

## **NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

### **Minutes of Neighbourhood Services Committee Meeting held on Wednesday 21 April 2021 at 6.00pm 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 C Mason	Councillor H McKee
Councillor K McKeivitt	Councillor D Murphy
Councillor K Owen	Councillor G Stokes
Councillor D Taylor	

**Non-Committee Members:** Councillor G O'Hare  
Councillor A McMurray

**Officials in Attendance:** Mr J McBride, Director of Neighbourhood Services (Acting)  
Mr K Scullion, Assistant Director Facilities Management and Maintenance  
Mr L Dinsmore, Head of Waste Processing and Enforcement  
Mr A Mallon, Head of Maintenance, Facilities Management and Maintenance  
Mr J Ellis, Grounds Maintenance Manager  
Ms C McAteer, Democratic Services Officer  
Ms L Dillon, Democratic Services Officer  
Ms P McKeever, Democratic Services Officer

#### **NS/056/2021: APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillor G Malone and Mr J Parkes, Assistant Director. The Chair also advised that Councillor Mason had to leave the meeting at 7.00 pm.

#### **NS/057/2021: DECLARATIONS OF "CONFLICTS OF INTEREST"**

No declarations of conflicts of interest were made.

#### **NS/058/2021: ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON TUESDAY 16 MARCH 2021**

Read: Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 16 March 2021. ***(Circulated)***.

**AGREED:**               **On the proposal of Councillor Casey, seconded by Councillor Owen, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 16 March 2021 be noted and actions removed as marked.**

**FOR CONSIDERATION/DECISION**

**NS/059/2021:    NOTICE OF MOTION –  
BIODEGRADABLE BAG DELIVERY SYSTEM**

The following Notice of Motion came forward for consideration in the name of Councillor Owen (referred to Neighbourhood Services Committee in accordance with SO 16.1.6 from the Council Meeting of 6 January 2020 where it was proposed by Councillor Owen, seconded by Councillor Walker):-

**“This Council will maximise food waste collection contributing to our recycling targets and reduction of our carbon footprint by simplifying its biodegradable bag delivery system to residents.”**

Councillor Owen said the sustainability of the environment was a hugely important factor to all and she said now was the time this needed to be looked at. She said when she lived in England refuse collectors delivered the green bags and that when a household needed a new supply they would either tie a bag to the wheelie bin or there was a tag supplied to put on the back of the bin. Councillor Owen said this simple process made it easier and more inviting for households to recycle their food waste.

She said she was surprised that this Council had not adopted something similar and instead were asking householders to drive to HRCs and pick them up. Constituents were saying that sometimes there was not always stock available, meaning a second trip needed to happen.

Councillor Owen said the objective of the Council should be to cut green-house emissions, not increase them and the Council should be doing all they could to make recycling attractive and easier for residents. She said the Council should be delivering the bags to residents’ homes or come up with something similar.

Read:                    Report dated 21 April 2021 from Mr J McBride, recommending Members agree to the recommendation that a report be brought back to a future meeting of the Neighbourhood Services Committee on a preferred option for distribution of biodegradable bags. *(Circulated)*.

**AGREED:**               **On the proposal of Councillor Andrews, seconded by Councillor McKevitt, it was agreed to note the report and approve the above recommendation.**

**It was agreed that Mr McBride bring back a report on the preferred option for distribution of biodegradable bags to the August Neighbourhood Services Committee Meeting for consideration.**

**It was also agreed that in the interim Mr McBride arrange for a supply of biodegradable bags to be delivered to each Councillor for distribution to the community, similar to the arrangements that had been put in place when HRCs were closed due to COVID restrictions (subject to stock being available).**

**NS/060/2021: TREE PLANTING STRATEGY**

Noted: In response to a query from Councillor Casey, seeking clarification as to whether the Council would be planting trees along the length of the tow path for which they had responsibility for, Mr Ellis advised they were limited in the amount of tree planting that could be carried out by Historic Environment Division, as the whole length of the Canal was a scheduled monument and HED's position was that they did not want tree planting on the formal tow path to any great extent. However Council's aim was to plant linear abutorium at gateway areas and also to plant living shelters at strategic points along the waterway.

**FACILITIES MANAGEMENT AND MAINTENANCE**

**NS/061/2021: BUS SHELTER REQUEST FOR MAIN STREET HILLTOWN**

Read: Report dated 21 April 2021 from Mr K Scullion re: bus shelter applications for Hilltown. *(Circulated)*.

**AGREED: On the proposal of Councillor Mason, seconded by Councillor O'Hare, it was agreed to note the content of the report and to approve the recommendations in Appendix 1 circulated for the erection of a bus shelter at Spelga Park, Hilltown, and also the erection of a bus shelter at Main Street, Hilltown.**

**It was also agreed Mr K Scullion provide an update to the Rowallane Councillors on specific requests for bus shelters in Saintfield and Crossgar.**

**NS/062/2021: FEASIBILITY STUDY FOR EV INFRASTRUCTURE  
AT THE COUNCIL'S DEPOTS**

Read: Report dated 21 April 2021 from Mr K Scullion re: feasibility study for the provision of electric vehicle charging points infrastructure at the Council's depots. *(Circulated)*.

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

**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.**

**It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.**

**NS/063/2021: PUBLIC CONVENIENCE STRATEGY CONSULTATION**

Read: Report dated 21 April 2021 from Mr K Scullion re: public convenience strategy consultation. *(Circulated)*.

Issues raised by Members

- The need for the provision of public conveniences in Dundrum and a request that officials liaise with local community groups and organisations and local businesses, including Dundrum Village Association, on this matter.
- An update was provided by Mr Scullion in relation to the resource issues which were delaying the re-opening of the public conveniences in Saintfield. Noted officials would be bringing a report back to Committee on an opening up plan for Council facilities across the District.
- Continuous issues with the toilets in Newcastle including maintenance and cleansing issues that needed to be addressed. If toilets were closed signage should be erected to direct people to nearby toilets.
- If toilets were well maintained and cleaned, the public may be receptive to a small charge being put in place for usage.
- Important that Council liaise with local community groups; businesses and other Statutory Agencies as part of the PC Strategy.

- Consideration to providing a radar key for public conveniences to certain users such as delivery people as a revenue generator.
- The employment of seasonal staff to pick up litter and clean toilets etc. during busy times.

**AGREED:**           **On the proposal of Councillor Clarke, seconded by Councillor Owen, it was agreed to note contents of this report and to approve the recommendation to finalise the Public Convenience Strategy, taking into consideration results of the 12-week consultation process. The finalised strategy document to be presented to the Neighbourhood Services Committee before setting out of each work package as part of the implementation process for delivery of the service going forward.**

(Councillor Mason left the meeting).

**NS/064/2021:    RE-WILDING UPDATE**

Read:                Report dated 21 April 2021 from Mr K Scullion re: rewilding and landscape improvements for health and wellbeing on Council land. *(Circulated)*.

**AGREED:**           **On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to note contents of this report and to recommend approval of the key themes set out within section 2.1.**

**It was also agreed that a list of the areas to be re-wilded should be circulated to Councillors for their information.**

**WASTE MANAGMENT**

**NS/065/2021:    DNA DOG TESTING**

Read:                Report dated 21 April from Mr L Dinsmore re: DNA testing for dog-fouling enforcement. *(Circulated)*.

In response to issues raised by Councillor Clarke regarding the need for education and a strong enforcement message, including a blitz with officers throughout the District, in high viz jackets, enforcing the message about littering and dog fouling, Mr Dinsmore said these issues would be addressed in the update on the Environmental Improvement Plan that would be taken back to a future Committee Meeting.

**AGREED:**           **On the proposal of Councillor Clarke, seconded by Councillor Owen, it was agreed to note the content of this report and approve the recommendation that on basis of**

**findings, it was not recommended that Council implement a scheme for DNA Testing for Dog-Fouling Enforcement at this point in time but that Council continues to monitor developments in the area of DNA Testing and to review further following any future developments in this area, through participation with Northern Ireland Dogs Advisory Group and/or other sources. Council to also continues to promote Responsible Dog Ownership as proposed in the Council's Enforcement Improvement Plan.**

(Councillor McKevitt left the meeting)

**NS/066/2021: FIXED PENALTY NOTICES**

Read: Report dated 21 April 2021 from Mr L Dinsmore re: update on issue of fixed penalty notices. *(Circulated)*.

**AGREED: It was unanimously agreed to note the content of this report.**

**NS/067/2021: CLEANER, GREENER COMMUNITIES INITIATIVE**

Read: Report dated 21 April 2021 from Mr J McBride re: community clean-ups. *(Circulated)*.

**AGREED: On the proposal of Councillor Andrews, seconded by Councillor Taylor, it was agreed to note the content of this report and approve the following recommendations:-**

- **Continue with support to Community Groups to undertake one-off roadside litter collection and Community Clean-ups, where Government Guidance permits.**

**Council to provide assistance as follows:**

- **Litter pick pack to be provided and kept by registered group, comprising 6 no. litter picks (senior)**
- **Litterbags**
- **6 sets of gloves**
- **Receipting arrangements to receive wastes at HRC site**
- **Mechanical sweep to be arranged for areas as appropriate**
- **Promote and signpost to the KNIB Adopt a Spot Scheme those Groups who would like to carry out a number of community clean ups in their area.**
- **Council to provide number of litter pickers (10) and brown bin caddies (10) for each of the 101 primary**

**schools in the District to compliment the ongoing schools' education work at schools relating to recycling and protection of the environment.**

- **Responsible Dog Ownership to be promoted within schools**

**It was also agreed that officials email clear guidance to all Councillors with a step by step guide on what needs to be done if organising a community litter pick and relevant contact details for officers.**

Noted: In response to concerns raised about the amount of litter at Damolly Retail Park in Newry, Mr Dinsmore said he had visited the site and had contacted Centre Management about this issue. He said this area would be targeted as part of the fixed penalty notice process.

**NS/068/2021: REFUSE COLLECTION CALENDARS**

Read: Report dated 21 April 2021 from Mr L Dinsmore, re: provision of Waste Calendar 2021/22. *(Circulated)*.

**AGREED: On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the content of this report and approve the following recommendations:**

- **Officers to arrange for Waste Calendars to be made available and distributed in accordance with the proposed timetable.**
- **Detail to be displayed to web-page that calendar was currently being updated and advise householders:  
(a) no change in their current collection sequence  
(b) householders who are unsure of their collection sequence to contact Customer Services at 0330 137 4047**

**AGREED: On the proposal of Councillor Clarke, seconded by Councillor Magennis, it was also agreed officials investigate the provision of an app for the refuse collection service which would give information such as collection days; delays in collection; recycling information etc.**

**FOR NOTING**

**NS/069/2021: Arc21 JC MEMBERS MONTHLY BULLETIN – 25 MARCH 2021**

Read: Arc21 JC Members Monthly Bulletin – 25 March 2021. *(Circulated)*.

**AGREED:** It was agreed to mark this correspondence noted.

**NS/070/2021:** **Arc21 JC MINUTES – 25 FEBRUARY 2021**

Read: Arc21 JC Meeting Minutes held on 25 February 2021 *(Circulated)*.

**AGREED:** It was agreed to mark this correspondence noted.

**NS/071/2021:** **HISTORIC ACTIONS TRACKING SHEET**

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

**AGREED:** 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 17, 18, 19, 20, and 21 were 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 Murphy, seconded by Councillor Finnegan, it was agreed to exclude the public and press from the meeting during discussion on this item.**

**NS/072/2021:** **ARC 21 IN COMMITTEE JOINT COMMITTEE MEETING MINUTES – THURSDAY 25 FEBRUARY 2021**

Read: Arc 21 In Committee Joint Committee Meeting Minutes held on Thursday 25 February 2021. *(Circulated)*.

**NS/073/2021:** **NEIGHBOURHOOD SERVICES PROCUREMENT ACTION PLAN – QUARTERLY UPDATE**

Read: Report dated 21 April 2021 from Mr J McBride re: Neighbourhood Services Directorate Procurement Action Plan Update. *(Circulated)*.



**NS/074/2021: BUSINESS CASE FOR THE SUPPLY OF  
VEHICLE HIRE SERVICES**

Read: Report dated 21 April 2021 from Mr T Daly re: economic appraisal – supply of vehicle-hire services. *(Circulated)*.

**NS/075/2021: BUSINESS CASE ON HOOK-LINE VEHICLE AND  
DRIVER HIRE**

Read: Report dated 21 April 2021 from Mr L Dinsmore re: business case on occasional hire of hook loader vehicle and driver. *(Circulated)*.

**NS/076/2021: PUBLIC SPACE CCTV – MONITORING AND  
ANALOGUE FIBRE CABLE SERVICES**

Read: Report dated 21 April 2021 from Mr K Scullion re: business case for maintenance of Council public space CCTV. *(Circulated)*.

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

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

NS/072/2021 – Arc21 Joint Committee Meeting Minutes – Thursday 25 February 2021

**AGREED:** It was unanimously agreed to note the Arc21 Joint Committee Meeting Minutes held on Thursday 25 February 2021.

NS/073/2021 – Neighbourhood Services Procurement Action Plan – Quarterly Update

**AGREED:** **On the proposal of Councillor Stokes, seconded by Councillor Murphy, it was agreed to:-**

- **Approve the progress update report for the period 1 December 2020 – 31 March 2021;**
- **Note that services will continue “out of contract” until new contracts are awarded and regularised; and**
- **Approve the revised target completion dates as set-out in Appendices I – IV**

NS/074/2021 – Business Case for the supply of vehicle hire services

**AGREED:** **On the proposal of Councillor Murphy, seconded by Councillor Stokes, it was agreed to note the content of the report and approve the economic appraisal to procure a contract for the supply of vehicle-hire services.**

NS/075/2021 - Business Case for hook-line vehicle and driver hire

**AGREED:**               **On the proposal of Councillor Stokes, seconded by Councillor Murphy, it was agreed to note the content of the report and approve the business case to procure a contract for the Occasional Hire of Hook Loader Vehicle and Driver**

NS/076/2021 - Report on Public Space CCTV – monitoring and analogue fibre cable services

**AGREED:**               **On the proposal of Councillor Stokes, seconded by Councillor McKee, it was agreed to note the content of the report and approve the findings of the business cases presented, that is:**

- **Business Case for Town Centre CCTV Monitoring – Approve Option 1 - Continue with annual monitoring contract with the named provider for 21 town centre Public Space CCTV cameras for 12-month period under an STA.**
- **Business Case for Town Centre CCTV Analogue Fibreoptic lines to link Camera system to Monitoring Centre – Approve Option 1 - Continue with analogue line rental from the named provider pending outcome of review of Public Space CCTV for 12-month period under an STA.**

There being no further business the meeting ended at 8.00 pm.

For adoption at the Council Meeting to be held on Tuesday 4 May 2021.

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

**Signed:**               **Mr J McBride  
Director of Neighbourhood Services (Acting)**