

October 18th, 2024

Notice Of Meeting

You are requested to attend the Sustainability & Environment Committee meeting to be held on Wednesday, 23rd October 2024 at 6:00 pm in Council Chamber, O'Hagan House, Monaghan Row.

Committee Membership 2024-2025

Councillor G Kearns **Chairperson**

Councillor C Enright **Deputy Chairperson**

Councillor T Andrews

Councillor J Brennan

Councillor P Campbell

Councillor K Feehan

Councillor D Finn

Councillor V Harte

Councillor J Jackson

Councillor M Larkin

Councillor O Magennis

Councillor H Reilly

Councillor M Ruane

Councillor D Taylor


Councillor H Young

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet of the Sustainability and Environment Committee Meeting held on 18 September 2024

 *Action Sheet - 18 September 2024 inc. historic actions updated.pdf*

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Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

4.0 Public Conveniences Project - Dundrum Toilets

For Decision

This item is 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.

Business Case to Follow

 *Report - Upgrade Dundrum Public Conveniences 23.10.24.pdf*

Not included

5.0 Fleet Operator's Licence - Fleet Management Action Plan Update

For Decision

This item is 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.

 *Report - Fleet OL Action Plan Update.pdf*

Not included

 *Appendix 1 - Fleet OL Action Plan Update - October 2024.pdf*

Not included

6.0 Business case for the procurement of Litter Bins

For Decision

This item is 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.

Report to Follow

7.0 Action Sheet from the Sustainability and Environment Working Group - 18 Sept 2024

For Approval

This item is 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.

 **Action Sheet arising SE Working group 18 September 2024.pdf**

Not included

 **SEWG 18.09.24.pdf**

Not included

FOR NOTING Items deemed to be exempt under Part 1 of Schedule 6 of the Local Government Act (NI) 2014

8.0 Arc21 Joint Committee Meeting in Committee Minutes of 29 August 2024 and Arc21 Joint Committee Members' Monthly Bulletin held on 26 September 2024

For Information

This item is 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.

 **ARC21 - InCommMinutes29Aug24.F.pdf**

Not included

 **ARC21 - JC090-26Sept24-JC MembersBulletin.F.pdf**

Not included

For Noting

9.0 Arc21 Joint Committee Meeting Minutes of 29 August 2024

For Information


 **ARC21 - C090-26Sept24-Item4-Minutes29Aug24.F.pdf**

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10.0 Proposed Disposal and Abandonment at 18 Church Hill

Jonesborough

For Information

 *Proposed Abandonment Disposal at 18 Church Hill Jonesborough (for noting).pdf*

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 *Abandonment Surplus Land Map (for noting).pdf*

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Invitees

Cllr Terry Andrews

Cllr Callum Bowsie

Fionnuala Branagh

Cllr Jim Brennan

Lorraine/Emma Burns/McParland

Cllr Pete Byrne

Mr Gerard Byrne

Cllr Philip Campbell

Cllr William Clarke

Cllr Laura Devlin

Ms Louise Dillon

Cllr Cadogan Enright

Cllr Killian Feehan

Cllr Doire Finn

Cllr Aoife Finnegan

Ms Joanne Fleming

Cllr Conor Galbraith

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Roisin Howell

Cllr Tierna Howie

Ms Catherine Hughes

Cllr Jonathan Jackson

Cllr Geraldine Kearns

Miss Veronica Keegan

Mrs Josephine Kelly

Mrs Sheila Kieran

Cllr Cathal King

Cllr Mickey Larkin

Cllr David Lee-Surginor

Cllr Alan Lewis

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Aidan Mathers

Cllr Declan McAteer

Cllr Leeanne McEvoy

Cllr Andrew McMurray

Maureen/Joanne Morgan/Johnston

Cllr Declan Murphy

Sinead Murphy

Cllr Kate Murphy
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Cllr Selina Murphy
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Cllr Siobhan O'Hare
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Mr Andy Patterson
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Cllr Áine Quinn
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Cllr Henry Reilly
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Cllr Michael Rice
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Cllr Michael Ruane
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Mr Conor Sage
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Cllr Gareth Sharvin
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Donna Starkey
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Nicola Stranney
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Sarah Taggart
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Ms Sinead Trainor
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Cllr Jill Truesdale
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Mrs Marie Ward
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Cllr Helena Young
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SUSTAINABILITY AND ENVIRONMENT SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

NEIGHBOURHOOD SERVICES COMMITTEE MEETING 26 JANUARY 2022					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/004/2022	Trade Waste and Caravan Refuse Collection Services	<p>Agreed to approve the report and recommendations:-</p> <p>1. Alternate Weekly Commercial Waste Collection Service</p> <p>Commercial refuse customers (shops and businesses) to be contacted and advised of the proposed move to an alternate weekly collection cycle of residual and dry recyclable waste, where this is achievable.</p> <p>Commercial customers, (not including Caravan Operators) to be provided with appropriate bins to facilitate this change, so there is no cost burden to customers as a result of this change.</p>	S Trainor	In progress	N

NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2022					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/052/2022	Compost Week 2022	Note and approve the additional activities in 2.2 to highlight and promote the importance of recycling food waste. Note and approve the launch of an application process, with set criteria, to establish demand for deploying brown bins to residents of high rise buildings who were not previously provided with these.	S Trainor	In progress	N
NS/057/2022	Various issues concerning the Events Space Kilkeel	Approve the Officers recommendation that the legal position of the Council regarding its maintenance of the events space, Kilkeel, is reviewed with a separate report to be provided to the Council once this has been considered further.	C Sage	In progress	N

NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 JUNE 2022					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/091/2022	Enforcement Improvement Plan Update	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	S Trainor	In progress	N

		timebound programme of work for 2022/23 and annually thereafter. Test case footpaths – small footpath leading to WIN – officers to examine this area for dog fouling.			
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**SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING
18 OCTOBER 2022**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/143/2022	Notice of Motion – revenue from EV Charging Infrastructure	Agreed to endorse the recommendation made at the Strategic Finance Working Group Meeting of 16 June 2022 as set out in Section 2.2 of the report and that officers consider the most appropriate way forward in relation to identifying appropriate spaces that may be suitable for the proposal as outlined in the Notice of Motion	C Sage	In progress	N

**SUSTAINABILITY AND ENVIRONMENT COMMITTEE
TUESDAY 22 FEBRUARY 2023**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/016/2023	Economic Appraisal for the appointment of	Agreed to note the content of the report and associated Economic Appraisal and	C Sage	To be progressed through S&E	Y

	a Metal Fabrication and Repair Contractor	accept the conclusion of the Economic Appraisal that Option 4 be chosen as the preferred option. Option 4 would see the appointment, through a tender process, of a contractor to provide metal fabrication and repair services. In addition to this an independent Metallurgical and Mechanical Engineering Consultancy Service would be appointed to provide advice to Council Officers on the procurement and management of this service.		Procurement Action Plan	
SE/019/2023	Business Case for the appointment of a contractor to undertake asbestos control measures on behalf of the Council	<p>Agreed to:-</p> <ul style="list-style-type: none"> • To note the content of the report. • Accept the conclusion of the Business Case that Option 3 be chosen as the preferred option to the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Council's Asbestos Management Plan for a three-year period. 	C Sage	To be progressed through S&E Procurement Action Plan	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 17 OCTOBER 2023					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/105/2023	Notice of Motion – Clean Indoor Air	It was agreed to adopt the Notice of Motion subject to including that before proceeding with any works, that officers obtain costings for air filtration systems in Downshire Civic Centre and the new civic centre in Newry and report same back to the Sustainable and Environment Committee for consideration in due course.	C Sage	In Progress	N
SE/107/2023	Notice of Motion – Animal Welfare	It was agreed to remove the final sentence of the notice of motion. It was agreed to defer a decision on the Notice of Motion until the outcome of the legal process was known.	S Trainor	On hold pending legal process	N
SE/114/2023	Procurement of Deep Cleansing Services	It was agreed to procure Deep Cleansing Services as outlined in appendix 1 of the officer's report.	S Trainor	To be progressed through S&E Procurement Action Plan	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 22 NOVEMBER 2023					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/125/2023	Report on Notice of Motion in relation to Livestock worrying	It was agreed that a meeting be organised with relevant partners to discuss a way forward to produce a publicity campaign highlighting the importance of ensuring dogs are kept under control in the Mourne Mountains	S Trainor	In Progress	N
SE/128/2023	Upgrade to Town Centre CCTV and Council Facilities CCTV	It was agreed that members note the content of the report, and a business case be developed and brought to the committee with a number of options for a way forward for the proposed development of a new suite of digital CCTV systems for the Council's facilities	C Sage	Update provided on Town Centre CCTV at September S&E Committee Work in progress	N
SE/141/2023	Sustainable Food Places Bridging the Gap Funding Application	It was agreed to note the recent support for the "Bridging the Gap" funding application. Committee would be advised on the outcome of the application at the earliest opportunity	C Sage	In Progress	N

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 20 DECEMBER 2023					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/154/2023	Update on rebranding/ redevelopment of Newry Market	It was agreed to note the contents of the report.	C Sage	Superseded by SE/246/24	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 24 JANUARY 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/004/2024	Report on Notice of Motion – Flood Defences	<p>The following was agreed:</p> <ul style="list-style-type: none"> - Further investigate the possibility of a Shared Island application to assist with flood defences - Write to DFI Rivers and request a river maintenance schedule. - Seek legal advice to clarify if a meeting with DFI Rivers and the Drainage & Flooding Council would compromise the ongoing independent review of the recent flooding in the district. 	S Murphy	<p>In Progress</p> <p>Independent Review concluded</p>	<p>N</p> <p>Y</p>

SE/005/2024	Report on Notice of Motion – Flood Preparedness	<p>The following was agreed:</p> <ul style="list-style-type: none"> - Liaise with local DEA forums to discuss and plan the set-up of Community Resilience Groups - Investigate the facilitation of sandbag availability and management through these Community Resilience Groups - Look into sharing information the website from the Regional Community Resilience Group 	S Murphy	<p>Complete</p> <p>In Progress</p> <p>In Progress</p>	N
SE/006/2024	Business Case for firefighting equipment contract	It was agreed to note the content of the report and associated business case, and to accept the conclusion of the attached Business Case	C Sage	To be progressed through S&E Procurement Action Plan	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 21 FEBRUARY 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/018/2024	Report on Notice of Motion – Climate Change	<p>It was agreed that this Council acknowledges the work done to date to help address the climate emergency; reaffirms previous motions regarding the degenerating global situation; and again, reiterates that the crisis is the biggest threat posed to our constituents, our district, and our planet.</p> <p>Further acknowledges, however, that recent data collated by Climate Emergency UK ranks NMDDC 8th out of the 11 Councils within NI; and thus, pledges to include ambitious targets in the forthcoming Sustainability and Climate Strategies and Action Plans to expedite implementation.</p> <p>It was also agreed that a benchmark report would be brought back to Committee regarding Council actions and progress to mitigating climate change impact.</p>	C Sage	In progress	<p>N</p> <p>N</p>

SE/021/2024	Home to Hospital Schemes	It was agreed to approve the continued funding for the Mournes and Slieve Gullion Home to Hospital Volunteer driver schemes from 1 April 2024.	S Trainor	Complete	Y
		It was also agreed that Council seek Expressions of Interest from suitable Community/Voluntary sector organisations to administer the schemes, subject to funding being identified	S Trainor	Complete	Y
SE/025/2024	Business Case for Minor Construction Works	It was to accept the conclusion of the Business Case to proceed with option 3 to appoint 2 minor construction works contractor to complete minor works across the Council for 3-year period. To be procured through tender or use of a suitable Framework	C Sage	To be progressed through S&E Procurement Action Plan	Y

**SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING
20 MARCH 2024**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/036/2024	Former landfill site review – Aughnagun and Drumanakelly	It was agreed that officers develop a Business Case for the installation of Solar Panels at the former landfill site Aughnagun for further consideration.	S Murphy	In Progress	N
		It was agreed that Council further explore the benefits of installing reed beds at both sites in order to make the sites self-sustaining in terms of the management of the leachate generated on site	S Murphy		

SE/037/2024	Business Case for Mini-Tractor at Castlewellan Forest Park	It was agreed to note the contents of the report and associated business case, and to accept the conclusion of the business case to proceed with the procurement of effective replacement machinery.	C Sage	To be progressed through Fleet replacement programme	Y
SE/040/2024	Electric forklifts	It was agreed to note that in line with Council's Climate Change Emergency Declaration and environmental objectives, Council officers will progress with the procurement of a battery powered forklift truck.	C Sage	To be progressed through fleet replacement programme	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 23 APRIL 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/046/2024	Notice of Motion – Newry Market	<p>Officers continue their commitment to revitalise the market through engagement with traders, the business community and other potential stakeholders.</p> <p>It was also agreed that Officers reach out to other local councils with successful markets and explore additional uses to encourage footfall, including with arts and community groups</p> <p>It was further agreed that a report be brought back to committee in 6 months to provide detail of any progress made</p>	<p>C Sage</p> <p>C Sage</p> <p>C Sage</p>	<p>A focussed social media campaign has been completed.</p> <p>Council Officers met with Belfast City Council colleagues to review St George's market.</p>	N

SE/047/2024	Review of Caravan Site License Conditions	It was agreed to approve a review of Council's Caravan Site Licence conditions for Residential Caravan Sites and Holiday and Touring Caravan Sites	S Trainor	In progress	N
		It was also agreed to revisit the motorhome strategy in partnership with all relevant Directorates, alongside addressing any relevant by-laws to ensure a strategy could be developed that suited the needs of the motorhome community and the local population.	S Murphy	Presentation by SM to S&E Working Group meeting in September	Y
SE/048/2024	Christmas Illuminations 2024-2026	It was agreed to note the content of the report and business case.	C Sage		
		It was agreed to approve Option 3 of the Business Case to tender for a competent electrical contractor	C Sage	Complete	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 22 MAY 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/058/2024	Report on Treatment of Invasive Species on Council Estate	it was agreed to note the content of the report and approve the use of herbicides containing glyphosate for controlling invasive species at Albert Basin outside of the current allocation for normal weed control and the development of an Invasive Species Management Plan for the Council Estate.	C Sage	In Progress	N
SE/060/2024	Business Case for the Occasional Hire of Hook Lift and Driver	it was agreed to approve the business case to procure a contract for the Occasional Hire of Hook Lift Vehicle and Driver.	S Murphy	To be progressed through S&E Procurement Action Plan	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 19 JUNE 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/079/2024	Business case for EV Charging infrastructure	It was agreed to approve the business case recommendation for the installation of 2 double electric chargers at each site as detailed within the officer's report	C Sage	Procurement exercise underway.	N
SE/080/2024	Business case for Servicing, maintenance and monitoring of Council's fire and intruder alarm systems	It was agreed to approve the business case recommendation that option 2 is chosen as the preferred option.	C Sage	To be progressed through S&E Procurement Action Plan	Y
SE/082/2024	Business case for HRC Waste streams	It was agreed to approve the business case to procure contracts for the collection/receipt, transport and processing (recycling/recovery/treatment) of various waste streams from household recycling centres	S Murphy	To be progressed through S&E Procurement Action Plan	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 21 AUGUST 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/091/2024	Notice of Motion – Dog Fouling	it was agreed to note the report and approve the following: The development of an online reporting form for Residents and Elected Members	S Trainor	In progress	N

		<p>to report dog fouling issues to the Council while exploring alternative digital options for reporting dog fouling and other complaints to the department; and</p> <p>A mapping exercise to be undertaken by Officers of identified hotspots or problem areas against litter bin provision data to determine if additional litter bins can be provided to assist with the disposal of dog fouling</p>			
SE/093/2024	Proposed Installation of Height Restricting Barriers at Council Car Parks	it was agreed to approve the proposal to reinstate height restricting barriers at the Square, Warrenpoint and installation of temporary height restricting barriers at Castle Park, Newcastle for the duration of the Amgen Irish Open	C Sage	In Progress	N
SE/094/2024	Christmas Illuminations 2024, Direct Award Contract for Testing	<p>it was agreed to approve a Direct Award Contract for the testing of the 2024 Christmas Illuminations in November 2024</p> <p>It was also agreed to investigate the locations as highlighted by Councillor Harte regarding reported issues with Christmas illuminations and street lighting</p>	C Sage	Complete	Y
SE/096/2024	Business Case for The Procurement of Specialist Technical Advice	it was agreed to approve the business case to procure a contract for specialist technical services	S Murphy	To be progressed through S&E Procurement Action Plan	Y

SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 18 SEPTEMBER 2024					
Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/107/2024	Houses in Multiple Occupancy – Review of Licence Scheme Charges and Proposed Increase in Licence Fee From 1 October 2024	<p>It was agreed to Approve the increase of the HMO licence application fee to £45, the maximum permissible under the 2019 Regulations.</p> <p>Approve the costs of varying an HMO licence as follows: Addition of a new managing agent - £225 and Addition of a new occupant - £225 for each new occupant and £100 inspection fee (per visit)</p> <p>Note that the Chair of SOLACE will write to the DfC Permanent Secretary regarding the risk being carried by Councils and the need to bring forward legislation on this matter within the current mandate.</p>	S Trainor	Approved	Y
SE/108/2024	DofH consultation seeking views on new health protection measures	it was agreed to write to the Department of Health inviting them to make a presentation to Council members.	S Trainor	In progress	Y
SE/109/2024	Fleet Policy	it was agreed to note contents of this report and to approve the Council's Fleet Policy as presented at Appendix 1 of this report.	C Sage	Complete	Y
SE110/2024	NFLA Membership Fee 2024/2025	it was agreed to approve the renewal of the annual subscription for membership of the Nuclear Free Local Authorities.	C Sage	Complete	Y

SE/111/2024	Minor Works Contracts	it was agreed to approve the Direct Award Contracts for Minor Works as detailed in section 2.1 of the report.	C Sage	Complete	Y
SE/112/2024	Direct Award Contract – Upgrade, Diagnostics & Servicing of Victoria Locks Hydraulic Control Systems	it was agreed to approve the Direct Award Contract for the upgrade, diagnostics & servicing of Victoria Locks Hydraulic Control Systems as detailed in section 2.2 of the officer's report.	C Sage	Complete	Y
SE/113/2024	Direct Award Contract Extensions – Waste Management.	it was agreed to approve Two Direct Award Contracts as detailed in Appendix 1 of the officer's report	S Trainor	Complete	Y
SE/114/2024	Business case – servicing at Hilltown HRC	it was agreed to approve the business case to procure services for the collection and transfer of residual waste, hard plastics, and cardboard from Hilltown HRC	S Trainor	To be progressed through S&E Procurement Action Plan	Y
SE/115/2024	Replacement Compactor Business Case	Deferred to future Committee Meeting	S Murphy		Y
SE/116/2024	Cleansing and Refuse Task Group on 21 August 2024	it was agreed to note the presentation and action sheet.	S Murphy	Noted	Y
SE/117/2024	Arc21 Special Joint Committee "In Committee" Minutes of Thursday 23 July 2024.	to note the arc21 Special Joint Committee "in committee" minutes of meeting held 23 July 2024.	S Murphy	Noted	Y

SE/118/2024	Arc21 Joint Committee Meeting Committee Minutes of Thursday 23 July 2024	to note the minutes of the Arc21 Joint Committee meeting of Thursday 23 July 2024.	S Murphy	Noted	Y
SE/119/2024	Update on Public Convenience project in Newcastle and the Public Convenience Strategy	to note the contents of this report.	C Sage	Complete	Y
SE/120/2024	Town Centre CCTV cameras in Newry, Warrenpoint and Kilkeel	to approve the contents of this report.	C Sage	Complete	Y

ITEM 4
ARC21 JOINT COMMITTEE
Meeting No 89
MINUTES
Thursday 29 August 2024
Hosted by Mid and East Antrim Borough Council

Members Present:

Councillor M Goodman (<i>Chair</i>)	Antrim & Newtownabbey Borough Council
Councillor R Lynch	Antrim & Newtownabbey Borough Council
Councillor H Cushinan	Antrim & Newtownabbey Borough Council
Councillor E Thompson	Ards & North Down Borough Council
Councillor A Givan	Lisburn & Castlereagh City Council
Councillor P Kennedy	Lisburn & Castlereagh City Council
Councillor G McKeen (<i>Deputy Chair</i>)	Mid & East Antrim Borough Council
Alderman M Morrow	Mid & East Antrim Borough Council
Councillor R Quigley	Mid & East Antrim Borough Council
Councillor K Murphy	Newry, Mourne & Down District Council
Councillor C Enright	Newry, Mourne & Down District Council
Councillor T Andrews	Newry, Mourne & Down District Council

Members' Apologies:

Councillor C Blaney	Ards & North Down Borough Council
Councillor J Cochrane	Ards & North Down Borough Council
Councillor B Smyth	Belfast City Council
Councillor M Collins	Belfast City Council
Councillor E McDonough-Brown	Belfast City Council
Alderman S Skillen	Lisburn & Castlereagh City Council

Officers Present:

T Walker	arc21
H Campbell (<i>Secretary</i>)	arc21
K Boal	arc21
J Green	arc21
B McKeown	arc21
M Lavery	Antrim & Newtownabbey Borough Council
B Murray	Belfast City Council
W Muldrew	Lisburn & Castlereagh City Council
D Carey	Mid & East Antrim Borough Council
S Murphy	Newry, Mourne & Down District Council

Officers' Apologies:

D Lindsay	Ards & North Down Borough Council
S Leonard	Belfast City Council
R Harvey	Lisburn & Castlereagh City Council
S Morley	Mid & East Antrim Borough Council

In attendance:

Claire O'Prey & John Martin - Audit, Governance and Risk Services (AGRS)
 Conor Hill - Northern Ireland Audit Office (NIAO)

The Chair welcomed the auditors to the meeting.

Item 1 - Conflicts of Interest, Gifts and Hospitality Statement

The Chair read out the Conflicts of Interest, Gifts and Hospitality Statement, and none were noted. **Action: Noted**

Item 2 - Apologies

Apologies were noted. **Action: Noted**

Item 3 - Minutes of Joint Committee Meeting 088 held on 23 July 2024

The Joint Committee approved the minutes. Proposed by Councillor Andrews, seconded by Councillor Kennedy. **Action: Agreed**

Item 4 - Matters Arising

UK Emissions Trading Scheme (UK ETS) - *the Chair suggested that a specific briefing session on this topic would be beneficial later in the year to consider the implications for councils and, as this was an issue for councils across Northern Ireland, it was proposed that, working with NILGA, Mr Walker would organise a workshop for Members on this topic later in the year* - Mr Walker advised that he had spoken to NILGA and was working on a joint event towards Jan/Feb 2025, to include all councillors in NI, as it will affect all councils. **Action: Noted**

Consultation - UK Emissions Trading Scheme (UK ETS) - Scope Expansion to Include Waste - the final response, submitted on behalf of arc21, was presented in the main meeting for noting. **Action: Noted**

Call for Evidence - Developing Biomethane Production in Northern Ireland the final response, submitted on behalf of arc21, was presented in the main meeting for noting. **Action: Noted**

Organisational Cultural Audit - *The Chair requested that last year's report on organisational cultural undertaken by AGRS could be issued to Members for their information* - Mr Walker advised that this had been circulated. **Action: Noted**

DAERA Minister meeting 27 Aug 24 - Mr Walker reported that he and the Chair had met with the Minister, Mr Andrew Muir, primarily to introduce arc21 to him [the Minister] and also to discuss a number of issues including the content of the forthcoming Waste Strategy consultation, arc21's WMP consultation which was underway, and to pose several questions. These focussed on: (i) proposed policies and how they could be woven together along with how Northern Ireland could mirror the progress being made in the other administrations; (ii) lack of general infrastructure for many waste types in NI and that, despite recommendations from the Climate Change Commission, through a lack of planning and investment a reliance on export was emerging; and (iii) the current level of litigation in Northern Ireland which risked confounding securing alternative waste treatment solutions and, in the advent of this situation prevailing, whether the Department would be prepared to work with arc21 in terms of contingency. The Minister responded that he was eager to progress the development of a circular economy in Northern Ireland and was unafraid of making difficult decisions, he concluded by stating that he would not comment on hypotheticals at this time. Mr Walker highlighted that the meeting appeared to have been positive with a receptive audience.

The Chair noted that the Minister had been fairly non-committal but receptive to hearing what arc21 had to say and that arc21 would need to revert at some stage to reinforce its position, but a good start.

Action: Noted

Audit Committee membership - discussed later in the meeting.

Action: Noted

Online/hybrid meetings - discussed later in the meeting.

Action: Noted

IN COMMITTEE

The Chair recommended that the meeting would now move “*in committee*” which was agreed. Proposed by Alderman Morrow, seconded by Councillor Enright.

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

Following discussion on the commercially sensitive matters, the Chair recommended that the meeting would now return to the main agenda, which was approved, but whilst “*In Committee*” during this section of the meeting, there were ten matters discussed.

Item 5	Minutes of Joint Committee Meeting 088 held on 23 July 2024 ‘in committee’ - approved
Item 6	Matters Arising - noted
Item 7	Commercially Sensitive Contract & Procurement Issues - approved
Item 8	Residual Waste Treatment Project - noted
Item 9	Head of AGRS’ Annual Assurance Statement 2023/24 - noted
Item 10	Code of Governance Annual Review - approved
Item 11	Draft Report To Those Charged With Governance 2023/24 - noted
Item 12	Statement of Accounts 2023/24 - approved
Item 13	Audit, Governance & Risk Services Progress Report - noted
Item 14	Risk Management Update – noted

OUT OF COMMITTEE

Proposed by Councillor Enright, seconded by Councillor Murphy.

The Chair thanked all those who had contributed to the papers in the in committee section.

Item 15 - Contracts & Operations Briefing Report

Service Status

Ms Boal reported that all services were operational during the months of June and July 2024, and there were no requests from contractors to put any contingency arrangements in place.

Performance

She reported that turnaround times had been reviewed for June and July, and in most cases the contractors provided adequate reasons and therefore no service credits were applied to them. However, service credits were applied to Bryson (June and July) and NWP (June) for failing to meet their contractual turnaround times.

She noted that the overweight vehicles continue to be monitored and officers were liaising with councils and contractors in a bid to reduce these.

In June and July, she advised that most reports were submitted on time and there were only minor issues in June with ReGen (MRF Lot 2), NWP and Heatricks reports that required revision due to incorrect data.

In June, there were 13 x requests for bring site rectifications (they did not have the specified capacity) across all contracts. These were communicated with the contractors, and in most cases, they confirmed that they had been emptied within the required 48 hours. In July, there were 16 x rectification requests, the majority of these were completed on time except for one bottle site that was serviced a day after the required 48 hours. Service Credits were applied to ENVVA as a result.

Health & Safety

(i) Incidents

She reported that during June and July 2024, there was one Health & Safety incident reported to arc21 by its contractors and the council was informed and took appropriate action.

(ii) Audits

She reported that the external Health & Safety consultants continued to undertake health and safety audits and in June there were audits conducted with NWP at their Glenside sites for Organics and Transfer Station. In July, there were also audits at NWP's Keady and Drumanakelly sites. Some minor recommendations and actions were identified and these reports have been shared with NWP. She noted that arc21 is working with them to address these as soon as possible.

She noted that there had been discussion at the Steering Group meeting around material caught in hoppers and how to remove this, and officers were proactively looking at including equipment handling within updated risk assessments.

Rejected Loads

Ms Boal reported that there was one rejected load delivered into MRF facilities in June, and one rejected load delivered into the Organics delivery sites in July 2024.

Compost Week

She reported that International Compost Week took place on 5 – 11 May 2024. arc21 councils ordered 237 x pallets of compost, which was delivered to 24 x different delivery locations. Some examples of how this was promoted by the councils was presented in the report.

Single Use Vapes

A report on the position of vapes was presented at the meeting, this included the outcome of the consultation on the draft regulations, an overview of the draft legislation in England and the situation in the other jurisdictions.

Ms Boal noted that the Scottish Government has proposed comparable draft regulations to England with an entry into force date of 1 April 2025; the Welsh Government was also working towards this date; while in May 2024, the Minister [Mr Muir] announced his intention to introduce a ban on the sale and supply of single use vapes in Northern Ireland, in parallel with the rest of GB. In his statement, he confirmed that a single use vapes working group has been formed between Northern Ireland, England, Scotland and Wales. Under current plans, each nation will progress its own legislation and have agreed to work towards a joint commencement date of 1 April 2025.

The disposal options in the arc21 area were discussed, and she reported that containers for the collection of vapes had been put in place across the network of Household Recycling Centres but it was too early yet to determine the uptake from the public.

She noted that Bryson had reported significant numbers of vapes and were to remove these and arrange with Veolia, the service provider, for their disposal. Ms Boal reported that these arrangements should be in place within the next few weeks.

Odour Complaints Cottonmount Landfill

A summary of the complaints received in the last two months were presented at the meeting.

Ms Boal reported that staff from Biffa and the Environmental Health Officers from the Antrim & Newtownabbey Borough Council continue to work closely to monitor any complaints raised at the site and have investigated some of those jointly.

In cases where the complaint was actioned in real time, she advised that Biffa had attended some locations only to confirm there was no evidence of odour and where this has not been possible, they have mapped the location and the wind direction, and this has not aligned with the source of the odour complaint.

She noted that no issues of flies or litter have been reported.

She also noted that Biffa are being proactive in capping the material on site and putting in pin wells to extract gas.

Warrenpoint Harbour

Ms Boal advised that there was an active media presence, and a peaceful protest was held on Thursday 15 August 2024. She advised that it was arc21's understanding that complaints had been directed towards the Minister and are now extending beyond odour and into potential human health issues from the spray being used, along with claims of leachate leaking into the lough etc.

She noted that arc21 continues with its programme of monthly monitoring of the RDF storage area at Warrenpoint, and no odours had been recorded on the site during those visits. Copies of the NIEA inspection reports for the site have been received which indicate compliance across a range of aspects, including odour.

In addition, she advised that arc21 has been liaising with NIEA which it is understood is in close contact with ReGen and the Newry, Mourne & Down District Council's Environmental Health Officers. There has been an increase in site visits over the last couple of months and each of these have shown that the site has been operating in compliance with its permit. These visits have been undertaken in a variety of weather conditions.

A further site visit took place on 6 August 2024 and no issues were identified.

She reported that NIEA had confirmed that they have received 11 x complaints directly so far this year, from 1 January to 2 July and confirmed that at least two of these were attributed to other activities.

ReGen have recently confirmed that they have not received any complaints directly in relation to their operations on site, and that they are operating well within the maximum residency timeframes permitted. She noted that this replicates what arc21 has seen when it is carrying out site inspections.

Furthermore, she advised that ReGen continue to utilise a private company to monitor odours at the site as well as in the surrounding areas which has not yielded any issues.

At the request of the Minister, a multi-agency meeting was to be organised on the site and arc21 is awaiting an update from NIEA.

She noted that the material at Warrenpoint is moving regularly and the operator has gone to great lengths to get drone footage of operations over the site.

She advised that unfortunately many complaints are not going directly to ReGen meaning they are unable to investigate the source of the complaint in real time. She advised that if any Member receives complaints, it would be beneficial if the complainant could be encouraged to contact the NIEA and the operator as well.

She noted that arc21 is not seeing anything out of the environmental inspection reports in terms of non-compliance. arc21 continues to monitor the situation to ensure the waste materials move as planned, and has not been detecting any odours on site during these visits.

Councillor Enright noted that he had received a number of complaints and from his observation, the rotation of the number of bales had improved over the last couple of years. However, he suggested that the process by which residents can register a complaint needs to improve so that they only have to raise the matter with one person rather than being asked to contact 2 or 3 organisations. Ms Boal advised that NIEA was the regulator but that she would ask the Group (NIEA, Operator and Environmental Health Officers) to consider if there is a way arc21 could assist in promulgating who is the best person to raise complaints to.

Action: Ms Boal

Councillor Murphy advised that she and her colleagues, specifically the female ones, were being verbally abused on the streets in terms of how they were managing the complaints.

arc21 Contract Tonnages

A list of the contract tonnages for June and July 2024 was presented and are replicated as follows:

- *MRF Lot 1 in June 2024, there was a decrease of 15% in comparison to June 2023, and in July 2024 there was an 8.9% increase in comparison to July 2023. For MRF Lot 2, in June 2024 there was a 4.7% decrease from June 2023 for MDR material delivered to ReGen, and a 38.4% increase in July 2024 in comparison to July 2023;*
- *Organics Contract, in June 2024 there was a 4.8% decrease for Type 1 material in comparison to June 2023, in July 2024 there was a 14.3% increase in comparison to July 2023;*
- *type 2 material, there was a decrease of 4% in June 2024 in comparison to May 2023, and in July 2024 there was an increase of 18.7% in comparison to July 2023;*
- *Landfill Residual Waste Contract, there was a 25.7% decrease in June 2024 in comparison to June 2023, and a 14% increase July 2024 in comparison to July 2023.*

Supplies

The summary of the aspects pertinent to the supplies contract was presented and no issues were noted.

Following discussion, the Joint Committee noted the report. Proposed by Councillor Andrews, seconded by Councillor Murphy.

Action: Noted

Item 16 - Waste Tonnage Trends

Ms Boal presented the monthly waste tonnage trends, presented in graph format, for materials delivered into the arc21 contracts in July for information.

She highlighted the following:

- Landfill - upturn in the amount of tonnage received in July and may be to do with the bin collections
- Organics Type 1 - reasonably high tonnage
- Organics Type 2 - above last three years

She noted that whilst the market for textiles was not good in terms of income, the amount of material being brought to the HWRCs remained strong, while the tonnage had increased.

She noted that the report also included an overview of the performance in 2023/24, in graph format, against future notional landfill and recycling targets using information from Waste Data Flow (2023/24 unvalidated) for information.

Following discussion, the Joint Committee noted the report. Proposed by Councillor Quigley, seconded by Alderman Morrow.

Action: Noted

Item 17 - Consultation responses submitted in August: UK Emissions Trading Scheme (UK ETS) - Scope Expansion to Include Waste; and Call for Evidence - Developing Biomethane Production in Northern Ireland

Mr Green presented the responses submitted by arc21 to the Consultation on "UK Emissions Trading Scheme (UK ETS) – Proposed Scope Expansion to Include Waste" and Call for Evidence on Developing Biomethane Production in Northern Ireland for noting.

He highlighted the following:

- UK ETS - still has not been confirmed yet but, as part of the emissions trading, it is probable that any facility built in Northern Ireland which generates electricity is unlikely to be in the EU ETS; debate on this is ongoing between the officials in DAERA, Defra etc.
- Biomethane - in discussions with the Steering Group, arc21 identified that a salient point for councils in relation to policy development in this area relates to the distribution of monies and any obligations that emerge for councils to incur additional costs, particularly around separate food waste collections, while other actors in the value chain generate revenue. This point was emphasised.

In terms of UK ETS, Councillor Enright raised concerns regarding potential additional costs to be borne by ratepayers and whether any such tax would be better placed upon producers.

The Chair advised that at the July meeting, it was recognised the potential costs on councils and subsequently ratepayers was something Members needed to develop a better understanding of.

Mr Green advised that arc21 had highlighted the possibly of prematurity regarding the implementation of the ETS as it was proceeding in parallel with or in advance of the introduction of the EPR scheme, flexible plastics and DRS schemes. He highlighted that these points have been made. He noted that one of the characteristics that separates the EU from the UK scheme is that the EU Scheme was revenue neutral, while revenue raised from the UK Scheme would be received by the Treasury. He said that it was still unclear which scheme would apply in Northern Ireland.

The Chair advised that every council would need to consider how it addressed this matter, depending on which scheme is finally adopted here.

Alderman Morrow discussed the animal production of biomethane and research in Scotland which is seeking to recover methane from animal houses which could then be used as energy. How this could be undertaken in urban areas was likely to prove more complex but she believed that if there was a way this could be developed for waste from HWRCs, this could alleviate costs to the ratepayer.

Mr Walker advised that arc21 is due to organise a joint seminar with NILGA specifically on this issue in the coming months with a number of key speakers being invited.

Councillor Enright advised that he had visited biomethane facilities in the ROI with farmers from County Down, and that there was an extensive grant aided scheme in place to encourage farmers [in ROI] to progress with biomethane production projects for the purposes of electricity generation.

Following discussion, the Joint Committee noted the report. Proposed by Alderman Morrow, seconded by Councillor Enright.

Action: Noted

Item 18 - Governance Report

Mr Walker provided a report with a number of governance areas as follows:

Extension of Delegated Authority to Directors

Mr Walker reported that through the Scheme of Delegation, the Acting Chief Executive (ACX) is responsible for discharging a number of responsibilities.

It was proposed that in the absence of the ACX, the arc21 Directors can continue with the delivery of their daily operations automatically without the need for separate extension of delegated authority by email, as was issued previously.

In particular, the specific powers that are to be extended are as listed below (replicated from the report):

- 2.14 *Granting small scale hospitality and other reasonable hospitality required in relation to the activities of the organisation*
- 2.15 *Procuring goods and services where the contract is in relation to matters of a routine or recurring nature and is not of an unusual or controversial nature.*
- 2.16 *Procuring goods and services or works in accordance with Appendix 1, including where the Joint Committee has approved the invitation of tenders and the award is in accordance with the predetermined award criteria.*
- 2.17 *Taking action to ensure contract compliance and negotiating claims and issuing contract variations.*
- 2.18 *Approving the changing of sureties by Contractors provided the interests of the Joint Committee remain fully protected.*
- 2.19 *Conducting tasks of a routine and recurring nature including minor purchases of office equipment and authorisation of works and general maintenance.*

Recommendation

It was recommended that Members grant the use of delegated authority by the relevant directors when the ACX is absent.

Remote/Hybrid Working Update

Mr Walker reported that “*The Local Government (Remote Meetings) Regulations (NI) 2024*” were now made which extends the ability for Members to “*attend or participate in a meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming*”.

Article 2 (5) of the legislation states that “*a council*” “*must make standing orders governing remote attendance at meetings of that council*”.

He advised that in order to ensure that the Joint Committee continued to function during the COVID pandemic, in May 2021 Clause 17 of arc21’s Standing Orders was amended as follows:

17. Remote Meetings: The Local Government Act (NI) 2014 makes references to “members present and voting on the decision”. In the case of the Joint Committee, and any Sub Committee established by the Joint Committee, this includes a Member being present through remote attendance.

As the amendment to arc21’s Standing Orders above was sufficient to permit arc21 to return to online meetings, it was recommended by arc21’s legal advisor to re-affirm this alteration to its Standing Orders with Members at the Joint Committee meeting.

He noted that arc21's quorum remains unchanged (i.e. six Members from four Councils are needed at a meeting for decisions taken to be valid).

He noted that it was also suggested that during the course of a year, at least one meeting is held in person in order that Members can meet with each other and raise matters directly with officers. In this regard, it may be appropriate for the Annual General Meeting (AGM) to be this annual in-person meeting.

Concerns were noted on the proposal to hold meetings online only and Councillor Andrews noted his opposition to this and suggested hybrid as an option. Councillor McKeen noted that there had been difficulty in achieving a quorum when meetings had returned to in person only and recommended that holding hybrid meetings quarterly may be a way forward to allow members an opportunity to attend some meetings in person. Following a discussion, this approach was proposed by Members.

Recommendation

It was recommended that hybrid meetings are held quarterly with the remainder of the meetings to be held online. It was also noted that it would be preferable for Members to attend the AGM in person.

Service Level Agreement with the LGSC

Mr Walker advised that he had engaged with the LGSC and proposed a service level agreement (SLA) which would permit arc21 to access their services.

Initial discussion of this was had earlier this month and the paper has been forwarded for consideration at the next meeting of the LGSC Audit Committee in September.

Recommendation

Members were asked to note this progress.

Letter of Support for RESCUE

Mr Walker advised that arc21 had been asked to support a collaborative research project, led by Dr Velenturf from the University of Leeds. This project, called title "*Regulations to Ensure Sustainable Circular Use at End-of-life for wind (RESCUE)*" involves the Offshore Renewable Energy Catapult, the University of Leeds, EMR, and Ionic Technologies. The partnership had approached arc21 as it is reaching out to improve its understanding of the local barriers so that it can develop appropriate solutions to manage wind turbines at the end of life.

arc21 has been requested to provide a letter of support with no actual attendance required.

Recommendation

Members are asked to consider and approve this engagement.

Advance Notice of the Intention to Re-establish the Audit Committee

Mr Walker discussed the intention to establish the Audit Committee to ensure good practice and provide appropriate assurance regarding arc21's performance to both the Joint Committee and councils.

He advised that AGRS had recommended that this approach be revisited with the objective being to separate the Audit Committee and its papers from those of the Joint Committee.

He noted that during the previous term of the Corporate Plan, three Members met online as the Audit Committee on a quarterly basis for two hours (approx.) to discuss risk and audit matters from which reports were then summarised for consideration and approval by the full Joint Committee.

Discussion ensued at the meeting and the following recommendation was proposed.

Recommendation

It was recommended that the Audit Committee be re-established, and hold quarterly meetings online.

Discussion ensued and the following four members volunteered to sit on the Audit Committee: **Councillor Enright; Councillor McKeen; Councillor Murphy; and Alderman Morrow**

The officers from AGRS advised that they were happy meet with any new Members to provide a briefing in advance and provide support as necessary.

Members agreed to approve the recommendations highlighted above. Proposed by Councillor McKeen, seconded by Councillor Quigley.

Action: Agreed

Item 19 - AOB

New Member online briefing 21 August 2024 - Mr Walker advised that he intended to circulate the slides from the recent Member online briefing to all Members for information and if there was anything Members would like to discuss further with him they are welcome to contact him accordingly.

Action: Mr Walker

NIAO report on waste management arrangements - Mr Walker advised that he intended to include a review on this in the next Governance update report.

Action: Mr Walker

Item 20 - Next Meeting & AGM on Thursday 26 September 2024 at 10.30am to be hosted by Newry, Mourne and Down District Council in the Council Chamber, Downshire Civic Centre, Ardglass Road, Downpatrick BT30 6GQ

Action: Noted

Date: _____

Chairman: _____



Roads Southern Division

The Chief Executive
Newry Mourne & Down District Council
O'Hagan House
Monaghan Row
NEWRY
BT35 8DJ

Marlborough House
Central Way
Craigavon
BT64 1AD
Tel: 0300 200 7892
Email:
Southernlandsteam@infrastructure-ni.gov.uk

Your reference:
Our reference: RAB/593/19/JW

Date: 15 May 2024

Dear Sir/Madam

PROPOSED ABANDONMENT AND DISPOSAL AT 18 CHURCH HILL, JONESBOROUGH, NEWRY

This Department proposes to abandon the area of superseded road as shown crosshatched black on the attached map. The road was stopped up in 2003 to facilitate the construction of the A1/N1 link road and this area is no longer required for Roads purposes.

The abandonment is required to extinguish the public rights on the superseded road.

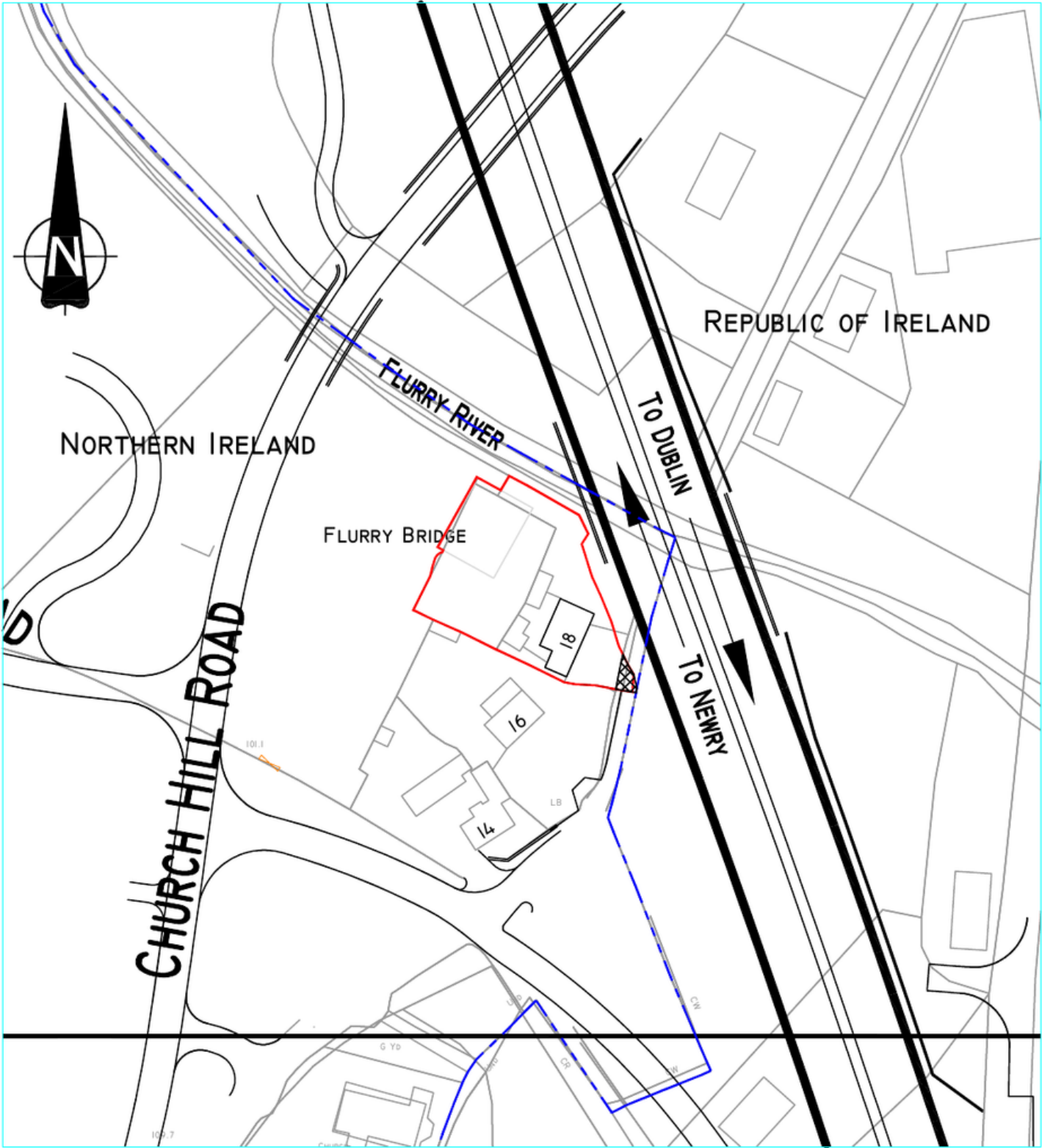
When the abandonment order is made, the Department intends to dispose of this portion of land along with other land at this location in the Department's ownership as shown outlined in red on the attached map, subject to the statutory rules for the disposal of Government owned land.

Please advise as soon as possible as to whether or not your Council has any objection to the proposal.

Yours faithfully

Jean Webb

J Webb (Mrs)
Southern Lands Team



BORDER	
SURPLUS	
ABANDONMENT	

01st May 2024

Lands Aquisition Section - Abandonment and Disposal



Scale - 1:1250 OS Ref - 276 - 10SE File Ref - RAB/593/19/JW	<u>Scheme</u> 18 CHURCH HILL, JONESBOROUGH, NEWRY, Co ARMAGH BT35 8SG	Crown Copyright Reserved ©
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