



January 20th, 2023

Notice Of Meeting

You are invited to attend the Sustainability and Environment Committee Meeting to be held on **Wednesday, 25th January 2023 at 6:00 pm** in **Boardroom Monaghan Row Newry** and via **Microsoft Teams**.

Committee Membership 2022-2023:

- Councillor O Magennis (Chairperson)
- Councillor T Andrews (Deputy Chairperson)
- Councillor C Bowsie
- Councillor W Clarke
- Councillor D Curran
- Councillor A Finnegan
- Councillor C King
- Councillor G Malone
- Councillor K McKevitt
- Councillor A McMurray
- Councillor D Murphy
- Councillor G Stokes
- Councillor D Taylor
- Councillor M Ruane
- Councillor J Tinnelly

Agenda

1.0 Apologies and Chairperson's Remarks.

2.0 Declarations of "Conflict of Interest".

3.0 Action Sheet of the Sustainability and Environment Committee Meeting held on 20 December 2022. (Attached)

📎 *SE Action Sheet - 20 December 2022 KS SM.pdf*

Page 1

Facilities Management and Maintenance

4.0 Update – Social enterprise partnership offer for planting of trees on Council land. (Attached).

📎 *4 Report - Update - Social enterprise partnership offer for planting of trees on Council land.pdf*

Page 5

📎 *4 Appendix 1 - Report NS Committee October 2021.pdf*

Page 8

📎 *4 Appendix 2 CS35 - Policy on requests to plant a tree on Council property (12-20).pdf*

Page 11

📎 *4 Appendix 3 Guidelines and associated procedure in relation to requests to plant a tree on Council property.pdf*

Page 15

Waste Management

5.0 Proposed mobile phone installation at Downpatrick HRC site - (Attached)

📎 *Report - Proposed mobile phone installation at Downpatrick HRC site final.pdf*

Page 18

📎 *Appendix 1 - Drawings of proposed mobile phone installation at Downpatrick HRC site.pdf*

Page 20

For Decision - Exempt Information Items

6.0 Economic Appraisal for provision of Christmas illuminations and ad hoc celebratory lighting. (Attached).

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

📎 *5 Report - EA - Christmas illuminations.pdf*

Not included

📄 *5 Appendix 1 - EA - Christmas illuminations.pdf* *Not included*

📄 *5 Appendix 2 - Report - S&E Committee December 2022.pdf* *Not included*

For Noting - Exempt Information Items

7.0 Wood waste processing contract - contract uplift. (Attached)

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 - Wood waste processing contract Contract Uplift.pdf* *Not included*

8.0 Options considered under Outline Business Case for implementation of the Council's Public Toilet Strategy. (Attached).

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

📄 *6 Report - Outline Business Case - Public Toilet Strategy.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 1 - Background information.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 2 - Business as usual.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 3 - Do minimum.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 4 - Intermediate 1.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 5 - Intermediate 2.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 6 - Do maximum.pdf* *Not included*

📄 *6 Appendix 1 - Sheet 7 - Do maximum plus.pdf* *Not included*

📄 *6 Appendix 2 - NS Committee report June 2022 - Public Toilet Strategy Priorities.pdf* *Not included*

For Noting

9.0 Historical Action Sheet. (Attached).

ACTION SHEET ARISING FROM SE MEETING HELD ON TUESDAY 20 DECEMBER 2022

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/168/2022	Monthly Action Sheet	Action Sheet of the Sustainability and Environment Committee Meeting of 23 November 2022 be noted and actions removed as marked.	DSO		Y
FACILITIES MANAGEMENT AND MAINTENANCE					
SE/169/2022	Future Model for provision of Christmas illuminations and ad hoc Celebratory Lighting	Agreed to note the contents of the report.	K Scullion	In progress	N
IN CLOSED SESSION					
SE/170/2022	Update on request to sub lease the Bog Road Amenity Area Forkhill	Agreed to note the content of the report and agree to the recommendations contained within section 2.3 of the report.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/171/2022	Newry Market Revitalisation	Agreed to note the content of the report and agree to the recommendations contained within section 2.3 of the report.	K Scullion	In progress	N
SE/172/2022	Facilities Management and Maintenance Procurement Action Plan update December 2022	Agreed to:- <ul style="list-style-type: none"> • Note the progress update report; • Approve an extension to the Neighbourhood Services Procurement Action Plan to the 30th of June 2023. • Note that services will continue "out of contract" until new contracts are awarded and regularised. 	K Scullion	In progress	N
SE/173/2022	Waste Management Procurement Action Plan Update December 2022	Agreed to:- <ul style="list-style-type: none"> • Note the progress update report in Appendix 1; • Approve an extension to the Waste Management 	S Murphy	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Procurement Action Plan to the 30th of June 2023.</p> <ul style="list-style-type: none"> • Note that services will continue "out of contract" until new contracts are awarded and regularised. • Note procurement update concluding issues previously highlighted. 			
SE/174/2022	Arc21 Joint Committee Members' Monthly Bulletin – 6 December 2022	Agreed to note this bulletin.	A Cassells		Y
SE/175/2022	Special Arc21 Joint Committee Meeting in Committee Minutes of 27 October 2022	Agreed to note these Minutes	A Cassells	Noted	Y
FOR NOTING					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/176/2022	Ni Local Authority Collected Municipal Waste Management Statistics Annual Report 2021/2022	Agreed to note this Report.	A Cassells	Noted	Y
SE/177/2022	Arc21 Joint Committee Meeting Minutes – 27 October 2022	Agreed to note these Minutes.	A Cassells	Noted	Y
NS/178/2022	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO	Noted	Y
END					

Report to:	Sustainability & Environment Committee
Date of Meeting:	25 th January 2023
Subject:	Update - Social enterprise partnership offer for planting of trees on Council land.
Reporting Officer	Kevin Scullion, Assistant Director: Facilities Management & Maintenance Department
Contact Officer	Jonathan Ellis, Grounds Maintenance Manager

Confirm how this Report should be treated by placing an x in either:-

For decision	<input type="checkbox"/>	X	For noting only	<input type="checkbox"/>
---------------------	--------------------------	----------	------------------------	--------------------------

1.0	Purpose and Background
1.1	<p>The purpose of this report is to provide the Committee with an update on recommendations arising from the Neighbourhood Services Committee Meeting held on 19th October 2021.</p> <p>The recommendation concerned action to seek expressions of interest to form a partnership with a not-for-profit organisation who would link Council with individuals who wish to have a tree or trees, planted on Council designated land.</p>
2.0	Key issues
2.1	<p>A report was provided to the Neighbourhood Services Committee Meeting held on 19th October 2021 recommending forming a partnership with a not-for-profit organisation who would link Council with individuals who wish to have a tree or trees, planted on Council designated land. For reference purposes a copy of this report has been provided as Appendix 1 attached.</p> <p>Upon review of existing policy and procedures within the Council, Officers are now of the view that the creation of a partnership with a not-for-profit organisation would be a duplication of the existing policy and procedures and is therefore no longer required.</p> <p>Members of the public and other organisation can make a direct application to the Council to plant a tree or trees on Council property.</p> <p>Applications are approved after agreement on the species and suitable available site for the tree has been identified as determined by Council. The Council procures the agreed tree or trees with the cost borne by the applicant. Cost to plant the tree or trees and their long-term maintenance rests with the Council. These costs will be revenue costs and will be considered as part of the assessment process for each application.</p> <p>The application process has been used successfully since the adoption of the policy.</p>

2.2	A copy of the policy and procedure is provided at Appendix 2 and 3 respectively.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> Note the content of the report. Accept the recommendation that existing Council policy and procedures for addressing requests to plant trees on Council property are adequate without the need to form a partnership with a not-for-profit organisation as per recommendation approved by Council in November 2021.
4.0	Resource implications
4.1	Trees are procured by the applicant, however costs for planting and future maintenance of the tree rests with Council. These costs will be revenue costs and will be considered as part of the assessment process for each application.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
7.1	<p>Appendix 1 – NS Committee Report 19th October 2021</p> <p>Appendix 2 – Policy on requests to plant a tree on Council property</p> <p>Appendix 3 - Guidelines and associated procedure in relation to requests to plant a tree on Council property</p>
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>
8.1	None

Appendix 1

Report to:	Neighbourhood Services Committee
Date of Meeting:	19 th October 2021
Subject:	Social enterprise partnership offer for planting of trees on Council land.
Reporting Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management and Maintenance
Contact Officer (Including Job Title):	Danielle Begley, Biodiversity Officer

Confirm how this Report should be treated by placing an x in either:-

For decision For noting only

1.0	Purpose and Background
1.1	<p>Council have been approached by a social enterprise organisation who wish to provide aid to the Council with planting trees on Council land.</p> <p>The purpose of this report is to seek agreement from the Committee to proceed with such an activity and as part of its introduction to carry out an expression of interest exercise to ensure Council are not excluding other similar organisations from this opportunity.</p>
2.0	Key issues
2.1	<p>This social enterprise (not for profit) organisation works with businesses and/or individuals who want to buy trees but who do not have land to plant them.</p> <p>Their website states that they grew out of the fact that we are in the middle of a Climate and Ecological Emergency and we all must ACT NOW. Their stated mission is to help restore our planet's lost forests.</p> <p>They have a digital platform, which connects tree donors with available land, which they term Missions, allowing for the creation of new native forests.</p> <p>The tree mapping aspect to their project allows transparency for tree donors plus their "Your Tree, Your Story" function allows users to post photos, stories and links to all their donated trees.</p> <p>This Council has a proactive Tree Strategy. During 2021 Council have embarked on many transformative planting schemes district wide across both urban and rural locations.</p> <p>Trees and improved green spaces provide a much more biodiverse and attractive district, while greatly improving the local health and wellbeing of residents and visitors alike.</p> <p>Working with a project such as this would 'link' the Council up with local tree 'donors' and provide free trees for the creation of newly planted woodlands across Council land. The Council would specify what species are planted, the locations available and ensure that newly created woodlands meet the aims and objectives of the tree strategy.</p>

Appendix 1

3.0	Recommendations
3.1	<p>Council seek through an expression of interest exercise to form a partnership with a not for profit organisation who would link Council with individuals who wish to have a tree or trees planted on Council designated land. The agreement to be for an initial two-year period and may be extended for a further two years subject to Council approval.</p> <p>Officers to determine suitable sites and tree species for the scheme.</p> <p>Any agreement to be formalised through a Licence Agreement drawn up by Council Legal Advisers.</p>
4.0	Resource implications
4.1	Minimal financial resources over and above that already committed to the implementation of the tree strategy.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

Appendix 1

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	None

Policy title: Policy on requests to plant a tree on Council property



Policy Control

Policy reference:	<i>TBC - Contact Corporate Policy & Equality Officer for a policy reference</i>
Title of Policy:	Policy on requests to plant a tree on Council property
Version:	1
Directorate / Departmental ownership:	Corporate Services / Corporate Planning & Policy
Officer responsible:	Dorinnia Carville, Director of Corporate Services
Date of ratification:	7 December 2020
Review date:	December 2024
Equality screening and Rural Needs Impact Assessment completed by:	Suzanne Rice, Corporate Policy & Equality Officer
Equality screening and Rural Needs Impact Assessment date:	1 September 2020
Location where document is held and referenced:	Responsible Department <input checked="" type="checkbox"/> Corporate Policy repository <input checked="" type="checkbox"/>

Contents

Content	Page Number
1. Title	2
2. Statement	2
3. Aim of this policy	2
4. Scope of the policy	2
5. Related policies and legislation	3
6. Department & Officer responsible	3
7. Policy approval process	3
8. Policy review date	4
9. Procedures and arrangements for monitoring the implementation and impact of the policy	4
10. Equality screening	4
11. Rural Needs Impact Assessment	4

1. Title

Policy on requests to plant a tree on Council property.

2. Statement

The purpose of the policy is to provide members of the public or organisations with a means to request a tree to be planted at a suitable Council venue.

3. Aim

The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to requests to plant a tree on Council property.

4. Scope

4.1. The policy will apply to requests to plant a tree on Council owned property.

4.2 The principles of the process are as follows:

- Specific criteria / terms and conditions
- Application form
- Assessment
- Consultation (if required)
- Decision-making
- Appeal mechanism

4.3 In considering requests the following terms and conditions will apply:

- 1) Applications will only be approved after agreement on the species and suitable available site for the tree has been identified as determined by Newry, Mourne and Down District Council.
 - a) The applicant can request a specific location, but this will be at the discretion and approval of the Council.
 - b) If no suitable site exists at the desired location an alternative will be offered, where possible. The Council does not commit to providing a site for all requests and may refuse applications on the basis that no suitable site exists.
 - c) When considering the application Council will be mindful of its obligations to have due regard to the need to promote equality of opportunity and to have regard to the desirability of promoting good relations.
- 2) Trees are supplied by the Council. Applicants shall be responsible for the cost of the tree.
 - a) The charge for a tree does not confer ownership onto the applicant - it remains with the Council.
- 3) No other adornment for example a plaque, flowers, sculpture or artefacts will be allowed to be placed with the tree. Any adornments will be promptly removed and disposed of by Council.

- 4) The Council reserves the right to remove/relocate trees should the need arise following consultation with the applicant. Should removal be required, within 5 years of its planting, the Council will fully reimburse the applicant for the cost of the tree.
- 5) A standard agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form should be returned to Council in advance of the tree being planted.

5. Related Policies

External policy context:

- Section 75 of the NI Act 1998.
- Equality Commission for Northern Ireland advice on Good Relations in Local Councils.
- Equality Commission for Northern Ireland Guidance on Promoting a good and harmonious working environment.

Internal policy context:

- Equality Scheme re: Section 75 of the NI Act 1998
- Good Relations Action Plan (Section 75 (2))

6. Department and Officer responsible

Directorate / Department	Corporate Services / Corporate Planning & Policy
Officer(s) responsible for developing the policy	Dorinnia Carville, Director of Corporate Services Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer

7. Policy approval process

Meeting	Date
Councillors' Equality & Good Relations Reference Group	30 January 2020
CMT	15 September 2020
SMT	7 October 2020
Councillors' Equality & Good Relations Reference Group	23 October 2020
Strategy, Policy and Resources Committee	12 November 2020
Monthly Council Meeting	7 December 2020

8. Policy review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31).

9. Procedures and arrangements for monitoring the implementation and impact of the policy

Implementation, guided as per the scope of the policy outlined in section 4, is set out within the Guidelines and Associated Procedure document.

The Council's Corporate Policy Section will monitor and review the implementation of the policy, guidelines and associated procedure, and maintain a list of requests and outcomes.

10. Equality Screening

The policy has been equality screened and is not required to be subject to an equality impact assessment (with no mitigating measures required).

11. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

Appendix 2**Newry, Mourne and Down District Council
Guidelines and associated procedure in relation to requests to plant a
tree on Council property****Guidelines and procedure**

The following procedures and guidelines have been established to ensure a consistent approach is applied to requests related to planting a tree on Council property.

1. Initial requests for (re)naming of Council facilities

All requests to plant a tree must be made in writing to the Director of Corporate Services.

The relevant application form must be completed and accompany all requests.

2. Criteria

2.1 Requests must relate to planting a tree on Council property.

2.2 In considering requests the following will apply:

- 1) Applications will only be approved after agreement on the species and suitable available site for the tree has been identified as determined by Newry, Mourne and Down District Council.
 - a) The applicant can request a specific location, but this will be at the discretion and approval of the Council.
 - b) If no suitable site exists at the desired location an alternative will be offered, where possible. The Council does not commit to providing a site for all requests and may refuse applications on the basis that no suitable site exists.
 - c) When considering the application Council will be mindful of its obligations to have due regard to the need to promote equality of opportunity and to have regard to the desirability of promoting good relations.
- 2) Trees are supplied by the Council. Applicants shall be responsible for the cost of the tree and a maintenance fee.
 - a) The charge for a memorial tree does not confer ownership onto the applicant - it remains with the Council.
- 3) No other adornment for example a plaque, flowers, sculpture or artefacts will be allowed to be placed with the tree. Any adornments will be promptly removed and disposed of by Council.

Appendix 2

- 4) The Council reserves the right to remove/relocate trees should the need arise following consultation with the applicant. Should removal be required, within 5 years of its planting, the Council will fully reimburse the applicant for the cost of the tree.
- 5) A standard agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form should be returned to Council in advance of the tree being planted.

3. Assessment procedure

The assessment of applications will be undertaken by a 3-Officer panel comprising the Director of Corporate Services or their representative and two other officers of Council.

3.1 Stage 1 – Basic Eligibility Check

- Initial request is submitted to the Director of Corporate Services.
- An initial assessment is carried out to determine request meets the basic eligibility criteria outlined in section 2.1.
- Requests which meet basic eligibility criteria detailed in section 2.1 will proceed to Stage 2 of the assessment process.
- Requests which do not meet the basic eligibility criteria will not proceed to Stage 2 assessment.
- Applicants whose requests do not meet the basic eligibility will be informed in writing of Council's decision outlining the reason.

3.2 Stage 2 – Full appraisal and assessment

- Appraisal and assessment conducted by 3-Officer panel.

3.3 Stage 3 – Decision-making

- Decision of 3-Officer panel communicated to applicant (review process offered to unsuccessful applicants).

3.4 Review Process

Following the decision to reject an application, applicants will be informed in writing stating the reasons for the decision.

The Review procedure will be implemented in the event that an applicant wishes to appeal against Newry, Mourne and Down Council's decision to reject an application to name a facility.

The procedure will be administered by an Officer Review Panel which will be independent of the Council's Stage 2 assessment panel.

The purpose of the Review Procedure is to ensure that the decisions taken, and procedures followed, by the Council for individual applications are applied fairly and

Appendix 2

consistently. The Review will provide an independent process through which an applicant will have an opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable; or
- that the proper procedures were not followed.

Appeals on any other ground will not be considered.

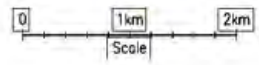
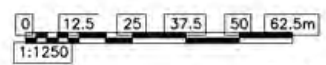
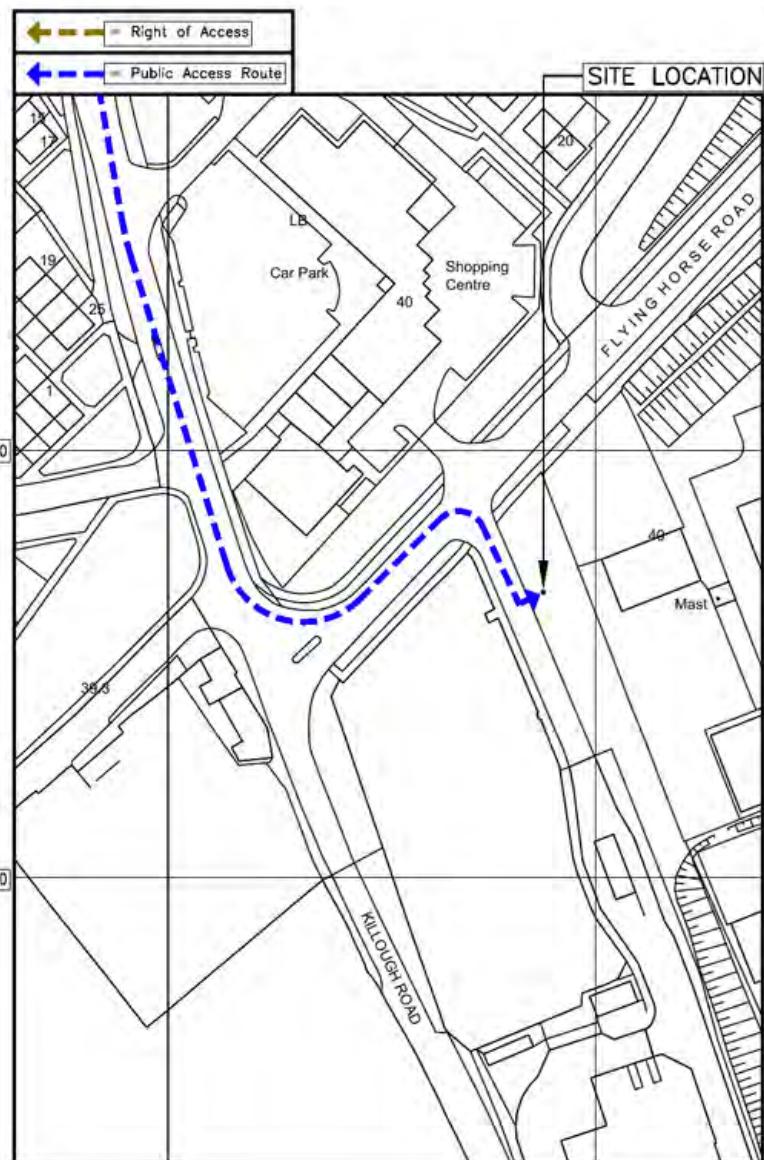
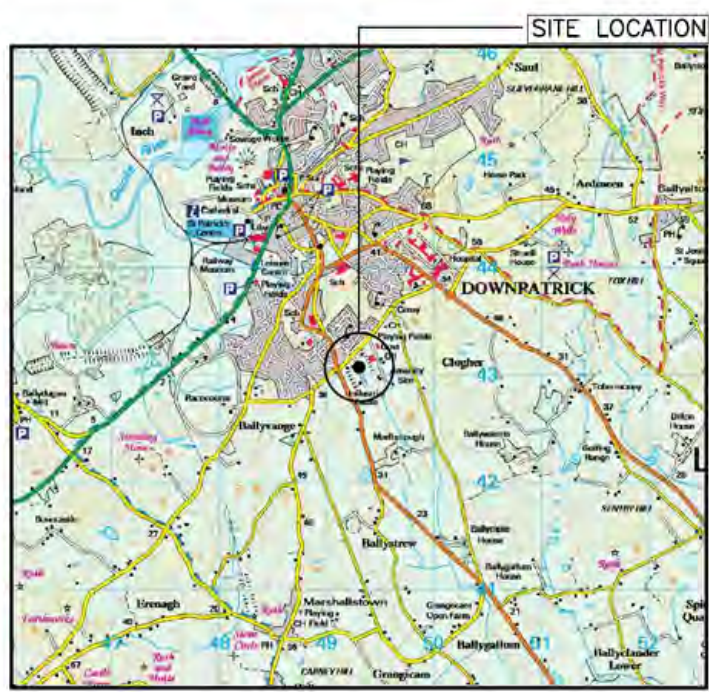
- 3.5 An annual report detailing requests and outcomes will be tabled at the Council's Strategy, Policy and Resources Committee.

Report to:	Sustainability and Environment (SE) Committee
Date of Meeting:	25 January 2022
Subject:	Proposed mobile phone installation at Downpatrick HRC site
Reporting Officer (Including Job Title):	Sinead Murphy, (Acting) Assistant Director Waste Management
Contact Officer (Including Job Title):	Grainne McKinley, Head of Waste Processing, Enforcement and Business Support

For decision	X	For noting only	
1.0			Purpose and Background
1.1			The purpose of this report is to update the SE committee on a proposal to install mobile phone infrastructure at Downpatrick Household Recycle Centre (HRC) to replace a nearby site to provide continuation of service in the immediate area for both O2 and Vodafone.
1.2			<p>The Digital Economy Act 2017 introduced legislation which permits operators to construct infrastructure on public land and grants rights to install equipment on private land.</p> <p>¹To install infrastructure, telecoms operators may require:</p> <ol style="list-style-type: none"> 1. Planning permission; 2. An access agreement with the landowner to use the land, such as a wayleave or a lease; 3. Permission to undertake street works. <p>It is noted that telecommunications is a reserved power, however, some aspects, such as planning and building regulations, are devolved responsibilities.</p>
2.0			Key Issues
2.1			A survey of the area, on behalf of mobile infrastructure services company, Cornerstone, has been completed and drawings of a proposal for the infrastructure at the Downpatrick HRC site has been presented as attached at Appendix 1.
2.2			The Council have been requested to review the proposals and agree to Cornerstone progressing with their proposal to install mobile phone infrastructure at this location to replace an installation at a nearby site. This would enable Cornerstone to progress with planning permission and work with the Council's legal department to develop and agree an access agreement to use the land for the installation of mobile phone infrastructure for approval through the SP&R committee.
3.0			Recommendations
			<p>Members are asked to note the contents of the report and to agree to:</p> <ol style="list-style-type: none"> 1. Cornerstone progressing with their proposal to install mobile phone infrastructure at Downpatrick HRC site to replace a nearby site to provide continuation of service in the immediate area for both O2 and Vodafone subject to them obtaining all necessary statutory consents. 2. That the matter of any lease, wayleave or other legal agreement be properly referred to the Strategy Policy and Resources Committee.

¹ Source: House of Commons Library: Building broadband and mobile infrastructure
<https://researchbriefings.files.parliament.uk/documents/CBP-9156/CBP-9156.pdf>

4.0	Resource implications
4.1	No additional resource implications apply above those already anticipated in operational service plans.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i> n/a <input checked="" type="checkbox"/>
5.2	<i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/> The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/>
5.3	<i>Proposal initiating consultation</i> Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/> Consultation period will be 12 weeks <input type="checkbox"/> Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/> <i>Rationale:</i> n/a <input type="checkbox"/>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following: Rural Needs Impact Assessment completed <input type="checkbox"/>
7.0	Appendices
	Appendix 1 - Drawings of proposed mobile phone installation at Downpatrick HRC site
8.0	Background Documents
	<ul style="list-style-type: none"> • Digital Economy Act 2017 • House of Commons Library: Building broadband and mobile infrastructure https://researchbriefings.files.parliament.uk/documents/CBP-9156/CBP-9156.pdf •



SITE LOCATION
(Scale 1:50000)

Ordnance Survey map extract based upon Landranger map series with the permission of the controller of Her Majesty's Stationery Office Licence No. 100022432 Crown copyright.



SITE PHOTOGRAPH

DETAILED SITE LOCATION
(Scale 1:1250)

Based upon Ordnance Survey map extract with the permission of the Controller of Her Majesty's Stationery Office. Crown copyright. Licence No. AC0000832267

The drawings comply with VMO2 Standard ICNIRP guidelines. Designed in accordance with Cornerstone documents: SDN0013 v2.0

ALL DIMENSIONS ARE IN METRES
N.G.R. E: 158889 N: 497344

DIRECTIONS TO SITE:
HEAD SOUTHEAST ON DOWNPATRICK ST/A7 TOWARD MARY ST. AT THE ROUNDABOUT, TAKE THE 2ND EXIT ONTO NEW BRIDGE ST. CONTINUE ONTO CHURCH ST. CONTINUE STRAIGHT ONTO IRISH ST. CONTINUE ONTO STREAM ST. CONTINUE STRAIGHT ONTO KILLOUGH RD/B1. CONTINUE STRAIGHT ONTO HORSE RD. DESTINATION WILL BE ON THE RIGHT.

NOTES:

A	Issued for Approval	CDN	PM	29.07.22
REV	MODIFICATION	BY	CH	DATE

CLARKE telecom
Unit 2, Madison Place, Northampton Road, Manchester, M40 5AG
Tel: 0161 785 4500
Fax: 0161 785 4501
Web: www.clarke-telecom.com

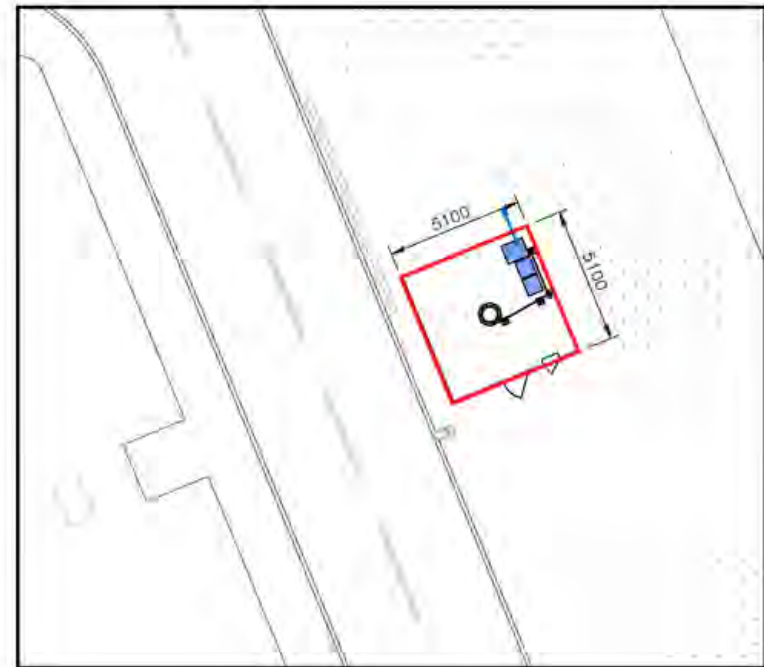
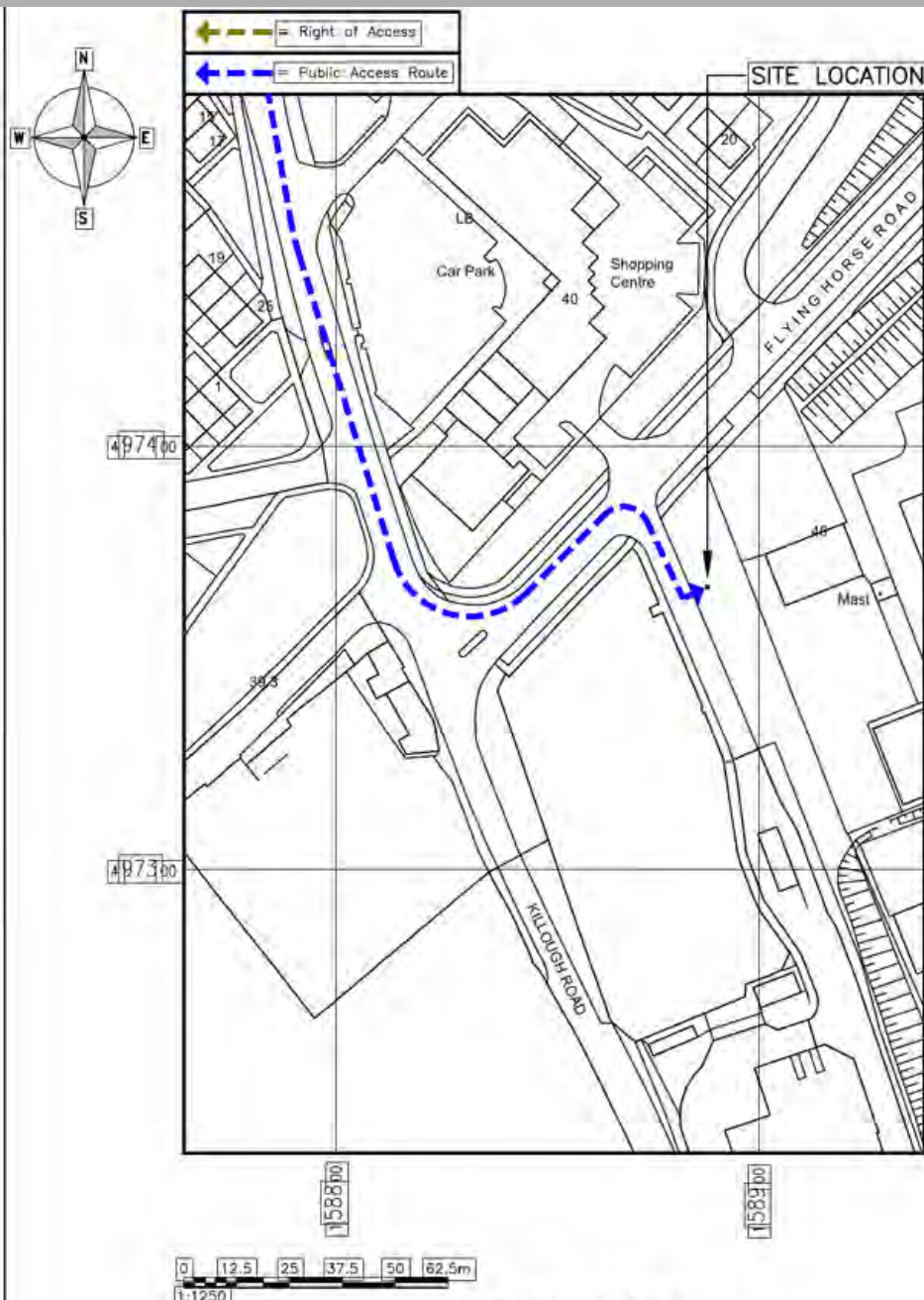
O₂

Cell Name	Opt.	
Downpatrick Killough Replacement	<input type="checkbox"/>	
Cell ID No		
CORNERSTONE	VMO2	VF
30437900	95939	N/A

Site Address / Contact Details
Old Flying Horse Road
Downpatrick
Co. Down
BT30 6PX

Drawing Title: SITE LOCATION MAPS

Purpose of issue:	PLANNING	Dwg Rev:	
Drawing Number:	100		
Surveyed By:	JW	Original Sheet Size:	A3
Drawn:	CDN	Date:	29.07.22
Checked:	PM	Date:	29.07.22



ALL DIMENSIONS ARE IN METRES

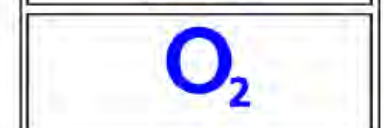
N.G.R. E: 158889 N: 497344

DIRECTIONS TO SITE:
 HEAD SOUTHEAST ON DOWNPATRICK ST/A7 TOWARD MARY ST. AT THE ROUNDABOUT, TAKE THE 2ND EXIT ONTO NEW BRIDGE ST. CONTINUE ONTO CHURCH ST. CONTINUE STRAIGHT ONTO IRISH ST. CONTINUE STRAIGHT ONTO STREAM ST. CONTINUE STRAIGHT ONTO KILLOUGH RD/B1. CONTINUE STRAIGHT ONTO KILLOUGH RD, TURN LEFT ONTO FLYING HORSE RD. DESTINATION WILL BE ON THE RIGHT.

NOTES:

Issue for Approval	CDN	PM	29.07.22
REV	MODIFICATION	BY	CIN

CLARKE telecom
 West Midlands Plc, Northampton Road, Kettering, NN16 9JG
 Tel: 01454 788 4100
 Fax: 01454 785 4551
 Web: www.clarke-telecom.com



Cell Name	Opt.	
Downpatrick Killoogh Replacement	<input type="checkbox"/>	
Cell ID No		
CORNERSTONE	VMO2	VF
30437900	95939	N/A

Site Address / Contact Details

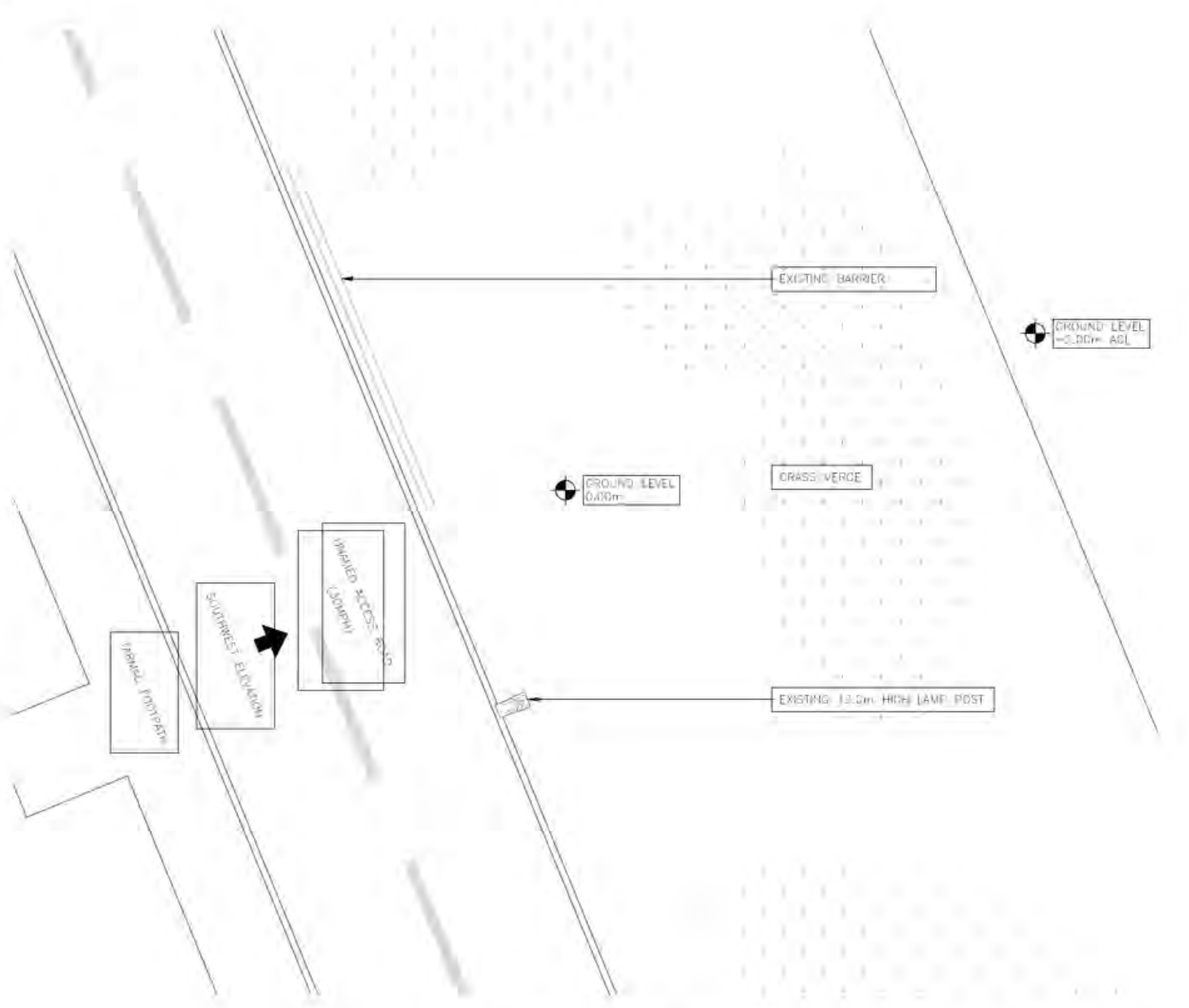
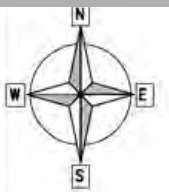
Old Flying Horse Road
 Downpatrick
 Co. Down
 BT30 8PX

Drawing Title:	LEASE DRAWING												
Purpose of Issue:	PLANNING	Dwg. Rev.											
Drawing Number:	101	A											
Drawn By:	CDN	29.07.22	Checked By:	PM	29.07.22	Drawn:	CDN	Date:	29.07.22	Original Sheet Size:	A3	Pack Issue:	B

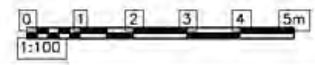
DETAILED SITE LOCATION
 (Scale 1:1250)

Based upon Ordnance Survey map extract with the permission of the Controller of Her Majesty's Stationery Office. Crown copyright. Licence No. AC0000832267

The drawings comply with VMO2 Standard ICNIRP guidelines.
 Designed in accordance with Cornerstone documents: SDN0013 v2.0



EXISTING SITE PLAN
(1:100)

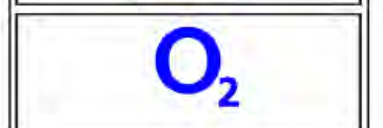


ALL DIMENSIONS ARE IN METRES

N.G.R E: 158889 N: 497344

NOTES:

B	Amendment as per Client's Comment	EP	PD	19.06.22
A	Issued for Approval	CDN	PM	29.07.22
REV	MODIFICATION	BY	CH	DATE

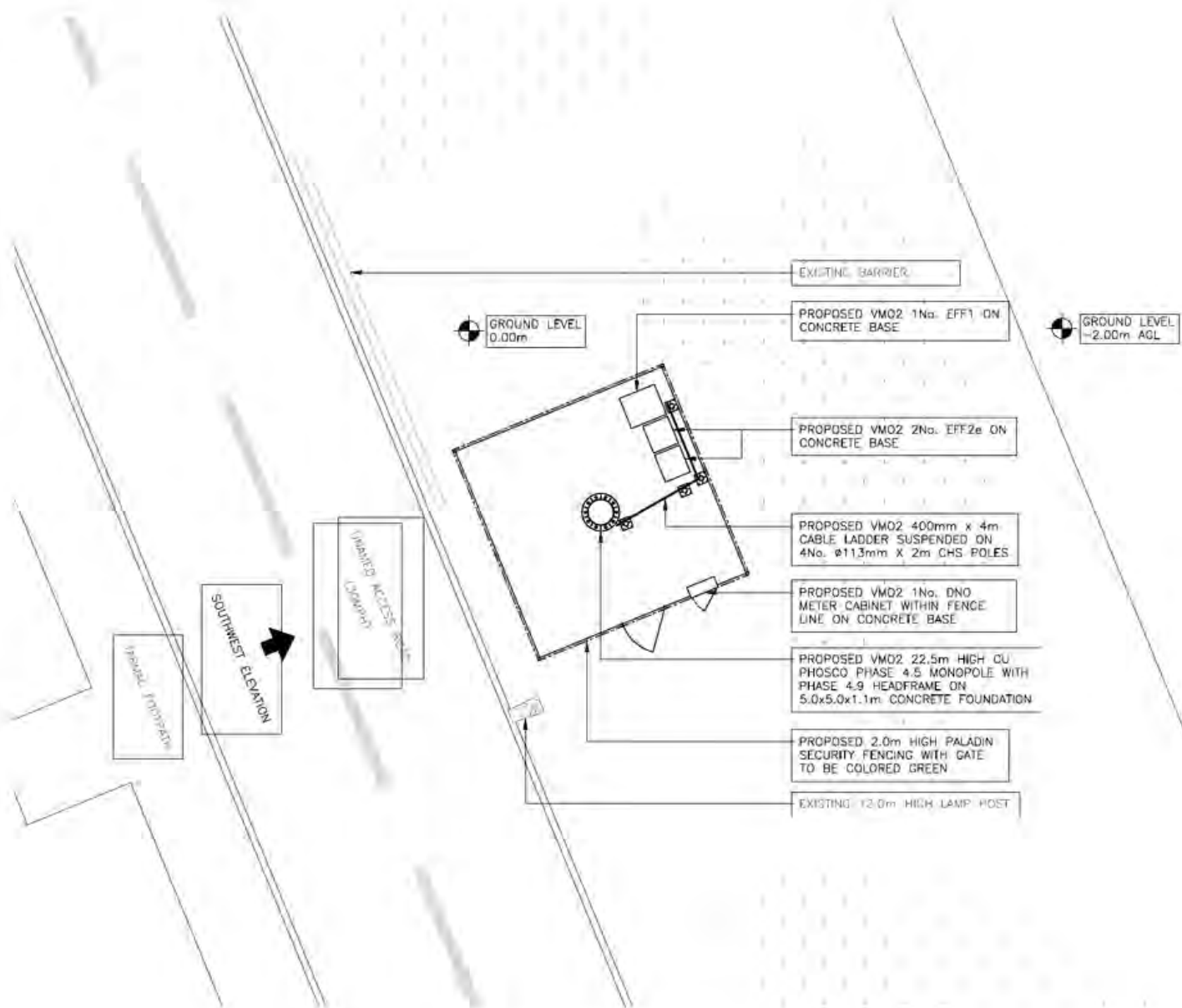


Cell Name		Opt.
Downpatrick Killough Replacement		<input type="checkbox"/>
Cell ID No		
CORNERSTONE	VMO2	VF
30437900	95939	N/A

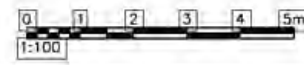
Site Address / Contact Details

Old Flying Horse Road
Downpatrick
Co. Down
BT30 8PX

Drawing Title:		EXISTING SITE PLAN	
Purpose of Issue:			Dwg Rev.
PLANNING			
Drawing Number:			
200			B
Surveyed By:	Original Sheet Size:	Pack Issue:	
JW	A3		
Drawn:	Date:	Checked:	Date:
CDN	29.07.22	PM	29.07.22
		B	



PROPOSED SITE PLAN
(1:100)



The drawings comply with VMO2 Standard ICNIRP guidelines.
Designed in accordance with Cornerstone documents: SDN0013 v2.0

ALL DIMENSIONS ARE IN METERS

N.G.R. E: 158889 N: 497344

NOTES:

B	Amendment in acc. Client's Comment	EP	PD	19.08.22
A	Issued for Approval	CDN	PM	29.07.22
REV	MODIFICATION	BY	CH	DATE

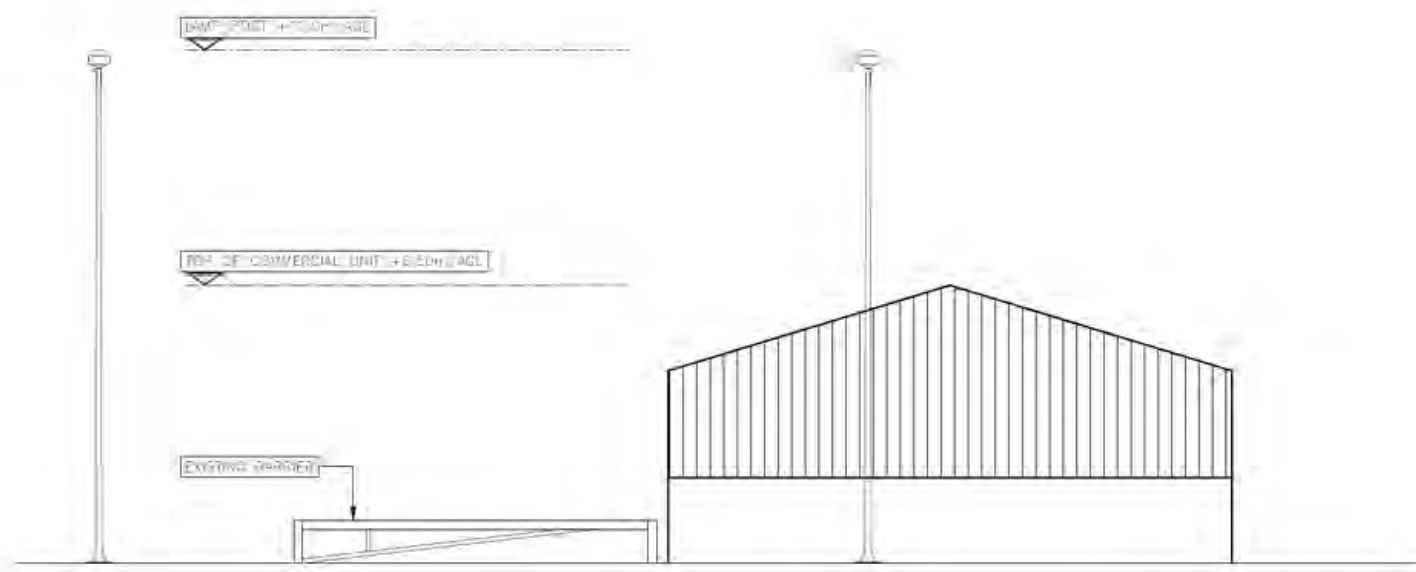
CLARKE telecom
Unit 11, Murrumbidgee Park, North Sydney Road,
 Katoomba NSW 2288 NSW
 Tel: 02 637 785 4500
 Fax: 02 637 785 4501
 Web: www.clarke-telecom.com



Cell Name		Opt.
Downpatrick Killough Replacement		<input type="checkbox"/>
Cell ID No.		
CORNERSTONE	VMO2	VF
30437900	95939	N/A

Site Address / Contact Details
 Old Flying Horse Road
 Downpatrick
 Co. Down
 BT30 8PX

Drawing Title:		PROPOSED SITE PLAN	
Purpose of Issue:		PLANNING	Dwg. Rev.
Drawing Number:		201	B
Drawn:	Date:	Checked:	Date:
CDN	29.07.22	PM	29.07.22
Original Sheet Size:		Pack Issue:	
A3		B	



EXISTING SOUTHWEST ELEVATION
(1:125)



ALL DIMENSIONS ARE IN METERS

N.G.R. E: 158889 N: 497344

NOTES:

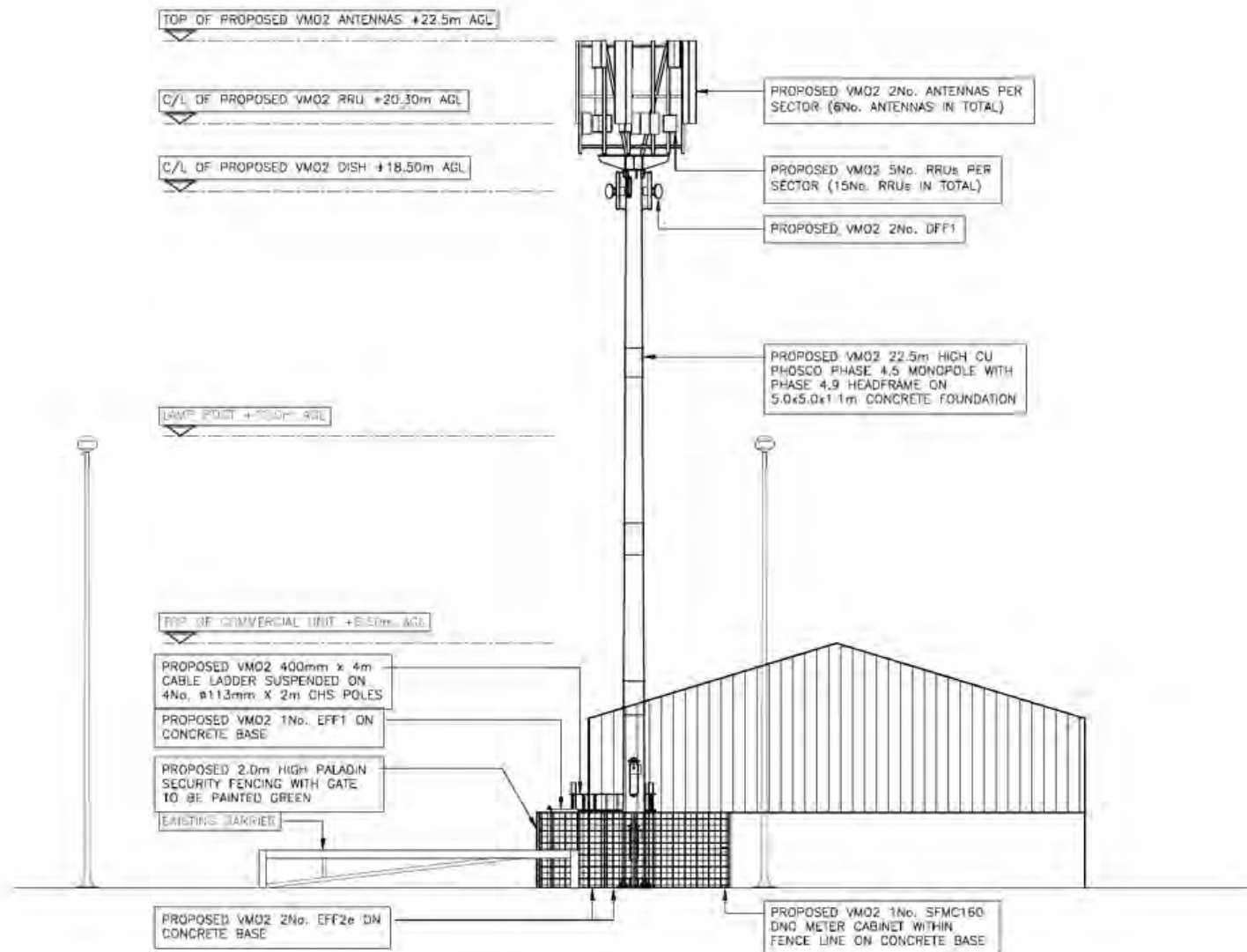
REV	MODIFICATION	BY	CH	DATE
B	Amendment in per Client's Comment	EP	PD	19.08.22
A	Issued for Approval	CDN	PM	29.07.22

CLARKE
telecom

Unit 10, Millers Point, Northbrook Road,
Karrasheen, D18 D2C2.
Tel: 01454 788 450
Fax: 01454 788 451
Web: www.clarke-telecom.com

Cell Name	Opt	
Downpatrick Killough Replacement	<input type="checkbox"/>	
Cell ID No		
CORNERSTONE	VMO2	VF
30437900	95939	N/A
Site Address / Contact Details		
Old Flying Horse Road Downpatrick Co. Down BT30 8PX		
Drawing Title:		
EXISTING SITE ELEVATION		
Purpose of Issue:	PLANNING	Draw Rev:
Drawing Number:	300	B
Drawn By:	CDN	Checked By:
Date:	29.07.22	Date:
Drawn:	CDN	Checked:
Date:	29.07.22	Date:
Original Sheet Size:	A3	Pack (leave):
Drawn:	CDN	Checked:
Date:	29.07.22	Date:

32470001 Version 1



PROPOSED SOUTHWEST ELEVATION
(1:125)

The drawings comply with VM02 Standard ICNIRP guidelines.
Designed in accordance with Cornerstone documents: SDN0013 v2.0



ALL DIMENSIONS ARE IN METERS

N.G.R. E: 158889 N: 497344

NOTES:

PROPOSED VM02 1No. PHASE 4.5 MONOPOLE AND VM02 1No. PHASE 4.9 HEADFRAME TO BE GALVANISED

PROPOSED VM02 CABINETS TO BE PAINTED RAL 6009

B	Assessment in per Client's Comment	EP	PD	19.08.22
A	Issued for Approval	CDN	PM	29.07.22
REV	MODIFICATION	BY	CH	DATE

CLARKE telecom
With Murchison, Northcoast, South
Kangaroo, and 24/7
Tel: 0143 788 400
Fax: 0143 785 401
www.clarke-telecom.com

Cell Name	Opt	
Downpatrick Killough Replacement	<input type="checkbox"/>	
Cell ID No		
CORNERSTONE	VM02	VF
30437900	95939	N/A
Site Address / Contact Details		
Old Flying Horse Road Downpatrick Co. Down BT30 8PX		
Drawing Title		
PROPOSED SITE ELEVATION		
Purpose of Issue	PLANNING	Dwg Rev.
Drawing Number	301	B
Drawn By	CDN	Checked By
Date	29.07.22	Date
Original Sheet Size	A3	Packet
Drawn	CDN	Date
29.07.22	PM	29.07.22
Packet	B	

SUSTAINABILITY AND ENVIRONMENT SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019					
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.	K Scullion	Update provided to NS Committee May 2022 – work progressing on agreement of a Property Maintenance Policy and Strategy.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020					
NS/230/2020	Business Case – Provision of new public toilet in Killough	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.	K Scullion	In progress - AECOM appointed for consultancy support for project. Feasibility study in draft – to be	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				presented to future S&E Committee.	
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020					
NS/243/2020	Notice of Motion – Green New Deal Strategy	Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change.	S Murphy	Response received from DAERA Minister and considered by NS Committee. Scoping of the issues delayed by on-going COVID-19 pandemic.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021					
NS/062/2021	Feasibility study for EV infrastructure at	Agreed to note the content of the report and to approve the recommendation that a	K Scullion	In Progress - AECOM appointed	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	the Council's Depots	<p>Business Case be prepared which examined the investment and benefits of the EV charging system, together with costings.</p> <p>It was further agreed as part of the Business Case, that officials consider the need for a generator at the proposed sites, in the event of an interruption to electricity supply.</p> <p>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</p>		to help deliver Business Case.	
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021					
NS/089/2021	Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at	Agreed to note the content of the report and associated Business Cases and accept the conclusion of the Business Cases that Option 3 from each be chosen as the preferred	K Scullion	Tender was issued but preferred bidder was not established. Tender to be reissued.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	various locations District wide	option. This would see the procurement of an industrial tractor and a side arm flail.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING WEDNESDAY 18 AUGUST 2021					
NS/125/2021	Distribution of compostable food bags and food waste caddy bins	Agreed to that Officers explore the feasibility of deploying brown bins to residents of high-rise buildings, who were not previously provided with these, and a report be brought back to the next Committee Meeting.	S Murphy	Report to be presented at future committee meeting	N
NS/127/2021	Enforcement Improvement Plan	Agreed to note the content of this report. Agreed that officers prepare a report for the next Committee Meeting on options for future staffing levels to improve the enforcement service, including the possibility of supplementing the service with a contractor on a short-term basis.	S Murphy	Report to be presented at future committee meeting	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
				Signage available, erected as required.	
NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021					
NS/137/2021	Translink proposed programme – Bus Shelters in Council area	To approve Option 2 – to delay installation of a bus shelter in Burren pending outcome of Translink’s deliberations in October / November 2021 with the option to reconsider this position if Translink were deemed to be making limited progress in providing the bus shelter in Burren.	K Scullion	Noted	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 19 OCTOBER 2021					
NS/150/2021	Report re: Social Enterprise Partnership Offer – Planting Trees on Council Land	a) Council seek through an expression of interest exercise, to form a partnership with a not for profit organisation who would link Council with individuals who wish to have a tree or trees, planted on Council designated land. The agreement to be for an initial two-year period and may be extended for a further two years subject to Council approval.	K Scullion	Update report provided to S&E Committee Meeting January 2023.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>b) Officers to determine suitable sites and tree species for the scheme.</p> <p>c) Any agreement to be formalised through a Licence Agreement drawn up by Council Legal Advisors.</p>			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 26 JANUARY 2022					
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>	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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.			
NS/005/2022	Estates Management and Security Audit Findings	Agreed to approve the Estates Management and Security Action Plan and agree to quarterly updates being provided to the Committee on the implementation status of the Plan	K Scullion	In Progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 FEBRUARY 2022					
NS/015/2022	Revision of Facility Management and Maintenance Department charges for financial year 2022/2023	Agreed to recommend adoption of the Facility Management and Maintenance Department charges as set out in Appendix 1, circulated at the meeting, for the financial year 2022/23. Also agreed that officers consider the 3 scenarios referred to by	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Councillor Andrews i.e. if administration fees charged for headstone erections could be waived for under-18 burials along with the administration fees for post 3.00 pm burial times and cremation charges and that a report be brought back to the Neighbourhood Services Committee for consideration.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 MARCH 2022					
NS/031/2022	Grounds Maintenance – Six Month Review and six-month Programme	Agreed to approve the proposed actions within the report (Sections 2.1 to 2.3 and Appendix 1). Also agreed officials investigate the history of the removal and continued spraying of hogweed by the legacy Council at Carnmeen Park/Rossmara Park/Mourne Drive Warrenpoint and report back to the Committee on how this recurring problem would be dealt with going forward.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/039/2022	Business Case for replacement of mini excavator and dumper	Agreed to note the content of this report and associated Business Case and accept the conclusion of the Business Case to proceed to tender to procure a replacement mini excavator and dumper.	K Scullion	Tender with Council Procurement Section for issue.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2022					
NS/048/2022	Update on the development of the Council's Tree Strategy	Agreed to note the contents of the report and approve the presentation of the draft Tree Strategy to the Neighbourhood Services Working Group in May 2022 along with a review of progress in the Council achieving a cessation in the use of herbicides containing glyphosate.	K Scullion	In progress	N
NS/049/2022	Applications for bus shelters in Crossgar and Killyleagh	To note the contents of the report. Agree to the recommendations in Appendix 1 for the erection of a bus shelter at Cross Street Killyleagh and the relocation of	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>promote the importance of recycling food waste.</p> <ol style="list-style-type: none"> 1. Publication of new collection calendars 2. Issuing of 'No food waste' stickers for placement on black bins 3. Distribution of 100 new/replacement food caddies through Elected Representatives 4. Issue of 10 food waste caddies to primary schools on request. (Max distribution 1000 caddies), to further promote food waste recycling in the home, as per previous Council decision. <p>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.</p>		<p>Complete</p> <p>In progress</p> <p>Complete</p> <p>In progress</p> <p>In progress</p>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/057/2022	Various issues concerning the Events Space Kilkeel	Note the contents of the report. 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.	K Scullion	In progress	N
NS/059/2022	Business Case for the removal of leachate from closed landfill sites	Agreed to approve the business case for the removal and transport of leachate from Drumanakelly, Aughnagun and Croreagh closed landfill sites to a licensed treatment plant.	S Murphy	In progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 18 MAY 2022					
NS/076/2022	Contract for the transport of Mixed Dry Recyclable Waste	Agreed to approve that the contract for the receipt, storage, transfer and haulage of the Council's Mixed Dry Recyclables (MDR) waste be extended with the Council's current contractor from the 10 September	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		2022 for one year.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 JUNE 2022					
NS/090/2022	Portable toilet trial as part of Council public toilet provision	<p>Agreed that officials meet with representatives of Newcastle Yacht Club to discuss the potential of an SLA to enable the provision of shared public toilet facilities at their Club premises.</p> <p>Officials consider a request to investigate if there was adequate litter/dog fouling bins along the Greenway.</p>	K Scullion	In progress	N
NS/091/2022	Enforcement Improvement Plan Update	<p>Agreed to note the content of this update report and to agree review of key actions from the Enforcement Improvement Plan to be incorporated into a timebound programme of work for 2022/23 and annually thereafter.</p> <p>Test case footpaths – small footpath leading to WIN – officers</p>	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		to examine this area for dog fouling.			
NS/092/2022	Business Case – to support the implementation of the Public Toilet Strategy	<p>To note contents of this report.</p> <p>Approve the recommendation within the Business Case for the provision of consultancy support to deliver on the objectives of the Public Toilet Strategy. Option 2 will see the appointment of the Councils nominated contractor under the SCAPE Framework to provide identified consultancy support and associated investigatory work up to the delivery of an economic appraisal</p>	K Scullion	AECOM appointed to complete Economic Appraisal.	N
NS/093/2022	Business Case for the provision of maintenance services for the Council's Public Toilets	<p>Note the content of the report and associated Business Case.</p> <p>Approve the recommendation within the Business Case for provision of maintenance services for Council's Public Toilets – Option 3 is chosen. Option 3 will see the appointment of a suitably</p>	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		qualified contractor to provide routine maintenance and provide break down cover for the Council Public Toilet Service which cannot be addressed by its own in-house maintenance team.			
NS/094/2022	Business Case for Annual Fixed Electrical Wiring and Emergency Lighting Testing	Note the content of the report and associated Business Case. Accept the conclusion of the Business Case that Option 2 is chosen as the preferred option. Option 2 will see the appointment, through a tender process, of a competent electrical contractor who will undertake these annual tests and where required, agreed remedial works to supplement in-house provision.	K Scullion	In progress	N
NS/095/2022	Business Case – provision of Bi-annual service of oil fired boilers and emergency breakdown cover for Council properties	Note the content of the report and associated Business Case. Approve the recommendation within the Business Case for provision of maintenance services	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>for Council's oil-fired boilers – Option 3 is chosen.</p> <p>Option 3 will see the appointment of a suitably qualified contractor to provide biannual servicing of Council oil fired boilers, emergency breakdown cover and minor capital works.</p>			
NS/097/2022	Request to sub-lease the Bog Road Amenity Site, Forkhill	<p>Agreed to Officers entering discussions with Trustees of a named Charitable Trust and the third-party commercial operator concerning the Council's lease of lands known as the Bog Road Amenity Area. A further report to be provided to the SP&R Committee on options available once these initial discussions have concluded.</p>	K Scullion	Complete – Update report provided to S&E Committee December 2022.	Y
NS/098/2022	Business Case for Marine Services covering Council harbours and navigational aids	<p>Note the content of the report and associated Business Case.</p> <p>Approve the recommendation within the Business Case for</p>	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		maintenance of the Council's LAtNs and other marine services works – Option 3 is chosen. Option 3 will see the appointment of a suitably qualified marine services engineering contractor to undertake maintenance of the Council's LAtNs, other marine services works and inspections.			
NS/100/2022	Facilities Management and Maintenance Procurement Action Plan	Approve an extension to the Facilities Management & Maintenance Procurement Action Plan to the 31st December 2022. Note that services will continue "out of contract" until new contracts are awarded and regularised.	K Scullion	Update report provided to S&E Committee December 2022.	Y
NS/101/2022	Waste Management Procurement Action Plan	Approve the progress update report. Approve an extension to the Waste Management Procurement Action Plan to the 31st December 2022.	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Note that services will continue "out of contract" until new contracts are awarded and regularised.</p> <p>Note procurement update concluding issues previously highlighted.</p>			
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 17 AUGUST 2022					
SE/119/2022	Business Case – replacement of 4x4 vehicles for closed landfill sites	Agreed to approve the Business Case as per Appendix 1, for the replacement of one Four Wheel Drive Vehicle for use by the Waste Processing section to access and service closed landfill sites across Newry Mourne and Down District Council area.	S Murphy	In progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 20 SEPTEMBER 2022					
SE/130/2022	Household Recycling Centre Usage and Access Policy	Agreed to proceed with Option 3 contained within the Report dated 20 September 2022 as follows:	S Murphy	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Option 3: Introduce an online booking system to allow access by residents disposing of household waste in to vehicles greater than 1.95 metres high across the sites.</p> <p>Develop and introduce an online booking system to allow access by commercial users disposing of commercial waste in any vehicles greater than 1.95 metres high across the sites. Future options for weighing commercial waste at sites to be considered to better manage cost recovery. Review current charging structure for commercial waste to be accepted at designated HRSs in light of significant increase in waste disposal costs to Council.</p>			
SE/131/2022	Business Case – Driver CPC Training and Assessments and Loader training	Agreed to approve the Business Case as per Appendix 1, for the procurement of driver training including Driver CPC, induction and refresher training and assessment	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 18 OCTOBER 2022					
SE/140/2022	Vegetation growth with Aughrim (Little River) at the Events Space Kilkeel	Agree to Council organising a consultation with all relevant stakeholders on the findings of the report. Consultation to include Mourne DEA Councillors; Kilkeel Development Association; landowners adjacent to this section of the river; DFI Rivers Agency and Inland Fisheries. The purpose of the consultation would be to seek to agree a preferred option and agreement on a way forward.	K Scullion	In progress	N
SE/142/2022	Update on Cleansing Workshop	Agreed to approve the report of the Elected Member District Cleansing Workshop held on 5 October 2022.	S Murphy	In progress	N
SE/143/2022	Notice of Motion – revenue from EU Charging Infrastructure	Agreed to endorse the recommendation made at the Strategic Finance Working Group Meeting of 16 June 2022 as set	A Cassells	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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.			
SE/144/2022	Proposed Phase 2 extension to Kilbroney Municipal Cemetery	Agreed to note the content of the report and to proceed with Option 2 for the Phase 2 development of Kilbroney Municipal Cemetery. Option 2 would include refurbishment works to the existing cemetery site and an extension to the cemetery (circa 208 burial plots) in line with current planning approval. It was also agreed to bring forward a proposal for lights for Phase 1 and 2 and the compound once planning had been approved.	K Scullion	In progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE WEDNESDAY 23 NOVEMBER 2022					
	<i>SE/147/2022 – Clock at St. Mary's</i>	In response to a request for an update from Councillor Taylor, Mr	K Scullion		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	<i>Parish Church, Newry</i>	Scullion advised officers needed to consult with representatives from St. Mary's Church, Newry, to ascertain what input the Council previously had in terms of maintenance of this clock and a report would be brought back to Committee once these discussions had been held.			
END					