

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

RTS/M

---

**Minutes of Inaugural Meeting of Neighbourhood Services Committee held on Wednesday 19 June 2019 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry**

---

**Chair** Councillor H Harvey

**Deputy Chair:** Councillor G Stokes

**Members:**

Councillor T Andrews	Councillor D Curran
Councillor W Clarke	Councillor V Harte
Councillor T Hearty	Councillor L Kimmins
Councillor O Magennis	Councillor G Malone
Councillor C Mason	Councillor H McKee
Councillor K McKeivitt	Councillor D Taylor
Councillor J Tinnelly	

**Officials in Attendance:** Mr R Moore, Director of Neighbourhood Services  
Mr J McBride, Assistant Director, Waste Management (Acting)  
Mr K Scullion, Assistant Director Facilities Management and Maintenance  
Ms C McAteer, Democratic Services Officer

**NS/001/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

There were no apologies received.

Councillor Harvey, Chairman, welcomed everyone to the first meeting of the Neighbourhood Services Committee and in particular the newly elected Councillors. He extended best wishes to Councillor Casey in his role as Chairman of the Council for the incoming year and also thanked officers, and in particular Roland Moore, Director, for all their hard work.

**NS/002/2019: DECLARATIONS OF "CONFLICTS OF INTEREST"**

There were no declarations of Conflicts of Interest.

**NS/003/2019: ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 20 MARCH 2019**

**Read:** Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 20 March 2019. ***(Circulated)***.

**Agreed:** **On the proposal of Councillor Kimmins, seconded by Councillor Magennis, it was agreed the Action Sheet of**

**Wednesday 20 March 2019 be noted and actions removed as marked.**

In response to queries, Mr Scullion advised the Council maintained a considerable amount of Dfi owned grass verges at an annual cost of approximately £100k.

Councillors said consideration should be given to promoting bio-diversity by planting wildflowers and creating bee-friendly and natural habitat zones.

In response to a query from Councillor McKeivitt, Mr McBride confirmed the Council's response to the consultation was made on its behalf by arc21. This was previously agreed by Council.

**FOR CONSIDERATION AND/OR DECISION**

**NS/004/2019: START TIME FOR NEIGHBOURHOOD SERVICES COMMITTEE MEETINGS FROM JUNE 2019 – MAY 2020**

**Read:** Meetings Schedule to agree start time for Neighbourhood Services Committee Meetings from June 2019 – May 2020. (*Circulated*).

**AGREED:** **On the proposal of Councillor Andrews, seconded by Councillor Kimmins, it was agreed to approve the schedule of Meeting dates for the Neighbourhood Services Committee from June 2019-May 2020 with a start-time of 6.00 pm.**

**NS/005/2019: BUSINESS PLAN**

**Read:** Report dated 19 June 2019 from Mr Roland Moore, Director of Neighbourhood Services re: Neighbourhood Services Business Plan 2018/19. (*Circulated*).

**AGREED:** **On the proposal of Councillor Stokes, seconded by Councillor Andrews, it was agreed to approve the annual review of the Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2019-20.**

In response to a query, Mr Moore said a number of targets had not been met due to resource issues but the resources were expected to be in place in the next number of months and he anticipated all targets would be met in the incoming year.

**NEIGHBOURHOOD SERVICES TRANSFORMATION**

**NS/006/2019: NEIGHBOURHOOD SERVICES WORKING GROUP**

**Read:** Report dated 19 June 2019 from Mr Roland Moore, Director of Neighbourhood Services re: Neighbourhood Services Working Group. (*Circulated*)

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Taylor, it was agreed to approve the updated Neighbourhood Working Group Terms of Reference and also the Action Sheet from the Neighbourhood Services Working Group Meeting held on 20 March 2019.

Noted: Councillor Taylor advised the UUP representative would be Councillor McKee. Councillor Andrews advised the SDLP nominations would be forwarded.

## **FACILITIES MANAGEMENT AND MAINTENANCE**

**NS/007/2019: ULSTER IN BLOOM**

**Read:** Report dated 19 June 2019 from Mr Kevin Scullion, Assistant Director Facilities Management & Maintenance re: Ulster in Bloom. **(Circulated).**

Members raised the following issues:-

- Concern that Crossmaglen was not getting enough help and support from the Council for the provision of floral displays/hanging baskets despite having a very active Community Association who would be willing to work with the Council.
- Kilkeel or Annalong Village to be considered if the Council was going to add to the Towns/Villages to be entered for this and other similar competitions.
- Very important that the community/voluntary and business sectors worked in partnership with the Council as Council resources were stretched.
- Welcome the start to formalise the process with involvement through the DEAs.
- Like to see other towns and villages included – what was the rationale for deciding which towns/villages should be entered?
- The Council should be responsible for any insurance element of these floral schemes.
- There were a number of community groups who grew flowers/plants and the Council should consider supporting them by purchasing plants from such Groups.

Mr Scullion advised the Council had to work within their resources but were keen to engage with local communities. The Council had recently appointed a Grounds Maintenance Manager and also had a very experienced Bio-Diversity Officer who would work with communities and help them with funding sources such as “Live Here Love Here”.

**AGREED:** On the proposal of Councillor Clarke, seconded by Councillor Taylor, it was agreed to note the contents of the report dated 19 June 2019 giving an update on the Council submission to Translink Ulster in Bloom 2019.

**NS/008/2019: CHRISTMAS ILLUMINATIONS GROUP TERMS OF REFERENCE**

**Read:** Report dated 19 June 2019 from Mr Kevin Scullion, Assistant Director Facilities Management & Maintenance re: Christmas Illuminations Terms of Reference. *(Circulated)*.

**AGREED:** **On the proposal of Councillor Taylor, seconded by Councillor Tinnelly, it was agreed to note the contents of the above report and to agree to the Terms of Reference for the Councillors Christmas Illuminations/Celebrations Group.**

**NS/009/2019: PUBLIC CONVENIENCES STRATEGY**

**Read:** Report dated 19 June 2019 from Mr Kevin Scullion, Assistant Director Facilities Management & Maintenance re: update on Public Convenience Capital Project. *(Circulated)*.

Members raised the following issues:-

- The needs of people with autism should be considered.
- This project needed to be progressed quickly as it was coming into another busy summer season and many of the PCs were in very poor condition (reference made to the PCs in Newcastle)
- The PC facilities at Loughross, Crossmaglen, needed to be upgraded.
- Need for PC facilities to serve the Monaghan Street area of Newry.
- PCs vulnerable to vandalism – possibility of cameras being installed?

**AGREED:** **On the proposal of Councillor Andrews, seconded by Councillor Clarke, it was agreed to note the content of the above report: to carry out a public consultation, starting with engagement through the local DEA Forum, on the public toilet provision within the District and to present the draft Public Convenience Strategy document to Council at the Summer/Autumn 2019 Neighbourhood Services Committee Meeting.**

**NS/010/2019: FLOOD ALLEVIATION OF DRAIN ALONG NEWRY/PORTADOWN CANAL AT LOCK GATE 5**

**Read:** Report dated 19 June 2019 from Mr Kevin Scullion, Assistant Director Facilities Management & Maintenance re: flood alleviation of drain along Newry/Portadown Canal at Lock Gate 5. *(Circulated)*.

**AGREED:** On the proposal of Councillor Stokes, seconded by Councillor Taylor, it was agreed to approve the Council participating in the provision of improved drainage arrangements in the area of Lock Gate Number 5 at Carnbane Industrial Estate up to a maximum value of £15,000.

**NS/011/2019:** **DEFECTIVE WALL AT SHIMNA RIVER, NEWCASTLE**

**Read:** Report dated 19 June 2019 from Mr Kevin Scullion, Assistant Director Facilities Management and Maintenance re: defective wall at Shimna River, Newcastle. *(Circulated)*.

**AGREED:** On the proposal of Councillor Clarke, seconded by Councillor McKee, it was agreed to note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works.

It was also agreed Council Officers contact the Library Service on the opposite side of the bridge regarding cracks which had appeared in that section of wall, and to discuss necessary action.

## **WASTE MANAGEMENT**

**NS/012/2019:** **REFUSE COLLECTION COMMUNICATIONS**

**Read:** Refuse Collection Communications. *(Circulated)*

**AGREED:** On the proposal of Councillor McKeivitt, seconded by Councillor Andrews, it was agreed to note the update provided on the recent improvements to the communication activities of the Council's refuse collection service, in particular specific changes to collection calendars and the on-line post code search facility.

**Noted:** Members congratulated Officers and staff and mentioned in particular the officers they dealt with on a day to day basis who were very helpful in sorting out refuse issues.

(Councillor Harte left the meeting – 7.00 pm)

**NS/013/2019:** **ENFORCEMENT ACTION PLAN**

**Read:** Report dated 19 June 2019 from Mr Johnny McBride, Assistant Director Waste Management (Acting) re: Enforcement Action Plan. *(Circulated)*

Members raised the following issues:-

- Place on record their appreciation for the work carried out by the Enforcement Officers.
- There was a need for additional Enforcement staff and this should be fed into the rates process.
- Engage in an education strategy with schools.
- Roll out the programme for installing closed litter bins, similar to those in Newcastle, to prevent seagulls and birds pulling rubbish from the bins.
- Enforcement Officers should have the power to ask dog walkers to produce evidence that they have a dog fouling disposal bag with them.
- Query as to whether there was sufficient litter/dog fouling bins throughout the District.

Mr McBride advised the Council currently employed 4 Enforcement Officers to cover the District and this was supplemented by seasonal staff. Officers would be bringing forward an Action Plan in relation to the requirement for additional resources and improving the capacity to issue fixed penalty notices.

**AGREED:**                    **On the proposal of Councillor Andrews, seconded by Councillor Stokes, it was agreed to approve the Report of the Elected Member Workshop held on 22 March 2019 and to authorise Officials to develop the range of supporting actions identified in the Enforcement Improvement Plan (Executive Summary).**

**NS/014/2019:**            **REVIEW OF OPERATIONS AT HOUSEHOLD RECYCLING CENTRES**

**Read:**                      Report dated 19 June 2019 from Mr Johnny McBride, Assistant Director Waste Management (Acting) re: Review of Operations at Household Recycling Centres. ***(Circulated)***.

Members raised the following issues:-

- A monthly litter pick should be carried out on roads within a 3 mile radius of Household Recycling Centres (Newry HRC and the HRC on the Ballymageough Road were referred to).
- The limit of 25kg rubble waste should be re-examined with a view to increasing the quantity allowed.
- The limit of 4 household doors to be re-examined with a view to increasing the quantity allowed.

In response Mr McBride said he would be happy to look at litter picking around HRCs although he imagined they were already on the cleaning schedule but he would check. He advised under licencing agreement HRCs were only permitted to accept 25kg of rubble as over 25kg was classed as industrial waste. However he would explore with the NIEA if there was scope for increasing this although his understanding was that if a change to the licence was allowed, that it could be very expensive.

Mr McBride referred to the permit system for both commercial and domestic vans and said there would be a single use permit included which people could avail of – they would just need to demonstrate that they owned the vehicle. He said he felt there was enough safeguards built into the Policy around this issue but there would be an opportunity before finalising it to bring greater clarity around this issue.

In terms of the issue regarding doors, Mr McBride said he would look at the possibility of making it more flexible and easier to accept a higher number.

**AGREED:**                **On the proposal of Councillor Clarke, seconded by Councillor Curran, it was agreed to approve the Guiding Principles for a suite of Policies governing access to and the usage of the Council’s HRCs and approval to apply these Principles to the new Downpatrick HRC to enable new operating arrangements to be secured upon its opening.**

(Councillor Magennis left the meeting – 7.25 pm)

**NS/015/2019:**        **CONSULTATION RESPONSES TO EXTENDED PRODUCER RESPONSIBILITY FOR PACKAGING, DEPOSIT RETURN AND PLASTICS NON RECYCLED CONTENT TAX**

**Read:**                Report dated 19 June 2019 from Mr Johnny McBride, Assistant Director Waste Management (Acting) re: Consultation Responses to Extended Producer Responsibility for Packaging, Deposit Return and Plastics Non-Recycled Content Tax. ***(Circulated)***.

**AGREED:**                **On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the copies of the Arc21 response to three UK Government consultations on Extended Producer Responsibility for Packaging, Deposit Return and Plastics Non-Recycled Content Tax.**

**Noted:**                Mr McBride advised the proposals had the potential to significantly impact on Local Government operations but DEFR would be bringing forward further consultation which would allow the Council to feed more detailed consultation into the process.

**NS/016/2019:**        **SUSTAINABILITY AND CLIMATE CHANGE FORUM**

**Read:**                Report dated 19 June 2019 from Mr Roland Moore, Director Neighbourhood Services re: Sustainability and Climate Change Forum. ***(Circulated)***.

The report advised that subject to agreement this Forum would replace the work of other Working Groups and Fora that existed in the previous Council term including the Sustainable Development and Climate Change Standing Forum; Strategic Waste Working Group and the Marine Task Force. Proposed Membership:-

- Sinn Fein (x 2)
- SDLP (x 2)
- UUP (x 1)
- DUP (x 1)
- Alliance/Independents (x 1)

Councillor Tinnelly said this was a serious issue for the Council and he thought that additional Members who had a genuine interest should be allowed to sit on the Forum, potentially doubling the total number of Members.

**AGREED:** Following discussion it was agreed on the proposal of Councillor McKeivitt, seconded by Councillor Andrews, to approve the recommendation in the report to establish a Sustainability and Climate Change Forum and to agree to the recommended Terms of Reference, subject to a request that Officers clarify if the Membership of the Forum could be increased to include additional Members, should the Council wish to do so.

(Councillor Taylor and Councillor Andrews left the meeting – 7.40 pm)

**NS/017/2019: TEMPORARY CLOSURE OF BANN ROAD HOUSEHOLD RECYCLING CENTRE TO FACILITATE THE MOURNE TRIATHLON**

**Read:** Report dated 19 June 2019 from Mr Johnny McBride, Assistant Director Waste Management (Acting) re: temporary closure of Bann Road Household Recycling Centre to facilitate the Mourne Triathlon. *(Circulated)*

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor McKeivitt, it was agreed to temporarily close the Bann Road (Castlewellan) HRC between 09.45 to 11.45 on Saturday 24 August 2019 to facilitate the Mourne Triathlon.

**FOR NOTING**

**NS/018/2019: ARC 21 MEMBERS MONTHLY BULLETIN – 28 MARCH 2019**

**Read:** ARC 21 Members Monthly Bulletin 28 March 2019. *(Circulated)*.

**AGREED:** It was unanimously agreed to note the contents of the above Monthly Bulletin.

**NS/019/2019: ARC 21 JOINT COMMITTEE MINUTES – 28 FEBRUARY 2019**

**Read:** ARC 21 Joint Committee Minutes 28 February 2019. *(Circulated)*.



**AGREED:** It was unanimously agreed to note the contents of the above Joint Committee Minutes.

**NS/020/2019:** **ARC 21 MEMBERS MONTHLY BULLETIN**  
- **25 APRIL 2019**

**Read:** ARC 21 Members Monthly Bulletin 25 April 2019. *(Circulated)*

**AGREED:** It was unanimously agreed to note the contents of the above Monthly Bulletin.

**NS/021/2019:** **ARC 21 JOINT COMMITTEE MINUTES – 28 MARCH 2019**

**Read:** ARC 21 Joint Committee Minutes 28 March 2019. *(Circulated)*

**AGREED:** It was unanimously agreed to note the contents of the above Joint Committee Minutes.

**NS/022/2019:** **ARC 21 MEMBERS MONTHLY BULLETIN**  
- **30 MAY 2019**

**Read:** ARC 21 Members Monthly Bulletin 30 May 2019. *(Circulated)*

**AGREED:** It was unanimously agreed to note the contents of the above Monthly Bulletin.

**NS/023/2019:** **ARC 21 JOINT COMMITTEE MINUTES – 25 APRIL 2019**

**Read:** ARC 21 Joint Committee Minutes 25 April 2019. *(Circulated)*

**AGREED:** It was unanimously agreed to note the contents of the above Joint Committee Minutes.

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

Items 24, 25, 26, 27, 28 and 29 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 McKeivitt, seconded by Councillor Hearty, it was agreed to exclude the public and press from the meeting during discussion on these items.**

- NS/024/2019: IN COMMITTEE ITEMS FROM ARC 21 JOINT COMMITTEE MINUTES 28 FEBRUARY 2019**
- Read: In Committee items from Arc21 Joint Committee Minutes – 28 February 2019. *(Circulated)*
- NS/025/2019: IN COMMITTEE ITEMS FROM ARC 21 JOINT COMMITTEE MINUTES – 28 MARCH 2019**
- Read: In Committee items from Arc21 Joint Committee Minutes – 28 March 2019. *(Circulated)*.
- NS/026/2019: IN COMMITTEE ITEMS FROM ARC 21 JOINT COMMITTEE MINUTES – 25 APRIL 2019**
- Read: In Committee items from Arc21 Joint Committee Minutes – 25 April 2019. *(Circulated)*
- NS/027/2019: APPOINTMENT OF A CONTRACTOR TO INSTALL REPLACEMENT EMERGENCY LIGHTING IN COUNCIL OFFICES, GREENBANK DEPOT, NEWRY**
- Read: Report dated 19 June 2019 from Kevin Scullion, Assistant Director, Facilities Management and Maintenance re: business case for appointment of a contractor to install replacement Emergency Lighting in Council Offices, Greenbank Depot, Newry. *(Circulated)*
- NS/028/2019: HOUSEHOLD RECYCLING CENTRES CONTRACTS BUSINESS CASE**
- Read: Report dated 19 June 2019 from Johnny McBride, Assistant Director, Waste Management (Acting) re: Household Recycling Centre (HRC) and Landfill Site Service Contracts – Business Case Approval. *(Circulated)*.
- NS/029/2019: SAFETY TILES BUSINESS CASE**
- Read: Report dated 19 June 2019 from Kevin Scullion, Assistant Director, Facilities Management and Maintenance, re: Business Case for replacement of Safety Tiles with Wet-Pour Surfacing in various Council Play Areas. *(Circulated)*

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

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

#### In Committee Items from Arc21 Joint Committee Minutes – 28 February 2019

On the proposal of Councillor Stokes, seconded by Councillor McKee, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 28 February 2019.

#### In Committee Items from Arc21 Joint Committee Minutes – 28 March 2019

On the proposal of Councillor Stokes, seconded by Councillor McKee, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 28 March 2019.

#### In Committee Items from Arc21 Joint Committee Minutes – 25 April 2019

On the proposal of Councillor Stokes, seconded by Councillor McKee, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 25 April 2019.

#### Emergency Lights Business Case – Council Offices, Greenbank Depot, Newry

On the proposal of Councillor McKeivitt, seconded by Councillor Stokes, it was agreed to note the content of the report dated 19 June 2019 and associated Business Case and to grant retrospective approval to accept the conclusion of the Emergency Lights Business Case that Option 1 was chosen as the preferred option. Option 1 would see the appointment, through a tender process, of a competent Contractor who would undertake this installation.

#### Household Recycling Centres Contracts Business Case

On the proposal of Councillor Clarke, seconded by Councillor McKee, it was agreed to note the content of the report dated 19 June 2019 and associated Business Case and to approve the business cases (at para 2.3) to enable the procurement of new service contracts for the Council's HRCs and Landfill Sites.

#### Safety Tiles Business Case

On the proposal of Councillor Stokes, seconded by Councillor Mason, it was agreed to note the content of the report dated 19 June 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent Contractor who would remove the old safety tiles and install wet-pour surfacing at identified play areas as per specifications.

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

For adoption at the Council Meeting to be held on Monday 1 July 2019.

**Signed: Councillor Harvey**  
**Chairperson of Neighbourhood Services Committee**

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