



September 16th, 2022

Notice Of Meeting

You are invited to attend the Sustainability and Environment Committee Meeting to be held on **Tuesday, 20th September 2022 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 Casey
- Councillor W Clarke
- Councillor D Curran
- Councillor A Finnegan
- Councillor G Malone
- Councillor K McKevitt
- Councillor A McMurray
- Councillor D Murphy
- Councillor K Owen
- Councillor G Stokes
- Councillor D Taylor
- Councillor M Ruane
- Councillor J Tinnelly

Agenda

1.0 Apologies and Chairperson's remarks.

- Apologies Cllr. Taylor

2.0 Declarations of “Conflict of Interest”.

3.0 Action Sheet of the Sustainability and Environment Committee Meeting held on 17 August 2022. (Attached).

📄 *SE Action Sheet - 17 August 2022.pdf*

Page 1

Waste Management

4.0 Fleet Replacement Programme Update. (Attached)

📄 *SE Committee - Fleet Replacement Programme Update.pdf*

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5.0 Household Recycling Centre Usage and Access Policy. (Attached).

📄 *SE Committee Report - Household Recycling Centre Usage and Access Policy 20.09.22 final.pdf*

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Exempt Information Items

6.0 Business Case for Driver and Loader Training. (To follow)

This item is deemed to be restricted by virtue of 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.

For Noting - Exempt Information Items

7.0 ARC21 JC Members' Bulletin (Attached).

This item is deemed to be restricted by virtue of 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 - 25August22-JC MembersBulletin.pdf*

Not included

8.0 ARC21 JC Meeting in Committee. (Attached)

This item is deemed to be restricted by virtue of 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 - 25August22-Item7-JC In Comm Mins.30June22.F.pdf*

Not included

For Noting

9.0 ARC21 JC Meeting of 30 June 2022. (Attached).

 *ARC21-25August22-Item3-JC Mins 30June22.F.pdf*

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10.0 Review of summer cleansing arrangements. (Attached).

 *SE Committee Report - Review of 2022 Summer Season Cleansing 20 09 22.pdf*

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11.0 Historical Action Sheet (Attached)

 *SE Historic Actions Tracker Sheet (updated September 2022) (002).pdf*

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ACTION SHEET ARISING FROM SE MEETING HELD ON WEDNESDAY 17 AUGUST 2022

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/115/2022	Monthly Action Sheet	Action Sheet of the Neighbourhood Services Committee Meeting held on 23 June 2022 be noted and actions removed as marked.	DSO		Y
NOTICE OF MOTION					
SE/116/2022	Height restriction barriers into Civic Amenity Sites	It was agreed Council officers examine options regarding height restrictions at Council Amenity sites and report back with recommendations to the next meeting of the Sustainability & Environment Committee to be held on Tuesday 20 September 2022.	S Murphy	Report to be presented to SE Committee	Y
SUSTAINABILITY AND ENVIRONMENT DIRECTORATE					
SE/117/2022	Quarterly provisional estimates January – March 2022	Agreed to note Northern Ireland Statistics and Research Agency (NISRA) Northern Ireland Local Authority Collected Municipal Waste Management Statistics – quarterly	A Cassells	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		provisional estimates for January to March 2022.			
WASTE MANAGEMENT					
SE/118/2022	Chewing Gum Clean Up Fund	Agreed to note the Report and nominate Councillor Andrews as an Ambassador to champion the fund.	S Murphy	Noted	Y
IN CLOSED SESSION					
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
SE/120/2022	Contract Extensions – Neighbourhood Services Action Plan	Agreed to note the contents of Report dated 17 August 2022 from Ms S Murphy (Acting) Assistant Director Waste Management, regarding contract extensions as identified in the Neighbourhood Services Contract Action Plan.		Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/121/2022	Arc21 Joint Committee Members' Monthly Bulletin dated 30 June 2022	Agreed to note this bulletin.		Noted	Y
SE/122/2022	Special Arc21 Joint Committee Meeting in Committee Minutes of 26 May 2022	Agreed to note these Minutes		Noted	Y
FOR NOTING					
SE/123/2022	Action Sheet – NS Working Group Meeting – 8 August 2022	Agreed to note the above Action Sheet		Noted	Y
SE/124/2022	Arc21 JC Minutes – 26 May 2022	Agreed to mark this correspondence noted.		Noted	Y
NS/125/2022	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.		Noted	Y
END					

Report to:	Sustainability and Environment Committee
Date of Meeting:	22 September 2022
Subject:	Fleet Replacement Programme Update
Reporting Officer:	Sinead Murphy, Acting Assistant Director Waste Management
Contact Officers:	Sinead Murphy, Acting Assistant Director Waste Management

For Decision	For Noting Only	X																																								
1.0	Purpose & Background																																									
1.1	The purpose of this report is to provide an update to members on the progress made to deliver new vehicles through the Fleet Replacement programme and the disposal of replaced vehicles.																																									
2.0	Key Issues																																									
2.1	<p>Following initial business case approval and procurement through the Yorkshire Purchasing Organisation (YPO) Framework, orders were placed with preferred suppliers in April 2022 for 73 vehicles identified as requiring priority replacement by 31st March 2023.</p> <p>Orders, by YPO Tender Lot, for vehicle to be replaced with estimated delivery time is detailed in Appendix 1 and is summarised in the table below. From the point of order estimated delivery ranged from 16 to 78 weeks. Three sweepers have been delivered to Greenbank depot. For some vehicles, delivery dates have been brought forward, with expected delivery for two 26T and four 32T Refuse Collection Vehicles in early November 2022.</p> <table border="1"> <thead> <tr> <th>Lot</th> <th>Vehicle Type</th> <th>Number</th> <th>Estimated Delivery</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3.5T Medium Chassis Vehicles</td> <td>7</td> <td>47 weeks</td> </tr> <tr> <td>2</td> <td>5/6T Medium Chassis Vehicles</td> <td>24</td> <td>56-78 weeks</td> </tr> <tr> <td rowspan="3">3</td> <td>12T Refuse Collection Vehicles</td> <td>7</td> <td>28-56 weeks</td> </tr> <tr> <td>26T Refuse Collection Vehicles</td> <td>19</td> <td>4 Nov 22 – 3 Mar 23</td> </tr> <tr> <td>32T Refuse Collection Vehicles</td> <td>4</td> <td>w/c 7 Nov 22</td> </tr> <tr> <td>4</td> <td>7.5T Beavertail Vehicles</td> <td>2</td> <td>59 weeks</td> </tr> <tr> <td rowspan="4">5</td> <td>Compact 2.5T Sweeper vehicles</td> <td>1</td> <td>Delivered</td> </tr> <tr> <td>4.5T Sweeper vehicles</td> <td>2</td> <td>Delivered</td> </tr> <tr> <td>7.5T Sweeper vehicles</td> <td>3</td> <td>52 weeks</td> </tr> <tr> <td>12T Sweeper vehicles</td> <td>3</td> <td>52 weeks</td> </tr> </tbody> </table>			Lot	Vehicle Type	Number	Estimated Delivery	1	3.5T Medium Chassis Vehicles	7	47 weeks	2	5/6T Medium Chassis Vehicles	24	56-78 weeks	3	12T Refuse Collection Vehicles	7	28-56 weeks	26T Refuse Collection Vehicles	19	4 Nov 22 – 3 Mar 23	32T Refuse Collection Vehicles	4	w/c 7 Nov 22	4	7.5T Beavertail Vehicles	2	59 weeks	5	Compact 2.5T Sweeper vehicles	1	Delivered	4.5T Sweeper vehicles	2	Delivered	7.5T Sweeper vehicles	3	52 weeks	12T Sweeper vehicles	3	52 weeks
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	6	Mule Vehicles	2	No returns
	No tender returns were received for the mule vehicles. An alternative competition will commence for the procurement of these vehicles.			
2.3	Following business case approval at the April 2022 NS Committee meeting, the procurement of three Hook Lift vehicles through the preferred Yorkshire Purchasing Organisation (YPO) Framework has commenced, with tender evaluation recently concluded. It is anticipated orders will be placed by 30 September 2022.			
2.4	<p>Work is continuing in identifying the next set of vehicles that are in excess of their economic life; of the 40 vehicles identified to date approximately half are small vans. Specifications have been drafted for the small vans to be procured with either diesel or electric as the main power source. The exact number of each is still being determined. Appropriate Business Cases will be brought to the Neighbourhood Services Committee for approval in due course.</p> <p>Ultimately the objective is to ensure on an ongoing basis that the Councils Fleet is maintained in good condition and that capital expenditure is equalised out over the life of the Fleet Replacement Programme.</p>			
2.5	<p>In line with the council's asset disposal procedure, some 19 vehicles beyond economic repair were disposed of via a contractor, with scrap metal value to be accrued to the capital budget.</p> <p>4.5T sweeper, HXZ 2738, has been re-allocated from the Greenbank depot to the Strangford Road depot pending the conclusion of the District Cleansing review.</p>			
3.0	Recommendations			
3.1	Members are asked to note the contents of the report.			
4.0	<u>Resource Implications</u>			
4.1	No additional resources are associated with this report.			
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>			
	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations			<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	Proposal initiating consultation	
	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>	
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"/>
8.0	Appendices	
8.1	Appendix 1 – Vehicle Replacement Schedule	
9.0	Background Documents	
9.1	None	

Appendix 1 – Vehicle Replacement Schedule

YPO Tenders (Bundle/Lot)	REG NO.	MAKE & MODEL	YEAR OF REG.	Anticipated replacement (weeks/date)
1_1	OJZ 1647	Ford Transit NW 350	2008	47
1_1	OJZ 1648	Ford Transit NW 350	2008	47
1_1	VKZ 7681	*Renault Traffic SWB S127dci	2008	47
1_2	MJZ 3134	crew cab cage tipper	2007	47
1_3	UJZ 6403	Iveco Daily 35S11	2013	47
1_3	MJZ 3135	Iveco Daily Med Van	2007	47
1_3	FJZ 7713	DAF Tipper	2003	47
1_3	*Perm hire	Luton body van	-	47
1_4	LJZ 1811	*Iveco Daily 35C12CH	2006	47
2_1	IJZ 5494	Iveco Daily Model 50C13	2005	78
2_1	OJZ 1328	Iveco Daily Model 50c 15	2008	78
2_1	WJZ 3007	Iveco Crew Cab	2014	78
2_1	WJZ 3008	Iveco Crew Cab	2014	78
2_1	WJZ 3009	Iveco Crew Cab	2014	78
2_1	WJZ 3011	Iveco Crew Cab	2014	78
2_1	FJZ 7762	Iveco Daily C-Cab Tipper 50C13	2003	78
2_1	OJZ 3864	Iveco 5T Tipper Crew - Grounds	2008	78
2_1	PJZ 1602	Iveco 5T Tipper Crew - Grounds	2009	78
2_1	GJZ 8700	Iveco daily crew cab	2004	78
2_1	IJZ 5046	Iveco daily crew cab 35C15	2005	78
2_2	IJZ 5499	Iveco Daily Model 50C13	2005	70
2_2	MJZ 6989	Iveco Guigaro Chassis Cab with Dropside body	2007	70
2_2	MJZ 6990	Iveco Guigaro Chassis Cab with Dropside body	2007	70
2_2	GJZ 7350	Iveco Daily Crew Cab	2004	70
2_2	OJZ 3865	Iveco 5T Crewcab	2008	70
2_2	OJZ 3866	Iveco 5T Crewcab + HIAB	2008	70
2_3	PJZ 4062	Crew Cage Litter	2009	56
2_4	PJZ 4063	Crew Cage Litter	2009	61
2_4	VJZ 5189	Crew Cage Litter	2014	61
2_4	OJZ 7183	Renault Mascot ISO DXI	2008	61
2_5	HJZ 6372	Iveco 5T Beavetail - Grounds	2004	61
2_5	LJZ 1812	Iveco 5T Beavetail - Grounds	2006	61
2_5	PJZ 4061	Iveco 5T Beavetail	2009	61
3_1	JXZ 3328	ISUZU Macpack	2016	50
3_1	KXZ 3519	Isuzu Macpack	2017	50
3_1	UJZ 3578	Isuzu Macpac rvc	2012	50
3_1	VJZ 9083	Isuzu Macpac	2014	50

3_1	SJZ 4061	Iveco Flat Back rvc	2011	50
3_1	TJZ 7520	Farid Body on DAF	2012	50
3_1	*Perm hire	Compact RCV	-	50
3_2	BV58 OUK	Mercedes RVC	2008	w/c 7 Nov 2022
3_2	NJZ 5187	Mercedes - RCV	2008	w/c 17 Nov 2022
3_2	PJZ 2755	Mercedes - RCV	2009	w/c 9 Jan 2023
3_2	RJZ 7101	Mercedes Econic	2010	w/c 16 Jan 2023
3_2	SHZ 6053	Mercedes - RCV	2014	w/c 16 Jan 2023
3_2	SJZ 3403	Mercedes - RCV	2011	w/c 16 Jan 2023
3_2	SJZ 3488	Mercedes - RCV	2011	w/c 16 Jan 2023
3_2	SJZ 4057	Dennis Elite EURO 5	2011	w/c 6 Feb 2023
3_2	SJZ 4058	Dennis Elite EURO 5	2011	w/c 6 Feb 2023
3_2	TJZ 6559	Dennis Elite EURO 5	2012	w/c 6 Feb 2023
3_2	UJZ 5984	Mercedes - RCV	2013	w/c 6 Feb 2023
3_2	UJZ 5985	Mercedes - RCV	2013	w/c 20 Feb 2023
3_2	VJZ 5742	DENNIS ELITE	2013	w/c 20 Feb 2023
3_2	VJZ 5743	DENNIS ELITE	2013	w/c 27 Feb 2023
3_2	WJZ 3917	Mercedes - RCV	2014	w/c 27 Feb 2023
3_2	WJZ 9922	26T Mercedes Benz Econic	2015	w/c 27 Feb 2023
3_2	WJZ 9923	26T Mercedes Benz Econic	2015	w/c 27 Feb 2023
3_2	WJZ 9924	26T Mercedes Benz Econic	2015	w/c 6 Mar 2023
3_2	WJZ 9925	26T Mercedes Benz Econic	2015	w/c 6 Mar 2023
3_3	WJZ 9921	26T Mercedes Benz Econic**	2015	w/c 7 Nov 2022
3_3	MJZ 5708	Mercedes Econic with Phoenix Body	2007	w/c 7 Nov 2022
3_3	UJZ 7894	Mercedes Benz Econic	2013	w/c 7 Nov 2022
3_3	VJZ 9349	Dennis Elite RCV	2014	w/c 7 Nov 2022
4_1	TFZ 2261	Iveco Daily 50c15 Crew Cab	2014	59
4_1	MJZ 3133	Iveco 5T Crewcab + HIAB	2007	59
5_1	HXZ 2738	Hako Citymaster HC 1250	2015	Delivered
5_2	VJZ 7682	Schmidt Swingo Compact Road Sweeper	2014	Delivered
5_2	VJZ 7683	Schmidt Swingo Compact Road Sweeper	2014	Delivered
5_3	HXZ 4195	Johnston Sweeper	2015	52
5_3	SJZ 5903	Mechanical Road Sweeping Vehicle	2011	52
5_3	NFZ 4837	Johnson GX201	2013	52
5_4	SJZ 4065	Dual Sweep Street Cleansing Vehicle	2011	52
5_4	TJZ 4916	Jonston Dual Sweep DAF LF	2012	52
5_4	MJZ8378	Scrab Sweeper	2007	52

Key:

* Permanent Hires

**Insurance write off due to Road Traffic Accident

Report to:	Sustainability and Environment Committee
Date of Meeting:	20 September 2022
Subject:	Household Recycling Centre Usage and Access Policy
Reporting Officer (Including Job Title):	Sinead Murphy, (Acting) Assistant Director Waste Management
Contact Officer (Including Job Title):	Liam Dinsmore, Head of Waste Processing and Enforcement

For decision	X	For noting only	
1.0			Purpose and Background
1.1			A motion of notice regarding height restrictions at amenity sites was tabled at the Sustainability and Environment Committee Meeting of 17 August 2022, with an agreed action for Council officers to examine options regarding height restrictions at Council Household Recycling Centres (HRCs) and report back with recommendations to the next meeting. The purpose of this paper is to present the options available to SE Committee.
1.2			<p>At the August 2019 meeting of the Neighbourhood Services Committee, a number of policies governing access to and the usage of the Council's HRCs were agreed with the primary purpose of standardising waste acceptances at all ten HRC sites across the District and reducing the amount of (non-recyclable) residual waste being receipted and processed through the facilities.</p> <p>The policies included restriction of access to vehicles greater than 1.95 metres high and 3.5 Tonnes GVW at non-commercial HRCs, with vans less than 1.95m high and 3.5 Tonnes GVW to be managed via a permit system and no access for horseboxes and high side trailers. The policy also gave access to vehicles greater than 1.95 metres high and 3.5 Tonnes GVW at non-commercial HRCs also to be managed via a permit system charges at agreed rates.</p> <p>The implementation of a permit system was delayed due to the Covid-19 pandemic and as part of the control measures implemented cash handling ceased at sites. Therefore, chargeable commercial waste is currently not accepted at HRC sites, while recyclable materials such as cardboard are freely accepted.</p>
2.0			Key Issues
2.1			<p>At the August 2022 SE Committee meeting, members reported a number of issues linked with the closure of the height restriction barriers including:</p> <ol style="list-style-type: none"> 1. Access by disabled vehicle users, 2. Residents not being able to access HRC sites in vehicles greater than 1.95 metres high to dispose of domestic waste 3. Implementation of system to accept Commercial waste. <p>Clarification was provided at the meeting that disabled vehicle users are to be provided with access to the sites at any time during opening hours by presenting their Blue badge.</p>

	<p>A bulky waste collection service is also available to assist local householders with the removal of up to five bulky waste items that cannot be deposited in their standard black bin at a charge of *£10.90. This service must be booked in advance with the Council.</p> <p>The opening hours of HRC sites are currently under review. It is anticipated that this review will be concluded, and a report brought to committee for approval in quarter 3 2022/23.</p> <p>* Waste Management Scale of Charges 2022/2023</p> <p>In the quarter April-June 2022, Wastes received at HRC sites accounted for 24% of wastes received from all sources within the District. Council currently has a recycling rate at approx. 50%, with statutory target of 65% by 2035 with interim targets of 55% by 2025 and 60% by 2030.</p> <p>To achieve this target Council must critically review all waste management issues that can impact on recycling rates.</p>
2.2	<p>The following options have been considered regarding the height restrictions at Council HRC sites:</p> <p>Option 1:</p> <ul style="list-style-type: none"> • No change. <p>Option 2:</p> <ul style="list-style-type: none"> • Introduce an online booking system to allow access by residents disposing of household waste in vehicles greater than 1.95 metres high across the sites. • No change for commercial users of sites, access for recyclable commercial waste only in vehicles less than 1.95 metres high across the sites. <p>Option 3:</p> <ul style="list-style-type: none"> • 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. • 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 HRCs in light of significant increase in waste disposal costs to council. <p>Charges for acceptance of Commercial waste approved by NS Committee in March 2022 for 2022/23 are outlined in Appendix 1. It is recommended that these are extended to the third designated commercial HRC site at Downpatrick.</p>
2.3	<p><u>Options appraisal:</u></p> <p>Option 1:</p> <ul style="list-style-type: none"> • Not meeting needs of some residents. Positive impact on recycle rates. <p>Option 2:</p> <ul style="list-style-type: none"> • This option will meet the needs of residents by granting access by residents disposing of household waste in vehicles greater than 1.95 metres high across the

	<p>sites at specific pre-booked dates and times. IT development has been initiated with a pilot system anticipated to be available from week commencing 10 October 2022. This option presents a risk of increased volumes of unsorted recyclable waste impacting recycling rates and disposal costs and increase of abuse to staff through required interactions with site users.</p> <ul style="list-style-type: none"> • No change for commercial users of sites, access for recyclable commercial waste only in vehicles less than 1.95 metres high across the sites. <p>Option 3:</p> <ul style="list-style-type: none"> • Same as Option 2 for residents disposing of household waste in vehicles greater than 1.95 metres high across the sites. • 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. Payment options under consideration and subject to technological solutions available. <p><u>Preferred Option:</u> Option 3</p>
2.4	<p>A key consideration for successful recycling at the HRC sites is the vital interaction and direction by staff to site users to educate and encourage separation of waste streams to meet statutory recycling targets and reduce costs, ultimately to the ratepayer, for waste processing and disposal.</p> <p>Staff carrying out this role are often subjected to abuse by site users. Continued support by Elected Members to staff at HRC sites challenging users to separate and recycle their waste will assist in eradicating this behaviour.</p> <p>Significant marketing and publicity for recycling is required to promote sites as centres for recycling excellence.</p>
2.5	<p>A review of Council waste collection policies, including refuse collection and accepted wastes at HRC sites and permitted conditions of usage, is due to be undertaken. This review will consolidate all waste collection policies and will be presented to committee for approval.</p>
3.0	Recommendations
	<p>Members are asked to approve:</p> <ol style="list-style-type: none"> 1. Option 3: <ul style="list-style-type: none"> • 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. • 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 HRCs in light of significant increase in waste disposal costs to council. 2. Extension of charges for acceptance of Commercial waste to the designated commercial HRC site at Downpatrick.

4.0	Resource implications
4.1	No additional financial resource implications apply above staff resource for IT development, staff training, implementation and promotion of the system.
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><i>n/a</i> <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> <p><i>n/a</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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p>

	Rural Needs Impact Assessment completed <input checked="" type="checkbox"/>
7.0	Appendices
	Appendix 1 - HRC Commercial Charges (Camlough & Kilkeel Sites only)
8.0	Background Documents
	https://www.newrymournedown.org/bulky-collection-service

Appendix 1

***HRC Commercial Charges (Camlough & Kilkeel Sites only)**

Quantity of Waste	2022/2023
Car Boot	6.83
Car Full	31.60
Small van up to 1.5 GVW	31.60
Small trailer up to 2 x 1.5 1.5 m	31.60
Large van assumed weight 0.84 tonne	97.90
Large trailer (twin axel)	97.90
Commercial recyclable waste (max 6 x bags or equivalent)	FREE
Car Tyre (No commercial tyres accepted) per tyre (max x 4)	1.63

ITEM 3
ARC21 JOINT COMMITTEE
Virtual Meeting No 71
MINUTES
Thursday 30 June 2022

Members Present:

Councillor R Kinnear	Antrim & Newtownabbey Borough Council
Alderman R Gibson	Ards & North Down Borough Council
Alderman A Carson	Ards & North Down Borough Council
Alderman A McDowell	Ards & North Down Borough Council
Councillor F Ferguson	Belfast City Council
Alderman D Drysdale (<i>Chair</i>)	Lisburn & Castlereagh City Council
Councillor M Gregg	Lisburn & Castlereagh City Council
Alderman R Cherry	Mid & East Antrim Borough Council
Councillor I Friary	Mid & East Antrim Borough Council
Councillor D Reid	Mid & East Antrim Borough Council
Councillor K Owen	Newry, Mourne & Down District Council
Councillor R Burgess	Newry, Mourne & Down District Council

Members' Apologies:

Councillor M Goodman (<i>Deputy Chair</i>)	Antrim & Newtownabbey Borough Council
Councillor A Bennington	Antrim & Newtownabbey Borough Council
Councillor JJ Magee	Belfast City Council
Councillor S Lee	Lisburn & Castlereagh City Council
Councillor D Murphy	Newry, Mourne & Down District Council

Officers Present:

T Walker	arc21
K Boal	arc21
H Campbell	arc21
J Green	arc21
M Laverty	Antrim & Newtownabbey Borough Council
N Martin	Ards & North Down Borough Council
C Matthews	Belfast City Council
B Murray	Belfast City Council
H Moore	Lisburn & Castlereagh Borough Council
M Smith	Mid & East Antrim Borough Council
S Holgate	Mid & East Antrim Borough Council
S Murphy	Newry, Mourne & Down District Council

Officers' Apologies:

G Craig	arc21
G Girvan	Antrim & Newtownabbey Borough Council
D Lindsay	Ards & North Down Borough Council

Item 1 - Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement.

Action: Noted

Item 2 - Apologies

Apologies were noted.

Action: Noted

Item 3 - Minutes of Joint Committee Meeting 070 held on 26 May 2022

Following discussion, the Joint Committee approved the minutes of the Joint Committee meeting 070 held on 26 May 2022.

Action: Agreed

Item 4 - Matters Arising

There were no matters arising.

Action: Noted

Item 5 - Contracts & Operations Briefing Report

Service Status

Ms Boal advised that all contractors are continuing to work within their COVID-19 protocols and, in particular, arc21 officers are seeking to work with contractors to put back in place systems that enable drivers to sign for the loads that they deliver to the contractor facilities. She noted that one of the benefits during Covid was that councils were able to receive electronic copies of weighbridge tickets and arc21 officers hope to maintain this system from an administrative point of view as it worked well.

Performance

In terms of performance, Ms Boal advised that we are starting to see the number of deliveries significantly rise in terms of the organics as the weather improves and as a result the number of vehicles presenting as overweight is increasing, which arc21 officers are continuing to manage alongside the relevant contractors.

She noted that there were some performance failures mainly on the haulage contract in regard to providing accurate data to arc21, but these issues have now been resolved.

There were also some issues with capacity at bottle bank sites, and a couple of sites which did not have the 20% capacity available at all times. The contractors were notified of these incidences and sites were serviced accordingly.

Health & Safety

Ms Boal advised that there had been several Health & Safety incidents reported to arc21 by contractors and councils, including a number of raised hoppers which was prohibited. These incidents have been reported to council officers who were requested to liaise with their Health & Safety officers and operational managers, including those of external contractors on these critical matters to ensure that all drivers are appropriately trained and understand their obligations in relation to operating within site rules.

In terms of the incident at Bryson, she reported that arc21 had reviewed the CCTV footage and met with them to discuss the incident which could have had serious implications. arc21 officers raised concerns about the handling of the incident and understand that a full investigation was initiated. Bryson have reviewed internal processes and have made changes in relation to the reporting and investigation of near misses.

Rejected Loads - Organic Waste Contract

In terms of rejected loads she advised that there had been two into the organics' delivery sites and two into Bryson. Council officers have once again been requested to continue to review their protocols to ensure that systems are in place to monitor the complete emptying of vehicles before collecting another material stream.

arc21 Contract Tonnages

The contract tonnages were discussed in more detail in the market trend report.

Mullaghglass Landfill

Ms Boal reported on the future plans for restoration of the landfill site and noted that the details were now available on the Alpha website.

She noted that there had been two applications for Judicial Reviews in relation to the Mullaghglass Landfill site in regard to odour, and the outcomes were available on the Court website.

Supplies

A summary of the supplies contracts orders was presented and, as previously advised, she noted that councils were reminded to ensure that stock levels are monitored and order requests made well in advance of requirements.

Following discussion the Joint Committee noted the report.

Action: Noted

Item 6 - Waste Tonnage Trends

Ms Boal presented a report showing the tonnage comparisons for material processed through arc21 contracts over the last three financial years and noted that the trends are now starting to show some alignment to pre-Covid tonnage levels.

She noted that the landfill trend was similar to a couple of years ago with the impact of the combined MRF tonnages.

Further, she reported that the organics type 1, which is the material coming from the civic amenity sites, was still down which was probably more weather dependent, and the organics type 2 was similar to 2019/20 levels with some signs that it was returning to usual trends.

In terms of the street sweepings, Ms Boal noted that this service had suffered during Covid due to operational issues but tonnages collected through the contract are quite low and therefore any shift has a disproportionate impact upon trends.

Looking across the board at all of the contracts, at this stage in the financial year it does not look like there is a lot more similarity with previous trends as we come out of covid.

She reported that the second part of the report analyses of the current performance, using information from Waste Data Flow (unvalidated), against future landfill and recycling targets of the 10% landfill target and 70% recycling target which is in the Climate Act was now being undertaken.

In terms of the landfill target and as it stands at the moment, NM&DDC is the only council achieving this target as they are sending the majority of their residual material through a treatment process, but once we move into the DPS contract Ms Boal anticipates seeing all the figures go down. That would be a significant contribution to delivering the action needed by councils to achieve the 10% landfill target.

In terms of recycling, all councils have a significant way to go to reach 70% but this target is likely to apply to the whole of Northern Ireland and, at this stage, it is unclear whether it will directly translate to councils. As previously discussed at the June committee on the "Future of Recycling" paper for NI, officers were sceptical of the prospects of councils reaching the 70% target with the current level of priority, resources and support from DAERA.

Following discussion the Joint Committee noted the report.

Action: Noted

Item 7 - Market Prices

Ms Boal presented a report to provide the Joint Committee with an overview of market prices and trends for recyclates in the 2021/22 year.

She noted that the data has been taken from LetsRecycle to provide an overview of market prices in general for the key material streams collected through our contracts and presented to the market for processing into product.

In terms of revenue, she noted that this year past, arc21 had received a considerable uplift in terms of the value of the income generated. From the indicative trend (presented in the charts), she noted that there appeared to be momentum in this upward trajectory.

She advised that generally, the markets in which the arc21 material was sold were buoyant and a summary of the income share achieved through the mixed dry recyclable contract was included in the commercially sensitive report discussed later in the meeting.

Following discussion the Joint Committee noted the report.

Action: Noted

IN COMMITTEE

The Chair recommended that the meeting would now move "in committee" which was agreed.

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 five matters discussed.

Item 8 - Minutes of Joint Committee Meeting 070 held on 26 May 2022 'in committee'

Action: Agreed

Item 9 - Matters Arising

Action: Noted

Item 10 - Residual Waste Treatment Project

Action: Agreed

Item 11 - Commercially Sensitive Contract and Procurement Issues

Action: Agreed

Item 12 - HR Support Issues

Action: Agreed

OUT OF COMMITTEE

Item 13 - Consultation on Developing the UK Emissions Trading Scheme (UK ETS)

Mr Walker presented a report to advise the Joint Committee of a recent consultation on developing the UK Emissions Trading Scheme (UK ETS) which, for the first time, included waste to energy.

He noted that arc21 was cautiously welcoming of the requirements to deliver a serious transition to meet the net zero targets and address the climate breakdown issues, however, arc21 considered that the way it was drafted would impact badly on councils, particularly in relation to how they plan their financial arrangements as local authorities do not have a mechanism for passing on charges to householders, and budgets are set well in advance. Consequently, the proposals seemed to be weighted heavily to how businesses could work.

The commentary was that local authorities cannot pass on any new emissions trading scheme costs in a variable manner. Tonnages around waste from a local authority background are much more variable yet the budget lines are much more fixed.

The recommendation for the collective of local government across the UK was that as we have no ability to pass on the costs per se, the Department were requested to engage more fully with Defra, the Department of Housing and Department of Business to reflect on our comments and how it could work in practice from a local government perspective.

He advised that a response had been submitted by the deadline of 17 June endorsing the response which had been submitted by the Waste Network Chairs Group, of which he was a member, and recommended that the Joint Committee endorse this approach.

Following discussion the Joint Committee agreed to provide retrospective approval to the recommendation.

Action: Agreed

Item 14 - Audit Committee Meeting 20 June 2022 Report

Mr Walker presented a report to update the Committee on the issues presented to the Audit Committee at its meeting held on 20 June 2022.

This included a copy of the Executive summary of the meeting which provided an overview of the items that were discussed as well as the Audit Committee Annual Report which provide a summary to the Joint Committee of the key issues that have been considered and discussed by the Audit Committee during the 2021/22 financial year, the assurances received and the areas requiring attention.

Following discussion the Joint Committee noted the report.

Action: Noted

Item 15 - Financial Report for the year to March 2022

Mr Walker presented the Joint Committee with a summary of the financial results of the Joint Committee for the year to March 2022, for their information.

He noted that the final accounts, following certification by the Local Government Auditor, will be presented to the Joint Committee and this is expected to be around September / October 2022.

An extract from the Draft Statement of Accounts was appended to the report.

Following discussion the Joint Committee noted the report.

Action: Noted

Item 16 - Customer Survey

Ms Boal presented the results of the annual arc21 customer survey.

She advised that the participation in the survey this year was 20% compared with 16% in the previous year, with the breakdown between members and officers being at a similar level to last year. She noted that as the overall response was relatively low, the percentage change can look significant whilst reflecting one- or two-people's opinions. This potential to skew results should be noted and will be borne in mind when the internal review is being carried out.

She noted that the arc21 Senior Management Team will be considering the responses, review against last year survey responses and, in particular, consider the approach to the provision of additional information, and anything that will be implemented as a result of it will be reported at a future meeting.

Following discussion the Joint Committee noted the report.

Action: Noted

Item 17 - AOB

Mr Walker discussed the Joint Committee meetings and advised that the legislation for holding virtual ones expired in September and accordingly, as previously discussed, councils had been approached to see if they would be able to host a hybrid type meeting from September onwards and an update would be provided at the August meeting.

Action: Mr Walker

The Chair advised that an invite had been received from Antrim & Newtownabbey Borough Council for the Chair, Mr Walker and Mr Green to attend a council meeting on 25 July, and that he would report back at the August meeting.

He also noted that the Chair was interested in attending meetings at each of the other five councils to provide an outline of arc21 and its services and to take any questions, clarify issues etc. as arose.

Action: Noted

The Chair also advised that at the recent Audit Committee meeting there had been an issue with the number of members present and he welcomed any new members who may wish to volunteer to join the Committee and to advise either Mr Walker or himself accordingly.

Similarly, he welcomed any new recruits to the Sub Group.

Action: ALL

Item 18 - Next Virtual Meeting Thursday 25 August 2022

The Chair thanked everyone for attending and advised that the next Joint Committee meeting would be held as scheduled on Thursday 25 August 2022 commencing at 10.30am.

Action: Noted

Date: _____ **Chairman:** _____

Report to:	Sustainability and Environment Committee
Date of Meeting:	20 September 2022
Subject:	Review of 2022 Summer Season Cleansing
Reporting Officer:	Sinead Murphy, (Acting) Assistant Director Waste Management
Contact Officer:	David Hanna, Operations and Performance Manager

For Decision	For Noting only	X
1.0	Purpose and Background	
1.1	The purpose of this report is to update the SE Committee on Summer Cleansing undertaken during the 2022 Summer Season (April to September 2022).	
2.0	Key issues	
	<u>District Cleansing</u>	
2.1	<p>Cleansing plans were developed and implemented to maintain high standards of cleanliness, particularly in high profile tourist areas over the Summer period. Feedback was generally positive following very successful Easter, May Day and Platinum Jubilee holiday periods.</p> <p>Areas covered by the plans included: Newcastle, Warrenpoint and the Lecale coast, as well as hot-spots such as Bloody Bridge which experience the highest numbers of visitors in the Summer season and were been identified as requiring additional resources in this period. The District's two main settlements (Newry & Downpatrick) also had additional measures in-place. The Cranfield and Bloody Bridge areas were challenging at times but were well managed by the South Down teams.</p> <p>Increased resources were deployed for around public holidays when footfall traditionally increases. Additional litter bins were also deployed on a temporary basis at key locations to provide additional capacity.</p>	
2.2	<p>The plans utilised existing in-house resources to maintain normal cleansing schedules in the key areas. This was supplemented with seasonal resources to provide additional cleansing services in the evenings. At the following high peak times, additional crews were deployed:</p> <ul style="list-style-type: none"> • Easter week • May bank holiday weekends • July bank holidays week • August bank holiday weekend <p>A contractor will provided a deep clean in Newcastle, Downpatrick, Warrenpoint and Newry in July/August. This proved very successful in keeping the overall appearance of the area to a high standard. Additionally, we provided targeted pressure washes on pavement staining in Newcastle and Warrenpoint by our own mechanical sweepers.</p>	
2.3	<p>At the beginning of the summer major clean-ups, in partnership with community groups, were carried out in the following residential areas:</p> <ul style="list-style-type: none"> • Burrendale Park Newcastle • Meadowlands Downpatrick 	

	<ul style="list-style-type: none"> • Killyleagh Town Centre • Saul Street alleyways.
2.4	<p>Cleansing assistance was also provided to the following major festivals and events:</p> <ul style="list-style-type: none"> • Newcastle Pipe band championships July • 11th July Pageant Kilkeel • 12th July parades in Newry and Ballymartin • Strangford Festival • Killough Festival • Wake the Giant Festival Warrenpoint • Killyleagh festival • Eats and Beats festival Newcastle • Lislea community fun day • Hill Hanna Statue unveiling Kilkeel <p>Pre and post cleaning programmes were carried out at the above locations as required along with extra bin capacity to meet the needs of individual events. Staff were present at most of the larger events to maintain standards throughout the day and evening. Our teams received much praise for their efforts in supporting these events.</p>
	Enforcement
2.5	<p>These 2022 Summer Season Preparations were also supported by the deployment of Enforcement Officers who will engage with the public to educate and inform them of their responsibilities in preventing litter and dog fouling in the District, using enforcement action where necessary. There has been a year-on-year increase in the number of FPNs issued by Enforcement for related offences.</p>
3.0	Recommendations
3.1	<p>The SMT is asked to:</p> <ul style="list-style-type: none"> ▪ Note the contents of the Review of 2022 Summer Season Cleansing.
4.0	Resource implications
4.1	No additional resources are associated with this report.
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	<p>Due regard to Rural Needs (please tick all that apply)</p>
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	<p>Appendices</p>
7.1	<p>None</p>
8.0	<p>Background Documents</p>
8.1	<p>None</p>

NEIGHBOURHOOD 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 Stratgy.	N
NS/075/2019	Household Recycling Centres (HRC) Update	Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.	S Murphy	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/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.	N
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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021					
NS/062/2021	Feasibility study for EV infrastructure at the Council's Depots	<p>Agreed to note the content of the report and to approve the recommendation that a 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>	K Scullion	In Progress – In discussions with AECOM in relation to provision of consultancy support for project.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021					
NS/079/2021	Monthly Action Sheet	Mr Dinsmore said he had engaged with the owners and the restaurant	S Murphy	Ongoing	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Wind-blown litter at Damolly Retail Park	franchise and would now formalise the request that a green fence be erected at this location and that he continue to update Cllr. Casey on progress			
	Litter pickers for schools	The Sustainability Officer to advise Councillors on how litter pickers would be distributed to schools	S Murphy	Litter pickers currently being procured	N
NS/089/2021	Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations District wide	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 option. This would see the procurement of an industrial tractor and a side arm flail.	K Scullion	In Progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 JUNE 2021					
NS/099/2021	Proposed Memorial Gardens Landscape Scheme	Agreed to recommend approval of the choice of locations for both Memorial Gardens as outlined in the report and the implementation of the proposed design for each site.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
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.	S Murphy	Report to be presented at future committee meeting	N
		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.		In progress	N
		Also agreed officers replace the existing signage with updated Newry, Mourne and Down signage, in relation to keeping dogs on a lead on Newry Towpath.			

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
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/149/2021	Report re Council Sites receiving Green Flag Awards	Investigate Tidy NI criteria for Green Flag awards with the view to possibly having Newcastle Harbour included for future consideration for a Green Flag award.	K Scullion	In progress	N
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	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>initial two year period and may be extended for a further two years subject to Council approval.</p> <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>			
NS/153/2021	Biodiversity Pedestrian Collection Mower	To approve the recommendations contained in the Business Case for the purchase of a Ride-on Collection Biodiversity Mower, as per option 3, ie, Purchase high powered compact collection mower to enable biodiverse and re wilded grass cutting with aid of DAERA funding.	K Scullion	Complete	Y
NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 16 NOVEMBER 2021					
NS/174/2021	Business case for maintenance of town clocks	Note the content 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
		<p>Approve the findings of the business case that reviews options for maintenance of five town clocks. The preferred option (Option 3) would see a suitably qualified maintenance contractor appointed through tender to undertake routine maintenance of the six town clocks and provide breakdown cover for up to a maximum three-year period. The contract would include the option to remove existing clocks or add additional clocks from the service provision.</p> <p>Council consider undertaking a project which would lead to the restoration of the clock at Dan Rice Hall and if agreed to proceed then to approve the recommendations within section 2.3 of this report.</p>			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 DECEMBER 2021					
NS/192/2021	Business case for replacement of the air conditioning water chiller at the	<p>Note the content of the report.</p> <p>Accept the conclusion of the Business Case that Option 3 be</p>	K Scullion	In progress – New system currently being installed.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Downshire Civic Centre	chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor, to supply and install a new air conditioning water chiller			
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> <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 Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>2. Collection Arrangements and Charges at Caravan Sites</p> <p>Integration and alignment of the waste collection service for Caravan site customers with the waste service provided for Trade Waste customers by offering an alternate weekly collection service as required throughout the year.</p> <p>Commercial refuse charges for caravan parks to be increased to align with and be equitable to charges applied to other businesses from April 2022.</p>			
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

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 FEBRUARY 2022					
NS/015/2022	Revision of Facility Management and Maintenance Department charges for financial year 2022/2023	<p>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.</p> <p>Also agreed that officers consider the 3 scenarios referred to by 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.</p>	K Scullion	In progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 MARCH 2022					
NS/031/2022	Grounds Maintenance – Six Month Review and	Agreed to approve the proposed actions within the report (Sections 2.1 to 2.3 and Appendix 1).	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Six Month Programme	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.			
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	In progress	N
NS/041/2022	Request for sale of burial plots in Council cemeteries	Agreed to recommend that these requests be referred through to the Council's legal services section for review and advice on the options available to the Council. A report to be brought back to the Neighbourhood Services Committee for consideration.	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Also agreed to recommend that in the interim period the identified plots which the requests related to should be retained pending a final decision.			
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 the shelter at Downpatrick Street Crossgar.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>In relation to the application for a bus shelter at Catherine Street, Killyleagh, a decision be deferred pending further consultation with the PSNI in light of the anti-social behaviour issues raised by Members</p> <p>Officers to consult further with Translink on the option for Council to enter into an agreement with Translink for the provision of bus shelters at official bus stops.</p>		<p>In progress</p> <p>In progress</p>	<p>N</p> <p>N</p>
NS/050/2022	Trial of solar lights at Council bus shelters	Agreed to recommend to proceed with the installation of solar lighting at 2 bus shelters near Attical with their effectiveness monitored and this information to be reported back to Committee	K Scullion	Solar lights installed	N
NS/051/2022	Vegetation growth within Aughrim River at the Events Space Kilkeel	Agreed to note the contents of the report and approve the recommendation to appoint a suitably qualified consultant/s through the SCAPE Framework to provide consultancy support to	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>identify the causes of the vegetation growth in the Aughrim River adjacent to the Events Space, Kilkeel, and the steps and possible costs to managing this part of the river to provide a more visually attractive aspect to this location.</p>			
NS/052/2022	Compost Week 2022	<p>Note and approve the additional activities in 2.2 to highlight and promote the importance of recycling food waste.</p> <p>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</p>	S Murphy	<p>Complete</p> <p>In progress</p> <p>Complete</p> <p>In progress</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>recycling in the home, as per previous Council decision.</p> <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>		In progress	
NS/057/2022	Various issues concerning the Events Space Kilkeel	<p>Note the contents of the report.</p> <p>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.</p> <p>Approve the recommendation to accommodate the request from a local community organisation to make a connection to the Council's electricity supply at the</p>	K Scullion	<p>In progress</p> <p>Complete</p>	<p>N</p> <p>Y</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Events Space, Kilkeel to provide decorative lighting to a new statue. This will be subject to a suitable legal agreement being in-place between the relevant parties. The legal agreement will cover the installation of the electric supply and how ongoing electricity charges will be apportioned."</p>			
NS/058/2022	Proposed Phase 2 Extension to Kilbroney Municipal Cemetery	<p>Note the content of the report.</p> <p>Committee approve that the Council's Design Team complete the contract drawings and associated information for the proposed Phase 2 extension to Kilbroney Municipal Cemetery to include the new extension and the option of refurbishment of Phase 1 of the cemetery and provision of a works compound.</p> <p>Committee approve that once complete, the contract drawings and associated information will be</p>	K Scullion	<p>In progress</p> <p>In progress</p>	<p>N</p> <p>N</p>

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		provided to the Council's Civil Engineering and Minor Works Framework contractor for pricing. A further report will be made at that stage to Committee with recommendation on the extent of the project to be completed.			
NS/058/2022	Business Case for Christmas Illuminations Replacement Programme	Note the content of the report and associated Business Case. Approve the recommendation that Option 3 as detailed within the Business Case is accepted as the preferred option. Option 3 will see the delivery of this project through a combined procurement of Christmas illuminations and a 10-year hire agreement for five artificial Christmas trees with ongoing annual maintenance costs.	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	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		landfill sites to a licensed treatment plant.			
NS/060/2022	Business Case for replacement hook-lift vehicles	Agreed to approve the Business Case at Appendix I for the replacement of three 32T Hook Lift Vehicles the Waste Processing section to service Household Recycling Centres in the legacy Newry and Mourne District Council sites.	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 2022 for one year.	S Murphy	In progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 JUNE 2022					
NS/090/2022	Portable toilet trial as part of Council	Agreed that officials meet with representatives of Newcastle	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	public toilet provision	<p>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>			
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 to examine this area for dog fouling.</p>	S Murphy	In progress	N
NS/092/2022	Business Case – to support the implementation of	To note contents of this report.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	the Public Toilet Strategy	Approve the recommendation within the Business Case for the provision of consultancy support to deliver on the objectives of the Public Toilet Strategy. Option 2 will see the appointment of the Councils nominated contractor under the SCAPE Framework to provide identified consultancy support and associated investigatory work up to the delivery of an economic appraisal			
NS/093/2022	Business Case for the provision of maintenance services for the Council's Public Toilets	Note the content of the report and associated Business Case. Approve the recommendation within the Business Case for provision of maintenance services for Council's Public Toilets – Option 3 is chosen. Option 3 will see the appointment of a suitably qualified contractor to provide routine maintenance and provide break down cover for the Council Public Toilet Service which cannot	K Scullion	In progress	N

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		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 for Council’s oil-fired boilers – Option 3 is chosen. Option 3 will see the appointment of a suitably qualified contractor to	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		provide biannual servicing of Council oil fired boilers, emergency breakdown cover and minor capital works.			
NS/096/2022	Proposed lease of storage facility for Christmas illuminations	Agreed to Officers entering discussions with a named Group to seek to agree the terms of a Lease in respect of a Storage Unit at Greenbank Industrial Estate for a term of 5 years at a market rental value agreed by Council's valuer. A further report to be presented to the SP&R Committee detailing any financial implications for consideration/approval.	K Scullion	In progress	N
NS/097/2022	Request to sub-lease the Bog Road Amenity Site, Forkhill	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.	K Scullion	In progress	N

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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 maintenance of the Council's LAtoNs 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 LAtoNs, other marine services works and inspections.</p>	K Scullion	In progress	N
NS/099/2022	Update: request for sale of burial rights to plots in Council Cemeteries	<p>Based on advice from the Council's Legal Services, to enforce the provisions of the Rules & Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District Council and not grant requests for the procurement of the rights of burial in advance of a bereavement.</p>	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>It is further recommended that Officers write to both parties to advise of the Council decision in this matter and the reasons for this.</p> <p>Councillors are asked to note that Officers will offer the single plot to the third party referred to in Section 2.1 above as this complies with the Rules & Regulations for the Control of the Public Cemeteries within the Newry, Mourne and Down District Council.</p>			
NS/100/2022	Facilities Management and Maintenance Procurement Action Plan	<p>Approve an extension to the Facilities Management & Maintenance Procurement Action Plan to the 31st December 2022.</p> <p>Note that services will continue "out of contract" until new contracts are awarded and regularised.</p>	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/101/2022	Waste Management Procurement Action Plan	<p>Approve the progress update report.</p> <p>Approve an extension to the Waste Management Procurement Action Plan to the 31st December 2022.</p> <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>	S Murphy	In progress	N
END					