

January 24th, 2022

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 26th January 2022 at 6:00 pm** in **Mourne Room, Downpatrick** 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 21 December 2021. (Attached).

📎 *NS Action Sheet - 21 December 2021 final version.pdf*

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Waste Management

4.0 Report on Trade Waste and Caravan Refuse Collection Services. (Attached).

📎 *NS Committee - Trade and Caravan Waste Collection Services - 26.01.22.pdf*

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Exempt Information Items

5.0 Report on Estates Management and Security Audit Findings. (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.

📎 *Report Estates Management and Security Audit Findings Jan 22.pdf*

Not included

📎 *Copy of Appendix 1 Estates Management and Security Audit Action Plan V1 new.pdf*

Not included

📎 *Appendix 2 - Estates Management and Security Audit Report.pdf*

Not included

6.0 Business Case for the provision of additional grounds maintenance services. (Attached).

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

📎 *Report - Business Case Provision of additional grounds maintenance services.pdf*

Not included

📎 *Appendix 1 Business Case Provision of additional grounds maintenance services.pdf*

Not included

7.0 Waste Management Procurement Update. (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 - Procurement Update Report - 26-01-22.pdf*

Not included

8.0 Fleet Management Action Plan Update. (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 - Fleet OL Action Plan Update - Cover Report - 26-01-22.pdf*

Not included

📄 *Copy of Appendix I - Fleet Management Action Plan Update - January 2022.pdf*

Not included

For Noting

9.0 Historical Action Sheet. (Attached)

📄 *NS Historic Actions Tracker Sheet (updated Jan 2022) final version.pdf*

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ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 21 DECEMBER 2021

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/184/2021	Monthly Action Sheet	Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 16 November 2021 be noted and actions removed as marked.			Y
FOR CONSIDERATION AND/OR DECISION					
NS/185/2021	Neighbourhood Services Working Group – Revised ToR	<p>To note contents of this report.</p> <p>To approve the updated Terms of Reference for the Neighbourhood Services Working Group.</p> <p>Agree to the setting up of a Meeting of the Neighbourhood Services Working Group in January 2022 to agree an initial programme of work for the Working Group for 2022.</p>	J McBride/K Scullion	Meeting set up for Thursday 3 February 2022	Y
FACILITIES MANAGEMENT AND MAINTENANCE					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/186/2021	Council Municipal Cemeteries Capital Programme Updated and Revised Operational Matters	<p>Agreed to note the content of this report.</p> <p>At the request of Councillor Ruane it was agreed Mr Scullion investigate an issue regarding the opening/closing of the gates at Warrenpoint Cemetery and report back to the Neighbourhood Services Committee with proposals on how to manage this site.</p>	K Scullion	Report to be provided to February NS Committee	N
NS/187/2021	Maintenance of Newry Canal from Fearon's Lock to Reilly's Lock	<p>Agreed to note the content of this report.</p> <p>Agreed Mr J McBride, Director, liaise with the Director of ERT to ensure that Neighbourhood Services officers were involved in the agreed joint working partnership with Armagh, Banbridge and Craigavon Council and Inland Waterways for the future development of Newry Canal. Mr McBride to give an update at the January NS Committee Meeting.</p> <p>Noted the Minister for Infrastructure</p>	K Scullion J McBride	ERT Director written to on 10 January 2022	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>had previously announced details of a £20m fund for blue/green sustainable infrastructure projects and Members said the development of Newry Canal could be suitable for funding from this programme and it was essential all partners worked together to ensure a programme of works was developed.</p>			
		WASTE MANAGEMENT			
NS/188/2021	Elected Member Cleansing Workshop	<p>A report of the workshop be presented at the next meeting of the Neighbourhood Services Committee on 21 December 2021.</p> <p>A follow up workshop with various sub options for Option 3 to be presented for consideration to Elected Members in February 2022. Officers look at holding the follow-up Workshop in early February if they had the capacity to do so and that the Workshop be held in the evening to enable Members who worked to attend</p>	S Murphy	Ongoing	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		A final report to be presented at a future meeting of the Neighbourhood Services Committee.			
NS/189/2021	Fleet Replacement Programme Update	Agreed to note the content of this update report.	S Murphy	Noted	
IN CLOSED SESSION					
NS/190/2021	ARC 21 In Committee Minutes – 28 October 2021	Agreed to note the Arc21 'In Committee' Joint Committee Meeting Minutes held on 28 October 2021.	J McBride	Noted	Y
NS/191/2021	ARC 21 In Committee Members Monthly Bulletin – 7 December 2021	Agreed to note the Arc21 'In Committee' Members Monthly 7 December 2021.	J McBride	Noted	Y
NS/192/2021	Business case for replacement of the air conditioning water chiller at the Downshire Civic Centre	Note the content of the report. 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	K Scullion	In progress – tender being prepared for issue	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/193/2021	Business Case for medium-sized chassis cab and cleansing sweeper vehicle replacements	<p>Agreed to approve the Business Case at Appendix 1 for the 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.</p> <p>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 31st March 2023.</p>	S Murphy	In progress – vehicles being procured as part of the Fleet Replacement programme. Update on Fleet Replacement Programme to be provided to March NS Committee meeting.	
NS/194/2021	Business Case for Strangford road Bin Canopy	Agreed to note the Business Case for the construction of steel canopy for bin storage at Strangford Road Depot.	J McBride	Completed	Y
FOR NOTING					
NS/195/2021	Arc21 JC Minutes – 28 October 2021	It was agreed to mark this correspondence noted.	J McBride	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/196/2021	Arc21 Joint Committee AGM Minutes – 9 November 2021	It was agreed to mark this correspondence noted.	J McBride	Noted	Y
NS/197/2021	NI Local Authority Collected Municipal Waste Management Statistics	Agreed to note this information	S Murphy	Noted	Y
NS/198/2021	Communications – removal of bamboo planting at Kilbroney Park	Agreed to note this report	S Murphy	Noted	Y
NS/199/2021	Issue of fixed Penalty Notices	Agreed to note this report	S Murphy	Noted	Y
NS/200/2021	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	J McBride	Noted	Y

END

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	26 January 2022
Subject:	Changes to the Provision of the Commercial Refuse Collection Service for Trade Waste Customers and Caravan Operators
Reporting Officer (Including Job Title):	Sinead Murphy, Assistant Director: Waste Management (Acting)
Contact Officer (Including Job Title):	Liam Dinsmore, Head of Waste Processing and Enforcement Peter Whyte, Head of Refuse & Cleansing

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

For decision	X	For noting only	
1.0			Purpose and Background
1.1			<p>The purpose of this Report is to provide an update to Committee in relation to recommended changes to the existing commercial refuse collection service, in particular</p> <ul style="list-style-type: none"> • Implementation of an alternate weekly collection service for commercial waste customers • Changes to the service provided to Caravan Site Operators.
1.2			A DAERA discussion document on Future Recycling and Separate Collection of Waste of a Household Nature in Northern Ireland highlights one of the key areas with potential to significantly increase recycling is waste generated by businesses.
2.0			Key Issues
2.1			<p><u>Alternate Weekly Commercial Waste Collection Service</u></p> <p>Currently 406 out of 871 customers are utilising an alternate weekly collection service with the remainder collected weekly as a black bin collection only. Changing to an alternate collection cycle for residual and dry recyclable waste will align the commercial waste collection service with the domestic collection service.</p>
2.2			It is anticipated that implementing an alternate weekly collection service only for Trade Waste customers across the District will lead to increased recycling (assisting the achievement of the 65% recycling target by 2035) and savings through waste being diverted from residual disposal to dry recyclable disposal.
2.3			<p>Businesses will also be provided with an opportunity to reduce waste disposal costs as a lower price is paid by customers for the collection of dry recyclable waste, see Appendix 1 for Commercial Waste Charges 2021/22.</p> <p>As a further incentive to move to an alternative weekly collection service, it is proposed that participating customers will be provided with an equivalent number of blue bins, to remain in the ownership of the Council and to be removed should they no longer require service, at the cost of £15,000. This will only apply to existing customers.</p> <p>Due to ongoing supply chain issues it is anticipated that receipt of additional bins will be delayed, with proposed changes to be implemented from July 2022.</p>

	<p>It is noted that some Trade Premises may have difficulties with storage space and as such options may have to be sought.</p>
2.4	<p><u>Collection Arrangements and Charges at Caravan Sites</u></p> <p>Collection Arrangements Waste arisings from Caravan Sites are collected on a separate schedule from general Trade Waste customers. Caravan Sites are currently provided with 26 scheduled collections per year with an alternate residual/recycling weekly service being provided at peak summer times. Operators also received an additional number of unscheduled collections following request.</p> <p>Changes to site licence conditions has resulted in caravan sites being open for a longer period during the year increasing waste production. In addition, increased bookings at caravan sites due to residents choosing to holiday locally has also resulted in increased waste arisings from the sites.</p> <p>The current collection arrangements need to be amended to successfully meet the needs of customers going forward.</p>
2.5	<p>To better meet the needs of the caravan site owners, it is proposed to integrate the waste collection service for Caravan site customers with the waste service provided for Trade Waste customers, offering an increased scheduled collection service. It is currently anticipated that required service will be an alternate weekly collection service as required throughout the year.</p>
2.6	<p>Charges Current charges were agreed by Committee in October 2018 following legal advice that waste collected from caravan sites is legally defined as commercial waste and the Council is obliged to charge for the collection of this waste.</p> <p>These charges, listed in Appendix 2, were introduced on a phased basis and increased to the current rate over a three year period. A further price review was scheduled to take place in September 2020. This review has been delayed until now as a result of the Covid-19 pandemic.</p>
2.7	<p>Caravan sites are currently charged at a lower rate than other businesses for the collection of waste.</p> <p>It is proposed to align the service charges paid by caravan sites to the charges paid by other commercial waste customers to ensure the Polluter Pays Principle is applied equitably, across all Commercial Categories as outline in Appendix 2.</p>
2.8	<p>A consultation process with Caravan Site Operators regarding the proposed changes to their waste collection service and collection schedule has been initiated. Caravan Site Operators were invited to a meeting 29 November 2021 where they were updated with the proposed changes and subsequently corresponded with to confirm the proposals. A further meeting was held on 16 December 2021 to review feedback from the initial meeting and address any queries.</p> <p>While an increase in charges was not particularly welcomed, an understanding of the reasoning for the increased charges was provided and all other proposals such as an</p>

	increase in scheduled collections and assistance with recycling initiatives on their sites to reduce the cost of waste disposal were accepted.
3.0	Recommendations
3.1	<p>Members are asked to agree to approve:</p> <ol style="list-style-type: none"> 1. <u>Alternate Weekly Commercial Waste Collection Service</u> <ul style="list-style-type: none"> • 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. • 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. 2. <u>Collection Arrangements and Charges at Caravan Sites</u> <ul style="list-style-type: none"> • 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. • Commercial refuse charges for caravan parks to be increased to align with and be equitable to charges applied to other businesses from April 2022.
4.0	Resource implications
4.1	<p><u>Alternate Weekly Commercial Waste Collection Service</u></p> <p>It is estimated that bins to the value of £15,000 will need to be purchased to facilitate the change to an alternate collection cycle. Savings from diverting waste from residual waste to dry recyclable waste are estimated at £20,000 per annum.</p> <p>Contact to Commercial Waste Customers will involve Officer time.</p>
4.2	<p><u>Collection Arrangements and Charges at Caravan Sites</u></p> <p>Council will receive additional income through the alignment of commercial refuse charges from current discounted rates to equitable application of commercial charges to all Trade Waste customers. This will be offset against disposal costs.</p> <p>Additional savings of approximately £20,000 per annum will be made through the integration of collections with commercial waste rather than existing provision provided on an overtime basis.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p style="text-align: right;">☒</p>

<p>5.2</p>	<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 <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><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
<p>6.0</p>	<p>Due regard to Rural Needs (please tick all that apply)</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>7.0</p>	<p>Appendices</p>
	<p>Appendix 1 – Charges for Caravan Operators and Trade Waste Customers Appendix 2 – Proposed increase to Waste Disposal charges for Caravan Operators</p>
<p>8.0</p>	<p>Background Documents</p>
	<ul style="list-style-type: none"> • The Waste and Contaminated Land (N.I.) Order 1997 • The Controlled Waste and Duty of Care Regulations (N.I.) 2013 • RTS/089/2018 - Regulatory and Technical Services Committee Minutes, 21 May 2018 • RTS/163/2018 - Regulatory and Technical Services Committee Minutes, 17 October 2018

Appendix 1 – Current Charges for Caravan Operators and Trade Waste Customers*

Table (1.) Current Charges for Caravan Operators & Trade Customers 2021/2022

	Caravans	Trade Customers
Bin Size / Type	2021/2022	2021/2022
1100L Black	£14.22	£22.56
1100L Blue	£7.62	£14.22
240L Black	£2.84	£5.30
240L Blue	£1.52	£3.56
140L Brown	£1.52	£3.34

Appendix 2 – Proposed increase to Waste Disposal charges for Caravan Operators phased in over a two-year period

Table (2.) Proposed increase to Caravan Charges.

Bin Size / Type	2021/2022	2022/2023*
1100L Black	£14.22	£22.56
1100L Blue	£7.62	£14.22
240L Black	£2.84	£5.30
240L Blue	£1.52	£3.56
140L Brown	£1.52	£3.34

*Please note prices are subject to an annual price increase, effective 1 April 2022

NEIGHBOURHOOD SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

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

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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – TUESDAY 16 MARCH 2021					
NS/041/2021	Siting of bee hives on former Council landfill at Aughnagun	<p>Agreed to note the content of this report and recommend Council give permission to the Beekeeping organisation to place 6 hives on the former landfill site at Aughnagun, initially for 1 x year subject to:</p> <p>1.Successful engagement with local residents and on-site gas-extraction partner, to support the placing of beehives on the Aughnagun site.</p> <p>2.Meeting to be held with Beekeeping Organisation and to seek assurances regarding</p> <ul style="list-style-type: none"> - access arrangements to site and to hives - location for hives - communications with Local residents - ongoing review - renewal dates/periods - any potential insurance implications 	S Murphy	Ongoing - Hives currently being prepared by Beekeeping Group to be installed April 2022.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		- Strict guidance with respect to attendance on site to be adhered to			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021					
NS/062/2021	Feasibility study for EV infrastructure at the Council's Depots	<p>Agreed to note the content of the report and to approve the recommendation that a Business Case be prepared which examined the investment and benefits of the EV charging system, together with costings.</p> <p>It was further agreed as part of the Business Case, that officials consider the need for a generator at the proposed sites, in the event of an interruption to electricity supply.</p> <p>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</p>	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021					
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	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.	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 JUNE 2021					
NS/099/2021	Proposed Memorial Gardens Landscape Scheme	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.	K Scullion	In Progress	N
NS/100/2021	Applications for bus shelters in Crossgar and Saintfield	<p>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.</p> <p>**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</p>	K Scullion	<p>Both recommendations on hold pending:</p> <p>1 Consultation with HED for type of bus for Saintfield as area is a Conservation Area.</p> <p>2. As per recommendation of Council Monthly Meeting noted in column.</p>	N

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.**			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING WEDNESDAY 18 AUGUST 2021					
NS/120/2021	Public Toilet Strategy Work Packages	<p>Agreed to</p> <p>Note contents of this report</p> <p>To agree the recommendations as set out in section 2.2</p> <p>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.</p>	K Scullion	In Progress – Neighbourhood Services Working Group Meeting to be held on 3rd February 2022.	
NS/121/2021	Bus shelter requests	Agreed to Note the content of the report.	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/122/2021	Christmas Illuminations and Celebrations Group Meeting – 5 August 2021	<p>Agreed to note the content of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 5 August 2021 and to approve the following recommendations set out in Section 2.3 and 2.5:-</p> <p>Subject to consultation with affected local community groups involved with this project, to replace the existing trees at Belleeks, Drumaroad, Newcastle & Ballykinelar with either Carpinus betulus 'Fastigiata' or Pinus nigra trees.</p> <p>Agree to the replacement of the cut tree previously provided in Gargory for a sustainable Christmas tree in Leitrim.</p> <p>Also agreed that officials look again at the possibility of providing some type of Christmas illuminations on English Street, Downpatrick for this year and that discussions be held with local businesses to</p>	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		see if any compromise agreement can be reached. Officers bring back an options paper for consideration at the September Committee Meeting.			
NS/125/2021	Distribution of compostable food bags and food waste caddy bins	<p>Agreed approval of Option 1 for the distribution of compostable food 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>	S Murphy	<p>In Progress – food waste bags and caddy bins purchased. Plans to publicise and distribute in progress.</p> <p>Report to be presented at future committee meeting</p>	<p>N</p> <p>N</p>
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</p>	S Murphy	Report to be presented at future committee meeting	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>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>		In progress	
NS/133/2021	Business Case for the replacement of safety tiles with wet-pour surfacing in various Council play areas	<p>Agreed to:-</p> <p>Note the content of the report.</p> <p>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.</p>	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021					
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
NS/138/2021	Distribution of Compost for Community Groups	<ol style="list-style-type: none"> 1. Note and approve contents of this Report. 2. Note an update report on Compost week will be provided at a future meeting of the NS Committee. 3. Direct requests for the supply of compost from local community groups to recycling@nmandd.org 4. Note an update report on future delivery of compost will be 	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
		<p>provided at a future meeting of the NS Committee</p> <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>			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 19 OCTOBER 2021					
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
NS/150/2021	Report re: Social Enterprise Partnership Offer – Planting Trees on Council Land	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	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>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.</p> <p>b) Officers to determine suitable sites and tree species for the scheme.</p> <p>c) Any agreement to be formalised through a Licence Agreement drawn up by Council Legal Advisors.</p>			
NS/152/2021	Arc21 In Committee Joint Committee Meeting Minutes – Thursday 26 August 2021	Representatives from both Arc21 and Regen be invited to make presentations to the Neighbourhood Services Committee.	J McBride	Arc21 invited to NS Committee (Feb-22). Regen invited to pre-Meeting of NS Committee (Mar-22)	Y
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	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		collection mower to enable biodiverse and re wilded grass cutting with aid of DAERA funding.			
TUESDAY 16 NOVEMBER 2021					
NS/167/2021	Removal of bamboo at Kilbroney Forest	Agree to the development and implementation of new procedural arrangements whereby the Neighbourhood Services Committee be notified in advance of any planned works, specifically in relation to the management of non-native invasive species, rewilding and the Council's tree strategy. Local DEAs to be consulted on any specific local issues.	J McBride	Completed	Y
NS/169/2021	Household Recycling Review	Agreed to note and approve the contents of this report and note an update report on HRC review would be provided at a future meeting of the NS Committee.	S Murphy	Report to be tabled at NS Committee (Feb-22)	Y
NS/171/2021	Deep cleansing of paved surfaces	Agreed to approve the deep cleansing schedule as set out in section 2.2 of the report.	S Murphy	In progress	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
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
NS/175/2021	Mixed dry recyclables contract	Agreed to approve the contract for the Receipt and Processing of Mixed Dry Recyclables with the Council's current contractor	S Murphy	Arc21 instructed to extend contract with current contractor	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		be extended from 1 April 2022 for two years.			
END					