

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Neighbourhood Services Committee Meeting held on Tuesday 20 October 2020 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry and via MS Teams.

Chair: Councillor O Magennis

Deputy Chair: Councillor T Andrews

Members:

Councillor C Casey	Councillor W Clarke
Councillor D Curran	Councillor A Finnegan
Councillor H McKee	Councillor C Mason
Councillor D Murphy	Councillor G Stokes
Councillor K McKeivitt	Councillor K Owen
Councillor H Reilly	Councillor D Taylor

Officials in Attendance:

Mr R Moore, Director of Neighbourhood Services
Mr K Scullion, Assistant Director Facilities Management and Maintenance
Mr J Parkes, Assistant Director, Waste Management
Johnny McBride, Assistant Director: Community Planning & Performance
Ms S Taggart, Democratic Services Manager (Acting)
Ms L O'Hare, Democratic Services Officer
Ms C McAteer, Democratic Services Officer

NS/217/2020: APOLOGIES AND CHAIRPERSON'S REMARKS

No apologies were received.

NS/218/2020: DECLARATIONS OF "CONFLICTS OF INTEREST"

No declarations of Conflicts of Interest were made.

NS/219/2020: ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON TUESDAY 22 SEPTEMBER 2020

Read: Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 19 August 2020. ***(Circulated)***.

AGREED: **On the proposal of Councillor Reilly, seconded by Councillor Mason, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 22 September 2020 be noted and actions removed as marked.**

FOR CONSIDERATION AND/OR DECISION

NS/220/2020: SCHEME OF DELEGATION REPORT FROM 1 JANUARY 2020 TO 31 SEPTEMBER 2020

Read: Report dated 20 October 2020 from Mr R Moore, Director, re: schedule of decisions and authorisations delegated. *(Circulated)*.

AGREED: **On the proposal of Councillor Clarke, seconded by Councillor Stokes, it was agreed to note the above report.**

NS/221/2020: ANNUAL ASSESSMENT OF DIRECTORATE BUSINESS PLAN 2019-2020

Read: Report dated 20 October 2020 from Mr R Moore re: Annual Assessment of Directorate Business Plan 2019- 2020. *(Circulated)*.

Issues raised:-

- Litter bin policy – issues with seagulls pulling rubbish from open bins in coastal areas creating extra clean-up work for Council staff – could bird flaps be installed as part of the Policy (RM: the action in the Business Plan was in relation to the development of a Policy which has now been completed and approved by Committee: where there are specific issues these can be considered on a case by case basis, subject to budget provision).
- Commend the NS Director and his staff for the figures contained in the report – over 90% in achieving the target for bio disposable waste; the second highest improvement in the amount of waste being sent to landfill across Northern Ireland and the greatest increase in the amount of dry recyclables collected and the reduction in black bin waste.
- Number of references to vehicle procurement – has Council looked further at contract hire rather than outright purchase and how will green fleet development be facilitated (RM: the procurement route for new vehicles will always be considered as part of the business case for vehicle contract hire/purchase. To date with Council's own maintenance teams on both sides of the District it was usually more cost effective to purchase but this is something that will always be considered going forward. Council has already taken a decision to make fleet more sustainable and there was a report later on the agenda recommending the procurement of specialist advice to help develop the transition of the fleet).

Agreed: **On the proposal of Councillor Stokes, seconded by Councillor McKeivitt, it was agreed to agree the Annual Assessment of Directorate Business Plan 2019-2020.**

FACILITIES MANAGEMENT AND MAINTENANCE

NS/222/2020: REVIEW OF COUNCIL BUS SHELTER POLICY

Read: Report dated 20 October 2020 from Mr K Scullion re: Review of Council Bus Shelter Policy. (*Circulated*).

Issues raised:

- There are a number of neglected bus shelters across the District with particular reference made to a number of shelters in Annacloy where many could not be used due to water and litter lying in them. Is there a time scale for a programme of works or upgrade of old style bus shelters where this was needed. (KS: The Policy itself is very much focused on new bus shelter requests but there was a piece of work to do to review those shelters the Council have and those that should be retained and then to have a programme in place for maintenance. There were already systems in place for Council maintenance teams to address specific problems when they arise).
- Bus shelters also in the legacy Banbridge areas including Leitrim and Ballyward - vital in rural areas to keep the public dry. Welcome review of policy and look at any gaps moving forward.
- There has to be a focus on public transport to mitigate against the impact of climate change – need to have the infrastructure in place to keep people dry and to encourage new people to start using public transport.

AGREED: On the proposal of Councillor Mason, seconded by Councillor Clarke, it was agreed to note the content of the report and that Officers proceed to review the current Bus Shelter Policy and revert to Committee with a revised Policy.

It was also agreed to write to DfI and Translink to seek additional funding for public transport bus shelters across the entire region and that Officers look if there was any other funding opportunities available e.g. rural development funding for the roll out of bus shelters across rural areas.

It was further agreed Officers to circulate the information that was available on who owned the shelters across the District – Translink; a company for Translink or Council owned so that Councillors would know who to contact if any issues arose.

NS/223/2020: PROVISION OF SMALL CHRISTMAS TREE AT SOUTH PROMENADE, NEWCASTLE

Read: Report dated 20 October 2020 from Mr K Scullion re: provision of small Christmas Tree at North Promenade, Newcastle. *(Circulated)*.

Issues raised:

- How many Christmas trees will Newcastle have and are each DEA being allocated their fair share of funding for illuminations, with particular reference made to Saintfield and Ballynahinch. (KS: Newcastle will have one 12m artificial tree and also a number of trees (not Christmas trees) would be lit throughout the town and there would be a range of illuminations throughout the main thoroughfares. The Christmas Illuminations Committee was keen to ensure a programme was implemented to roll out the provision of sustainable Christmas trees to towns and villages across the District. Council also worked very well with Saintfield Community Association as part of the Ulster in Bloom and Britain in Bloom competitions and provided Christmas illuminations in Saintfield every year, checked them and took them down again)
- Requests for Christmas illuminations should be made as part of the process, through the Sub Committee, and not by Councillors requesting an additional tree at a Committee Meeting. (KS: Proposals from the Illuminations Sub Committee to increase illuminations was discussed by the Neighbourhood Services Committee at their last meeting and as a result of these discussions it was agreed to consider further proposals for Newcastle).

AGREED: On the proposal of Councillor Clarke, seconded by Councillor McKee, it was agreed to proceed with Option 2 – to provide a 4-5 metre sustainable Christmas tree at a suitable location close to the Public Toilets at South Promenade Newcastle with estimated costs for year 1 £2700.00 and estimated annual recurring costs of £300.00.

WASTE MANAGEMENT

NS/224/2020: HOUSEHOLD RECYCLING CENTRES (HRCs) RE-OPENING PLAN UPDATE

Read: Report dated 20 October 2020 from Mr J Parkes, providing an update on the re-opening of the Council's HRCs in accordance with social distancing measures by the NI Executive and resources availability. The report advised that the next phase

was to further extend the HRC opening hours, similar to pre Covid-19. However present Covid-19 restrictions, especially where people needed to self-isolate for 14 days, could have an impact on service delivery. It was therefore proposed to continue working to the present opening hours arrangements. This would allow management a greater flexibility in managing staff resources. Once the number of restrictions and the number of cases were reduced relating to Covid-19, officers would then further develop the service. *(Circulated)*.

Issues raised:

- Officers to consider if opening hours could be looked at, with the possibility of earlier opening of HRCs to facilitate those ratepayers who cannot avail of the present restricted hours.
- Has there been an improvement in fly – tipping now that HRCs are re-opened (JP: during covid 19 a lot of people were at home clearing out houses and with the sites closed there was more fly tipping. From the beginning of November there would be 2 additional permanent enforcement officers to help with this issue).
- Bulky refuse collection service only lifting white - will there be an opportunity to extend this to mattresses. (RM: Officers were looking at extending this service but it would be based on a risk assessment from a covid 19 perspective. Members would be kept updated as to when the service could be expanded).

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Stokes, it was agreed to note the above report.

NS/225/2020: HIRE/REPLACEMENT OF SMALL VANS FOR REFUSE COLLECTION

Read: Report dated 20 October 2020 from Mr J Parkes providing an update to the Committee on the hire/replacement of small vans for refuse collection to ensure compliance with Government guidelines on social distancing as a direct result of Covid 19 whilst maintaining a refuse collection service. *(Circulated)*.

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to confirm approval to hire thirteen vans to ensure the Refuse Service, and other Services within NS, meet their Services' delivery standards (noting spend is unbudgeted), while complying with Covid controls and also to endorse recommendation to replace up to 13-No small vans under the current Capital Vehicle Replacement Budget. These, or the vehicles they displace,

would then eliminate the requirement to hire 13-No escort vans, saving £1,250.00/week.

FOR NOTING

NS/226/2020: DAERA – FIXED PENALTY LIMITS FOR DOG FOULING AND LITTERING OFFENCES

Read: Letter dated 29 September 2020 from Edwin Poots, Minister of Agriculture, Environment and Rural Affairs advising the Department were reviewing the current fixed penalty notice regime and the Council's comments would be added to the information already gathered for this review. *(Circulated)*.

Councillor Taylor acknowledged the response from the Minister and said he hoped the Department would give full consideration to the suggestions made by the Council and that all further opportunities to progress this issue would be taken.

NS/227/2020: Arc21 JC MEMBERS MONTHLY BULLETIN – SEPTEMBER 2020

Read: Arc21 JC Members Monthly Bulletin – September 2020. *(Circulated)*.

In response to a query from Councillor McKee, Mr Moore advised he had spoken to the Acting Chief Executive of the Arc21 Joint Committee and had invited him to give a presentation at a forthcoming Meeting of the Neighbourhood Services Committee.

NS/228/2020: Arc21 JC MINUTES – AUGUST 2020

Read: Arc21 JC Meeting Minutes held on Thursday 27 August 2020. *(Circulated)*.

NS/229/2020: HISTORIC ACTIONS TRACKING SHEET

Read: Historic Actions Tracking Sheet *(Circulated)*.

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Stokes, it was unanimously agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.

EXEMPT INFORMATION ITEMS

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

Items 14-22 are deemed to be exempt under 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.

On the proposal of Councillor Stokes, seconded by Councillor Mason, it was agreed to exclude the public and press from the meeting during discussion on this item.

NS/230/2020: BUSINESS CASE – PROVISION OF NEW PUBLIC TOILET IN KILLOUGH

Read: Report dated 20 October 2020 from Mr K Scullion re: business case for the provision of new public toilet in Killough. *(Circulated)*.

NS/231/2020: BUSINESS CASE – ELECTRICAL MAINTENANCE AND MINOR WORKS PROJECTS

Read: Report dated 20 October 2020 from Mr K Scullion re: business case for electrical maintenance and minor works projects. *(Circulated)*.

NS/232/2020: BUSINESS CASE – MINOR CONSTRUCTION WORKS

Read: Report dated 20 October 2020 from Mr K Scullion re: business case for minor construction works. *(Circulated)*.

NS/233/2020: BUSINESS CASE – FLEET TRANSITION STRATEGGY

Read: Report dated 20 October 2020 from Mr J Parkes re: business case for fleet transition strategy. *(Circulated)*.

NS/234/2020: ECONOMIC APPRAISAL FOR THE COLLECTION TREATMENT AND PROCESSING OF RESIDUAL WASTE DEPOSITED AT THE DOWNPATRICK, BALLYNAHINCH AND CASTLEWELLAN HRC SITES

Read: Report dated 20 October 2020 from Mr J McBride re: economic appraisal for the collection, treatment and processing of residual waste deposited at the Downpatrick, Ballynahinch and Castlewellan HRC sites. *(Circulated)*.

NS/235/2020: ECONOMIC APPRAISAL FOR THE RECEIPT, STORAGE AND TRANSPORT OF KERBSIDES COLLECTED RESIDUAL FROM WITHIN THE FORMER DOWN DISTRICT COUNCIL AREA

Read: Report dated 20 October 2020 from Mr J McBride re: economic appraisal for the receipt, storage and transport of kerbside collected residual waste from within the former Down District Council area. *(Circulated)*.

NS/236/2020: ECONOMIC APPRAISAL FOR THE COLLECTION, TREATMENT AND PROCESSING OF ROAD SWEEPING WASTE DEPOSITED AT THE COUNCIL'S HRC SITES

Read: Report dated 20 October 2020 from Mr J McBride re: economic appraisal for the collection, treatment and processing of road sweeping waste deposited at the Council's HRC sites. *(Circulated)*.

NS/237/2020: ECONOMIC APPRAISAL FOR THE COLLECTION, TREATMENT AND PROCESSING OF GREEN AND WOOD WASTE DEPOSITED AT THE COUNCIL'S HRC SITES

Read: Report dated 20 October 2020 from Mr J McBride re: economic appraisal for the collection, treatment and processing of green and wood waste deposited at the Council's HRC sites. *(Circulated)*.

NS/238/2020: ECONOMIC APPRAISAL FOR THE COLLECTION, TREATMENT AND PROCESSING OF PAINTS AND VARNISHES WASTE DEPOSITED AT THE COUNCIL'S HRC SITES

Read: Report dated 20 October 2020 from Mr J McBride re: economic appraisal for the collection, treatment and processing of paints and varnishes waste deposited at the Council's HRC sites. *(Circulated)*.

Councillor Mason proposed and Councillor Andrews seconded to come out of closed session.

When the Committee was out of closed session the Chairperson reported the following had been agreed:-

Item 14 – Business Case – Provision of new public toilet in Killough

AGREED: On the proposal of Councillor Curran, seconded by Councillor Andrews, it was 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.

Item 15 – Business Case – Provision of Electrical Maintenance and Minor Projects

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that that the Council proceed with Option 3. Option 3 will see the appointment of a NICEIC and SparkSafe Registered Electrical Contractor to support the Councils Electrical Maintenance Service and to provide minor electrical works, for a three-year period or up to the maximum value of the overall contract (£450,000). The service to be procured through tender or through use of suitable Framework.

Item 16 – Business Case – Provision of Minor Construction Works

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Murphy, it was 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 Option 3. Option 3 will see the appointment of a minor construction works contractor to complete minor works contracts across the Council for a three-year period or up to the maximum value of the overall contract (£180,000). The service to be procured through tender or through use of a suitable Framework.

Item 17 – Business Case – Fleet Transition Strategy

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the content of the report and associated Business Case and to approve the business case to procure specialist technical support relating to the Council's Fleet Transition Strategy.

Item 18 – Economic Appraisal – Collection, treatment and processing of residual waste deposited at the Downpatrick, Ballynahinch and Castlewellan HRC sites

AGREED: On the proposal of Councillor Mason, seconded by Councillor Owen, it was agreed to approve the economic appraisal to procure a contract for the collection, treatment and processing of residual waste deposited at the Downpatrick, Ballynahinch & Castlewellan HRC sites.

Item 19 – Economic Appraisal – Receipt, storage and transport of kerbside collected residual waste from within the former Down District Council area

AGREED: **On the proposal of Councillor Murphy, seconded by Councillor Casey, it was agreed to approve the economic appraisal to procure a contract for the receipt, storage & transport of kerbside collected residual waste from within the former Down District Council area.**

Item 20 – Economic Appraisal – collection, treatment and processing of road sweeping waste deposited at the Council’s HRC sites

AGREED: **On the proposal of Councillor Casey, seconded by Councillor Andrews, it was agreed to approve the economic appraisal to procure a contract for the collection, treatment & processing of road sweeping waste deposited at the Council’s HRC sites**

Item 21 – Economic Appraisal – collection, treatment and processing of Green Wood Waste deposited at the Council’s HRC sites

AGREED: **On the proposal of Councillor Murphy, seconded by Councillor Stokes, it was agreed to approve the economic appraisal to procure a contract(s) for the collection, treatment & processing of green and wood waste deposited at the Council’s HRC sites.**

Item 22 – Economic Appraisal – collection, treatment and processing of paints and varnishes waste deposited at the Council’s HRC sites

AGREED: **On the proposal of Councillor Stokes, seconded by Councillor McKevitt, it was agreed to approve the economic appraisal to procure a contract for the collection, treatment and processing of paints and varnishes waste deposited at the Council’s HRC sites.**

NS/239/2020: BEST WISHES

Councillor Magennis advised this was Roland Moore’s last Neighbourhood Services Committee Meeting as Director. She said she would like to thank Roland for all his help and guidance and wished him well in his new venture. She also extended her congratulations to Johnny McBride on being appointed Interim Director.

The Members also extended their best wishes to Roland, saying it had been a pleasure and a privilege to have worked with him and thanking him for all his help and support. They paid tribute to him as a courteous and kind Officer, with a “can do” attitude and said the organisation he was going to work with would benefit from the Council’s loss.

Members also congratulated Johnny on his appointment and wished him well in his new role.

Roland thanked Members for their kind words and wished everyone all the best for the future.

There being no further business the meeting ended at 7.40pm.

For adoption at the Council Meeting to be held on Monday 2 November 2020.

**Signed: Councillor O Magennis
Chairperson of Neighbourhood Services Committee**

**Signed: Mr R Moore
Director of Neighbourhood Services**