

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Neighbourhood Services Committee Meeting held on Wednesday 22 June 2022 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry and via MS Teams.

Chair: Councillor O Magennis (Chamber)

Members: Councillor T Andrews (Teams)
Councillor C Casey (Chamber)
Councillor W Clarke (Teams)
Councillor D Curran (Teams)
Councillor A Finnegan (Chamber)
Councillor K McKeivitt (Teams)
Councillor A McMurray (Teams)
Councillor D Murphy (Chamber)
Councillor M Ruane (Teams)
Councillor G Stokes (Chamber)
Councillor D Taylor (Teams)
Councillor J Tinnelly (Teams)

Non-Committee Members: Councillor H Gallagher
Councillor M Larkin
Councillor H McKee
Councillor G Sharvin

Officials in Attendance: Mr J McBride Director Neighbourhood Services (Acting)
Mr K Scullion, Assistant Director Facilities Management and Maintenance
Ms S Murphy, Acting Assistant Director Waste Management
Ms L Dillon, Democratic Services Officer
Ms C McAteer, Democratic Services Officer

NS/085/2022: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor Owen.

NS/086/2022: DECLARATIONS OF "CONFLICTS OF INTEREST"

No declarations of conflicts of interest were made.

NS/087/2022: START TIMES NEIGHBOURHOOD SERVICES COMMITTEE MEETINGS JUNE 2022 – MAY 2023

Read: Paper recommending proposed dates and start times for

Neighbourhood Services Committee Meetings from June 2022 to May 2023. *(Circulated)*

AGREED: On the proposal of Councillor Magennis, seconded by Councillor Andrews, it was agreed the start time for NS Committee Meetings from June 2022 - May 2023 would be 6.00 pm.

NS/088/2022: **ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON THURSDAY 18 MAY 2022**

Read: Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 18 May 2022. *(Circulated)*.

AGREED: On the proposal of Councillor Curran, seconded by Councillor McKeivitt, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 18 May 2022 be noted and actions removed as marked.

NEIGHBOURHOOD SERVICES DIRECTORATE

NS/089/2022: **NEIGHBOURHOOD SERVICES DIRECTORATE BUSINESS PLAN 2021-2022**

Read: Report dated 22 June 2022 from Mr J McBride, Neighbourhood Services Director (Acting) re: Neighbourhood Services (NS) Directorate Business Plans. *(Circulated)*.

AGREED: On the proposal of Councillor Murphy, seconded by Councillor Finnegan, the Assessment of the NS Directorate Business Plan 2021-22 and the NS Directorate Business Plan 2022-23 be agreed.

FACILITIES MANAGEMENT AND MAINTENANCE

NS/090/2022: **PORTABLE TOILET TRIAL AS PART OF COUNCIL PUBLIC TOILET PROVISION**

Read: Report dated 22 June 2022 from Mr K Scullion, Assistant Director of Facilities Management and Maintenance re: portable toilet trail. *(Circulated)*.

Mr Scullion responded to the following issues raised by Members:-

- The need for a public convenience facility in Dundrum has to be addressed – even with the provision of a temporary facility over the very busy summer period. (Officer response - the Report was not recommending that a temporary facility be provided in Dundrum over the summer period. Dundrum had been identified in the Public Toilet Strategy as having the population that would merit consideration of having a public toilet facility and all options would be considered as part of that Strategy. Mr Scullion said there was a public toilet facility at the amenity area just outside the village of Dundrum).
- Provision of toilet facilities at Kilclief – more a case of negative feedback due to the location of the portaloo rather than the need for have toilet facilities provided. Is there plans to put the portaloo back into Kilclief over the summer period with alternative options for the location to be considered? (Officer response - the Report advised that the use of portalooos as part of the Council's provision of public toilets was not the way forward but where there was an identified short term need within a Council facility then it was an option, subject to budget availability. Kilclief was also an area where there was a Council Bye Law for no overnight parking and residents were concerned that if a portaloo was provided, it would encourage camper vans and others to potentially camp there overnight and this was something that had to be considered).
- Consideration be given at some stage to the provision of permanent toilet facilities at Victoria Locks, given the opening of the Greenway at this location and also at the Albert Basin where there was a lot of water-based activity (Officer response - locations for public conveniences would be considered on a case by case basis as part of the Council's Public Toilet Strategy)

AGREED: **On the proposal of Councillor Murphy, seconded by Councillor Finnegan, it was agreed to note the contents of the report and that the use of portalooos as part of the Council's provision of public toilets can meet temporary short term needs but is not a long-term option for providing a service to a specific location due to the cost and reduced ability to keep the facility clean. Where it is known that a particular Council facility, without its own public toilet, is likely to experience increased visitor numbers for a short duration, then the provision of a portaloo will be considered subject to budget availability.**

AGREED: **On the proposal of Councillor Tinnelly, seconded by Councillor McKeivitt, that if the public conveniences at 16 The Square, Rostrevor were not re-opened in time for the Fiddlers Green Festival at the end of July, that temporary portaloo facilities be provided.**

AGREED: **On the proposal of Councillor Clarke, seconded by Councillor Magennis, that officials meet with representatives of Newcastle Yacht Club to discuss the potential of an SLA to enable the provision of shared public toilet facilities at their Club premises.**

AGREED: Officials consider a request to investigate if there was adequate litter/dog fouling bins along the Greenway.

WASTE MANAGEMENT

NS/091/2022: ENFORCEMENT IMPROVEMENT PLAN UPDATE

Read: Report dated 22 June 2022 from Ms S Murphy, regarding update on the implementation of the Enforcement Improvement Plan for dog fouling and illicit dumping. *(Circulated)*.

Issues raised by Members

- The number of enforcement officers was insufficient to cover the District and perhaps consideration should be given to offering full time posts rather than seasonal and part time.
- LEAMS (Local Environment Audit Management System) – NI average score 65; NMD score 64 – does this score fall short of the average. (Officer response - expecting to have the figures for 2021/22 to give an indication as to how Council scored last year this was a point that was raised through the Cleansing Workshops and it was hoped to have an increase in the Council's score across the District).
- Illicit dumping – people should feel comfortable and not afraid to make statements to the Enforcement Team on those that have been caught dumping. (Officer response - the collection of statements is a key part of the evidence that is required for a successful prosecution and it is something that the Enforcement Officers are very mindful of).
- Still not gotten to grips with the issue of dog fouling – Council was short of Enforcement Officers who should have a visible presence particularly on well used areas such as Newry Tow Path.
- Test case footpaths – small footpath leading to WIN – officers to examine this area for dog fouling.

AGREED: On the proposal of Councillor Casey, seconded by Councillor Finnegan, it was agreed to note the content of this update report and to agree review of key actions from the Enforcement Improvement Plan to be incorporated into a timebound programme of work for 2022/23 and annually thereafter.

EXEMPT INFORMATION ITEMS

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

Items 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 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 Murphy, seconded by Councillor McKeivitt , it was agreed to exclude the public and press from the meeting during discussion on these items.

(Councillor McKeivitt left the meeting)

NS/092/2022: BUSINESS CASE TO SUPPORT THE IMPLEMENTATION OF THE PUBLIC TOILET STRATEGY

Read: Report dated 22 June 2022 from Mr K Scullion, regarding Business Case – implementation of the Public Toilet Strategy. *(Circulated)*.

NS/093/2022: BUSINESS CASE – PROVISION OF MAINTENANCE SERVICES FOR THE COUNCIL’S PUBLIC TOILETS

Read: Report dated 22 June 2022 from Mr K Scullion, regarding Business Case – Provision of maintenance services for the Council’s Public Toilets. *(Circulated)*.

NS/094/2022: BUSINESS CASE – ANNUAL FIXED ELECTRICAL WIRING AND EMERGENCY LIGHTING TESTING

Read: Report dated 22 June 2022 from Mr K Scullion, regarding Business Case for the annual fixed electrical wiring and emergency lighting testing. *(Circulated)*.

NS/095/2022: BUSINESS CASE – PROVISION OF BI-ANNUAL SERVICE OF OIL FIRED BOILERS AND EMERGENCY BREAKDOWN COVER FOR COUNCIL PROPERTIES

Read: Report dated 22 June 2022 from Mr K Scullion, regarding Business Case for provision of Bi-annual Service of Oil Fired Boilers & Emergency Breakdown Cover for Council Properties. *(Circulated)*.

NS/096/2022: PROPOSED LEASE OF STORAGE FACILITY FOR CHRISTMAS ILLUMINATIONS

Read: Report dated 22 June 2022 from Mr K Scullion regarding proposed lease of storage facility for Christmas Illuminations. *(Circulated)*.

NS/097/2022: REQUEST TO SUB-LEASE THE BOG ROAD AMENITY SITE, FORKHILL

Read: Report dated 22 June 2022 from Mr K Scullion regarding request to sub lease the Bog Road Amenity Area, Forkhill. *(Circulated)*.

NS/098/2022: BUSINESS CASE – MAINTENANCE OF NAVIGATIONAL AIDS, OTHER MARINE SERVICES WORKS AND INSPECTIONS

Read: Report dated 22 June 2022 from Mr K Scullion regarding Business Case for maintenance of navigational aids, other marine services works and inspections. *(Circulated)*.

NS/099/2022: REQUEST FOR SALE OF BURIAL RIGHTS PLOTS IN COUNCIL CEMETERIES IN ADVANCE OF A BEREAVEMENT

Read: Report dated 22 June 2022 from Mr K Scullion regarding request for sale of burial rights plots in Council cemeteries in advance of a bereavement. *(Circulated)*.

NS/100/2022: FACILITY MANAGEMENT AND MAINTENANCE PROCUREMENT ACTION PLAN UPDATE

Read: Report dated 22 June 2022 from Mr K Scullion regarding Facility Management and Maintenance Procurement Action Plan update. *(Circulated)*.

NS/101/2022: WASTE MANAGEMENT PROCUREMENT ACTION PLAN UPDATE

Read: Report dated 22 June 2022 from Ms S Murphy, regarding Waste Management Procurement Action Plan Update. *(Circulated)*.

NS/102/2022: REVIEW OF EXPENDITURE UNDER THE BUSINESS CASE FOR THE PROCUREMENT OF CHRISTMAS ILLUMINATIONS AND CHRISTMAS TREES

Read: Report dated 22 June 2022 from Mr K Scullion, regarding review of expenditure under the Business Case for the procurement of Christmas Illuminations and Christmas Trees. *(Circulated)*.

NS/103/2022: REVIEW OF EXPENDITURE UNDER THE BUSINESS CASE FOR THE REPLACEMENT OF SAFETY TILES WITH WET-POUR SURFACING IN VARIOUS COUNCIL PLAY AREAS

Read: Report dated 22 June 2022 from Mr K Scullion, regarding review of expenditure under the Business Case for the replacement of safety

tiles with wet-pour surfacing in various Council play areas.
(Circulated).

NS/104/2022: ARC21 JOINT COMMITTEE MEMBERS' MONTHLY BULLETIN – 26 MAY 2022

Read: Arc21 Joint Committee Members' Monthly Bulletin held on 26 May 2022. *(Circulated).*

NS/105/2022: MINUTES OF ARC 21 SPECIAL 'IN COMMITTEE' JOINT COMMITTEE MEETING – 18 MAY 2022

Read: Minutes of Arc 21 'In Committee' Joint Committee Meeting held on 18 May 2022. *(Circulated).*

NS/106/2022: MINUTES OF ARC 21 'IN COMMITTEE' JOINT COMMITTEE MEETING – 28 APRIL 2022

Read: Minutes of Arc 21 'In Committee' Joint Committee Meeting held on 28 April 2022. *(Circulated).*

Councillor Stokes 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:-

NS/092/2022 – Business Case – to support the implementation of the Public Toilet Strategy

AGREED: On the proposal of Councillor Casey seconded by Councillor Murphy, it was agreed:-

- **To note contents of this report.**
- **Approve the recommendation within the Business Case for the provision of consultancy support to deliver on the objectives of the Public Toilet Strategy. Option 2 will see the appointment of the Councils nominated contractor under the SCAPE Framework to provide identified consultancy support and associated investigatory work up to the delivery of an economic appraisal**

NS/093/2022 – Business Case for the provision of maintenance services for the Council's Public Toilets

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

- **Note the content of the report and associated Business Case.**

- **Approve the recommendation within the Business Case for provision of maintenance services for Council’s Public Toilets – Option 3 is chosen. Option 3 will see the appointment of a suitably qualified contractor to provide routine maintenance and provide break down cover for the Council Public Toilet Service which cannot be addressed by its own in-house maintenance team.**

NS/094/2022 – Business Case for Annual Fixed Electrical Wiring and Emergency Lighting Testing

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

- **Note the content of the report and associated Business Case.**
- **Accept the conclusion of the Business Case that Option 2 is chosen as the preferred option. Option 2 will see the appointment, through a tender process, of a competent electrical contractor who will undertake these annual tests and where required, agreed remedial works to supplement in-house provision.**

NS/095/2022 – Business Case – provision of Bi-annual service of oil fired boilers and emergency breakdown cover for Council properties

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

- **Note the content of the report and associated Business Case.**
- **Approve the recommendation within the Business Case for provision of maintenance services for Council’s oil-fired boilers – Option 3 is chosen.**
- **Option 3 will see the appointment of a suitably qualified contractor to provide biannual servicing of Council oil fired boilers, emergency breakdown cover and minor capital works.**

NS/096/2022 – Proposed lease of storage facility for Christmas illuminations

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Murphy, it was agreed to Officers entering discussions with a named Group to seek to agree the terms of a Lease in respect of a Storage Unit at Greenbank Industrial Estate for a term of 5 years at a market rental value agreed by Council’s valuer. A further report to be presented to the SP&R Committee detailing any financial implications for consideration/approval.

NS/097/2022 – Request to sub-lease the Bog Road Amenity Site, Forkhill

AGREED: On the proposal of Councillor Murphy, seconded by Councillor Finnegan, it was agreed to Officers entering discussions with Trustees of a named Charitable Trust and the third-party commercial operator concerning the Council's lease of lands known as the Bog Road Amenity Area. A further report to be provided to the SP&R Committee on options available once these initial discussions have concluded.

NS/098/2022 – Business Case for Marine Services covering Council harbours and navigational aids

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

- Note the content of the report and associated Business Case.
- Approve the recommendation within the Business Case for maintenance of the Council's LAtNs and other marine services works – Option 3 is chosen.
- Option 3 will see the appointment of a suitably qualified marine services engineering contractor to undertake maintenance of the Council's LAtNs, other marine services works and inspections.

NS/099/2022 – Update: request for sale of burial rights to plots in Council Cemeteries

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

- Based on advice from the Council's Legal Services, to enforce the provisions of the Rules & Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District Council and not grant requests for the procurement of the rights of burial in advance of a bereavement.
- It is further recommended that Officers write to both parties to advise of the Council decision in this matter and the reasons for this.
- Councillors are asked to note that Officers will offer the single plot to the third party referred to in Section 2.1 above as this complies with the Rules & Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District Council.

NS/100/2022 – Facilities Management and Maintenance Procurement Action Plan

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Andrews, it agreed to:-

- Approve an extension to the Facilities Management & Maintenance Procurement Action Plan to the 31st December 2022.
- Note that services will continue “out of contract” until new contracts are awarded and regularised.

NS/101/2022 – Waste Management Procurement Action Plan

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

- Approve the progress update report.
- Approve an extension to the Waste Management Procurement Action Plan to the 31st December 2022.
- Note that services will continue “out of contract” until new contracts are awarded and regularised.
- Note procurement update concluding issues previously highlighted.

NS/102/2022 – Update: Review of expenditure under the Business Case for the procurement of Christmas Illuminations and Christmas trees

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

NS/103/2022 - Update: Review of expenditure under the Business Case for the replacement of safety tiles with wet-pour surfacing in various Council Play Areas

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

NS/104/2022 - Arc21 Joint Committee Members’ Monthly Bulletin dated 26 May 2022

AGREED: On the proposal of Councillor Murphy, seconded by Councillor Andrews, it was agreed to note this bulletin.

NS/105/2022 - Special Arc21 Joint Committee Meeting in Committee Minutes of 18 May 2022

AGREED: On the proposal of Councillor Murphy, seconded by Councillor Andrews, it was agreed to note these Minutes

AGREED: On the proposal of Councillor Murphy, seconded by Councillor Andrews, it was agreed to note these Minutes

FOR NOTING

NS/107/2022: BUS SHELTER POLICY REVIEW

Read: Report dated 22 June 2022 from Mr K Scullion regarding Bus Shelter Policy Review. *(Circulated)*.

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

NS/108/2022: SUMMER SEASON PREPARATIONS

Read: Report dated 22 June 2022 from Mr J McBride regarding 2022 summer season preparations. *(Circulated)*.

AGREED: On the proposal of Councillor Murphy, seconded by Councillor Andres, it was agreed to note the contents of the above report.

NS/109/2022: KEEP BRITAIN TIDY: CHEWING GUM FUND APPLICATION

NOTED: It was noted this item had been withdrawn from the agenda.

**NS/110/2022: ARC21 JOINT COMMITTEE MINUTES
28 APRIL 2022**

Read: Arc21 JC Meeting Minutes held on 28 April 2022 *(Circulated)*.

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

NS/111/2022: HISTORIC ACTIONS TRACKING SHEET

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

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

NS/112/2022: BEST WISHES

Councillor Magennis said this was Mr McBride's last meeting as Director of Neighbourhood Services as he was leaving the Council to take up a new post. She thanked him for all his help and assistance and wished him well in all his future endeavours.

Councillor Andrews, on behalf of the SDLP Group, also thanked Mr McBride for his years of service and wished him well in his new role.

Mr J McBride thanked the Elected Members for their support, direction and advice, especially in the Acting Directorate role over the last two years, when they had gone through very challenging times, not least the impact on Covid. He also thanked his colleagues and staff who provided an excellent service to the residents of the District.

There being no further business the meeting ended at 7.25 pm.

For adoption at the Council Meeting to be held on Monday 4 July 2022.

Signed: Councillor O Magennis
Chairperson of Neighbourhood Services Committee

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