

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 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.

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Neighbourhood Services Committee Meeting held on Wednesday 23 June 2021 at 6.00pm in the Boardroom, Monaghan Row, Newry and via MS Teams.

Chair: Councillor W Walker

Deputy Chair: Councillor A Finnegan

Members:

Councillor T Andrews	Councillor P Brown
Councillor C Casey	Councillor W Clarke
Councillor D Curran	Councillor O Magennis
Councillor G Malone	Councillor D Murphy
Councillor H McKee	Councillor K McKeivitt
Councillor M Ruane	Councillor G Stokes

Non-Committee Members: Councillor J Tinnelly
Councillor A McMurray

Officials in Attendance: Mr J McBride, Director of Neighbourhood Services (Acting)
Mr K Scullion, Assistant Director Facilities Management and Maintenance
Ms S Murphy, Acting Assistant Director Waste Management
Mr L Dinsmore, Head of Waste Processing and Enforcement
Mr P Whyte, Head of Refuse and Cleansing
Ms C McAteer, Democratic Services Officer
Ms P McKeever, Democratic Services Officer

NS/092/2021: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor Taylor.

The Chairperson welcomed everyone to the meeting and said that for his incoming year as Chair he would ask Members to treat officers with the utmost respect; that he would only allow a Member to speak once on an issue unless it was on a point of order and that he would allow non-Committee Members to contribute but only after all Committee Members had spoken.

NS/093/2021: DECLARATIONS OF "CONFLICTS OF INTEREST"

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 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.

No declarations of conflicts of interest were made.

NS/094/2021: ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 19 MAY 2021

Read: Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 19 May 2021. *(Circulated)*.

Issues raised

- In response to a query from Councillor Andrews regarding the distribution of bio-degradable caddy bags for Councillors, Mr McBride said there was currently insufficient stock to meet all demands and at a minimum it would be August before there was sufficient to distribute to Councillors. However he said the Department may be able to accommodate Councillor requests on a case by case basis.

AGREED: On the proposal of Councillor Magennis, seconded by Councillor McKee, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 19 May 2021 be noted and actions removed as marked.

FOR CONSIDERATION/DECISION

NS/095/2021: START TIMES OF NEIGHBOURHOOD SERVICES COMMITTEE MEETINGS JUNE 2021- MAY 2022

AGREED: On the proposal of Councillor Clarke, seconded by Councillor Andrews, it was agreed the Neighbourhood Services Committee Meetings start at 6.00 pm for June 2021-May 2022.

NS/096/2021: NEIGHBOURHOOD EMERGENCY BUSINESS PLAN 2021/22 REVIEW AND BUSINESS PLAN 2021/22

Read: Report dated 23 June 2021 from Mr J McBride, providing the Committee with a review of the six-month Neighbourhood Services Directorate Emergency Business Plan (2020-21) and seeking Committee approval for the NS Directorate Business Plan (2021-22). *(Circulated)*.

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 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.

AGREED: **On the proposal of Councillor Stokes, seconded by Councillor McKee, it was agreed to approve the review of the Neighbourhood Services Directorate Emergency Business Plan (October 2020 to March 2021); and to approve the Neighbourhood Services Directorate Business Plan (2021-22).**

NS/097/2021: **NEIGHBOURHOOD SERVICES RECOVERY PLAN**

Read: Report dated 23 June 2021 from Mr J McBride, providing the Committee with an update on the service recovery plan for the Neighbourhood Services Directorate's services as COVID-19 restrictions were relaxed. *(Circulated)*.

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor Stokes, it was agreed to note the contents of the report and approved the Neighbourhood Services service recovery plan.**

FACILITIES MANAGEMENT AND MAINTENANCE

NS/098/2021: **SCOPING EXERCISE FOR PUBLIC TOILET STRATEGY**

Read: Report dated 23 June 2021 from Mr K Scullion re: scoping exercise for the Council's Public Toilet Strategy. *(Circulated)*.

Issues raised

- A request that the public conveniences at Downs Road Newcastle and The Square, Warrenpoint be used for the provision of changing places facilities.

Mr Scullion advised the purpose of the Scoping Exercise would be to air Councillors mixed views and take these on board as part of the mapping exercise.

AGREED: **On the proposal of Councillor Curran, seconded by Councillor Clarke, it was agreed to note the content of the report and to agree to the setting up of a Public Toilet Scoping Exercise under the terms detailed in section 2.3 of the report.**

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 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.

NS/099/2021: PROPOSED MEMORIAL GARDENS LANDSCAPE SCHEME

Read: Report dated 23 June 2021 from Mr K Scullion re: proposed memorial gardens landscape scheme. *(Circulated)*.

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

Members, including Councillor Tinnelly who had originally put forward the proposal for a memorial gardens scheme, thanked the officers and Mr Jonathon Ellis, for the work they had put into this project. Councillor Tinnelly said he was delighted to see this report being tabled at Committee and said clearly a lot of thought had been given to the design, layout and symbolism of the trees. He said the proposed memorial gardens would be appreciated by families right across the District.

NS/100/2021: APPLICATIONS FOR BUS SHELTERS IN CROSSGAR AND SAINTFIELD

Read: Report dated 23 June 2021 from Mr K Scullion re: application received for the relocation of a bus shelter in Crossgar and an application for the erection of a new shelter in Comber Street Saintfield. *(Circulated)*.

Issues raised

- Mr Scullion arrange for the relevant officer to update Councillor Murphy on request for a bus shelter at Whitecross
- Concerns at what might happen if the site of the bus shelter at Downpatrick Street, Downpatrick was re-developed in the future

AGREED: On the proposal of Councillor Brown, seconded by Councillor Andrews, it was agreed to note the content 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.

WASTE MANAGMENT

NS/101/2021: PROVISION OF RESTRICTED ACCESS LITTER BINS

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 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.

Read: Report dated 23 June 2021 from Mr L Dinsmore re: provision of restricted access litter bins. ***(Circulated)***.

Issues raised

- A request that Killyleagh and Dundrum be included on the list for these bins; also Newcastle Promenade up to the Harbour; Warrenpoint, Kilkeel, Rostrevor and Cranfield; Ardglass
- Mr White confirmed that the tender for the bins had been issued on 23 June and there would be a 2-week period for returns, followed by a 2-week period of assessment. He estimated it would be a minimum of 6 weeks before any bins might be put in place.

AGREED: On the proposal of Councillor Brown, seconded by Councillor Clarke, it was agreed to note the content of this report.

It was also agreed officers email Councillors to ascertain what areas they would like the bins to be placed in and these requests would then be assessed and Councillors advised of the outcome in due course.

NS/102/2021: REFUSE COLLECTION ESCORT VEHICLES UPDATE

Read: Report dated 23 June 2021 from Mr P Whyte, re: refuse collection escort vehicles update. ***(Circulated)***.

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

FOR NOTING

NS/103/2021: Arc21 JC MEMBERS MONTHLY BULLETIN – 27 MAY 2021

Read: Arc21 JC Members Monthly Bulletin – 27 May 2021. ***(Circulated)***.

AGREED: On the proposal of Councillor McKeivitt, seconded by Councillor McKee, it was agreed to mark this correspondence noted.

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 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.

AGREED: **On the proposal of Councillor Clarke, seconded by Councillor Murphy, it was also agreed that a report on the availability of compost from brown bin collections to community and environmental groups, be tabled at the August Meeting of the Neighbourhood Services Committee. In the interim officers would email Councillors advising them of the availability of this compost and the processes to be followed.**

NS/104/2021: **Arc21 JC MINUTES – 29 APRIL 2021**

Read: Arc21 JC Meeting Minutes held on 29 April 2021 *(Circulated)*.

AGREED: **On the proposal of Councillor McKeivitt, seconded by Councillor McKee, it was agreed to mark this correspondence noted.**

NS/105/2021: **THE LOW ROAD, NEWRY (ABANDONMENT) ORDER (NORTHERN IRELAND) 2021 – S.R. 201 NO. 148**

Read: Correspondence dated 4 June 2021 from DfI re: The Low Road, Newry (Abandonment) Order (NI) 2021 – SR 2021 No. 148. *(Circulated)*.

Issues raised

- In response to a query from Councillor Finnegan asking if direct contact had been made with the owner of the land to advise of the proposed abandonment, Mr McBride said the proposal was being made by DfI and they had provided contact details in their correspondence which Members could use if they had any queries. In relation to concerns that the area was used for illegal dumping and who would be responsible for this if the area was abandoned, Mr McBride advised that it was the responsibility of the owner to remove any illegally dumped material on their property.

AGREED: **On the proposal of Councillor McKeivitt, seconded by Councillor McKee, it was agreed to mark this correspondence noted.**

It was also agreed Mr L Dinsmore revert to Councillor Finnegan on the issue of any illegally dumped material at this location.

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 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.

NS/106/2021: HISTORIC ACTIONS TRACKING SHEET

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

AGREED: On the proposal of Councillor Magennis, 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.

EXEMPT INFORMATION ITEMS

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

Items 16, 17, 18, 19, 20, 21, 22, 23 and 24 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 Magennis, it was agreed to exclude the public and press from the meeting during discussion on these items.

NS/107/2021: ARC 21 IN COMMITTEE JOINT COMMITTEE MEETING MINUTES – THURSDAY 29 APRIL 2021

Read: Arc 21 In Committee Joint Committee Meeting Minutes held on Thursday 29 April 2021. *(Circulated)*.

NS/108/2021: NEIGHBOURHOOD SERVICES DIRECTORATE PROCUREMENT ACTION PLAN UPDATE

Read: Report dated 23 June 2021 from Mr J McBride re: Neighbourhood Services Directorate Action Plan Update. *(Circulated)*.

NS/109/2021: ECONOMIC APPRAISAL – USE OF A SUITABLE NATIONAL FRAMEWORK FOR THE SUPPLY OF LIQUID AND SOLID FUELS

Read: Report dated 23 June 2021 from Mr J McBride re: economic appraisal – use of a suitable national framework for the supply of liquid and solid fuels. *(Circulated)*.

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 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.

NS/110/2021: BUSINESS CASE FOR CHRISTMAS ILLUMINATIONS AND CELEBRATIONS GROUP MEETING APRIL 2021

Read: Report dated 23 June 2021 from Mr K Scullion, re: business case for Christmas Illuminations and Celebrations Group Meeting held on 15 April 2021. *(Circulated)*.

NS/111/2021: BUSINESS CASE TO PROCEED WITH PHASE 2 EXTENSION OF KILBRONEY MUNICIPAL CEMETERY AND REFURBISHMENT WORKS TO PHASE 1

Read: Report dated 23 June 2021 from Mr K Scullion, re: business case to proceed with Phase 2 Extension to Kilbroney Municipal Cemetery and refurbishment works to Phase 1. *(Circulated)*.

NS/112/2021: BUSINESS CASES £30,000 TO £100,000 UNDER FACILITY MANAGEMENT AND MAINTENANCE DEPARTMENT

Read: Report dated 23 June 2021 from Mr K Scullion, re: business cases £30,000 to £100,000 under Facility Management and Maintenance Department. *(Circulated)*.

NS/113/2021: BUSINESS CASES FOR MAINTENANCE AND MONITORING OF COUNCIL FACILITY CCTV

Read: Report dated 23 June 2021 from Mr K Scullion, re: business cases for the maintenance and monitoring of Council facility CCTV.

NS/114/2021: FLEET OPERATORS LICENCE UPDATE AND ACTION PLAN

Read: Report dated 23 June 2021 from Mr T Daly, re: Fleet Operator's Licence Update and Action Plan. *(Circulated)*.

NS/115/2021: BUSINESS CASES FOR SUPPLY OF BUILDING AND GROUNDS MATERIALS FOR USE BY IN-HOUSE BUILDING AND GROUNDS MAINTENANCE TEAMS

Read: Report dated 23 June 2021 from Mr K Scullion, re: business cases for the supply of building and grounds materials for use by in-house Building and Grounds Maintenance Teams. *(Circulated)*.

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 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.

Councillor McKeivitt proposed, and Councillor Magennis seconded to come out of closed session.

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

NS/107/2021 - Arc21 Joint Committee Minutes 29 April 2021

AGREED: **On the proposal of Councillor Magennis, seconded by Councillor Curran it was agreed to note the Arc21 Joint Committee Meeting Minutes held on Thursday 29 April 2021.**

NS/108/2021 – Neighbourhood Services Directorate Procurement Action Plan Update

AGREED: **On the proposal of Councillor McKee seconded by Councillor Andrews, it was agreed to approve the progress update report; note that services would continue “out of contract” until new contracts were awarded and regularised and approve the updated schedule for regularising the procurements as set out in section 2.6 of the report.**

NS/109/2021 – Economic appraisal – use of a suitable national framework for the supply of liquid and solid fuels

AGREED: **On the proposal of Councillor Curran, seconded by Councillor Murphy, it was agreed to approve the business case for the use of a suitable national framework for the supply of liquid and solid fuels for the next 4 years.**

NS/110/2021 – Business Case – report of Christmas Illuminations and Celebrations Group Meeting 15th April 2021

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor Magennis, it was agreed to note the content of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 15th April 2021 and to approve the recommendations as set out in Section 2.1 to 2.5 (and associated Appendices 2,3,4 and 5) of this report.**

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 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.

NS/111/2021 – Business Case to proceed with Phase 2 Extension of Kilbroney Municipal Cemetery and refurbishment works to Phase 1

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

- **Note the content of the report and associated Business Cases.**
- **Accept the conclusion of the Business Cases that Option 2 was chosen as the preferred option. Option 2 would see the development of Phase 2 of Kilbroney Municipal Cemetery including refurbishment works to Phase 1.**
- **A sum as detailed in the report be provided as part of the Councils four-year Capital Programme to fund Phase 2 extension and refurbishment of Phase 1 of Kilbroney Cemetery. Further report be made to the Council prior to issue of contract for the works which provides a value engineer assessment of proposed additional costs with a final decision to proceed or not with these works being taken by the Council.**

Councillor McKeivitt asked that her comments that the costs of this scheme would need to be kept under review, be noted.

NS/112/2021 – Business Cases £30,000 to £100,000 under Facility Management and Maintenance Department

AGREED: **On the proposal of Councillor Andrews, seconded by Councillor McKee, it was agreed to note the content of this report and approve the findings of the five Business Cases presented in that Option three was the preferred option in each case:-**

- 1. Catering Supplies Services – Option three would see appointment of a select list of catering suppliers to supply food and catering products to Downshire Civic Centre, Strangford Road Depot, Council Offices, Monaghan Row and Greenbank Depot.**
- 2. Air Conditioning Systems Services – Option 3 would see appointment of a suitably qualified contractor to provide routine maintenance and repairs to Council’s air conditioning systems.**

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 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.

- 3. Locksmith Services – Option 3 would see appointment of a suitably qualified locksmith or locksmiths to provide key cutting service and other related services to the Council.**
- 4. Gas Boiler Services – Option 3 would see appointment of a suitably qualified Gas Engineer to provide gas boiler maintenance and repairs for Council gas boilers.**
- 5. Construction Design Management (CDM) Services – Option 3 would see appointment of a select list of consultants to provide CDM consultancy support to the Council’s Facility Management & Maintenance Department.**

NS/113/2021 – Business Cases for the maintenance and monitoring of Council facility CCTV

AGREED: On the proposal of Councillor Stokes, seconded by Councillor Curran, it was agreed to note the content of this report and approve the findings of the business cases presented – to accept Option 3 - to issue a tender for 1 + 1 +1 years to appoint a competent CCTV Contractor to provide maintenance and where required monitoring of Council Facility CCTV systems.

NS/114/2021: – Fleet Operators License Update and Action Plan

AGREED: On the proposal of Councillor Andrews, seconded by Councillor Magennis, it was agreed to approve the Fleet Management Action Plan; and agree to quarterly updates being provided to the Committee on the implementation status of the Plan.

NS/115/2021 - Business Cases for supply of building and grounds materials for use by in-house Building and Grounds Maintenance Teams

AGREED: On the proposal of Councillor McKee, seconded by Councillor Finnegan, it was agreed to note the content of this report and approve the findings of the business cases presented – to accept Option 3 - to issue a tender to appoint a Select List of suppliers of building and grounds materials for 1 + 1 +1-year period.

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 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.

Mr J McBride read out the following statement on behalf of the Chief Executive:

“Due to the current legislative uncertainty around remote meetings and the restrictions on indoor gatherings, the Chief Executive also agrees to exercise her delegated authority under Standing Orders to implement the resolution of the Committee once ratified by Council subject to any conflict of interest or legal advice that the decision is unlawful.”

There being no further business the meeting ended at 7.50 pm.

For adoption at the Council Meeting to be held on Monday 5 July 2021.

Signed: Councillor W Walker
Chairperson of Neighbourhood Services Committee

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