for refuse and cleansing; facilities management and maintenance; waste processing and active and healthy communities directorate.</b></p> <p><b>Also agreed to approve the Business Case and Economic Appraisal in Appendix II for the replacement of nine Cleansing Sweeper Vehicles in the size range 3,600 kg to 12,000 kg GVW that have been identified as requiring priority replacement by 31<sup>st</sup> March 2023.</b></p>		procured as part of the Fleet Replacement programme. Update on Fleet Replacement Programme to be provided at February NS Committee meeting.	
<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</b></p>	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p><b>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> <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</b></p>			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>align with and be equitable to charges applied to other businesses from April 2022.</b>			
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	<b>In Progress</b>	<b>N</b>
<b>END</b>					