



09 June 2020

Dear Councillor

You are invited to attend a meeting of the Environment Committee to be held in The Chamber, Dungannon and by virtual means Council Offices, Circular Road, Dungannon, BT71 6DT on Tuesday, 09 June 2020 at 19:00 to transact the business noted below.

A link to join the meeting through the Council's remote meeting platform will follow.

Yours faithfully

Anthony Tohill
Chief Executive

AGENDA

OPEN BUSINESS

1. Apologies
2. Declarations of Interest
Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.
3. Chair's Business

Matters for Decision

- | | | |
|----|-----------------------------------------------------------------------------------------|---------|
| 4. | Sustainable NI - Renewal of Annual Subscription for 2020/21 | 3 - 26 |
| 5. | Street Naming and Property Numbering | 27 - 42 |
| 6. | Service Level Agreement for provision of Structural Engineering Services | 43 - 54 |
| 7. | Northern Ireland Fire and Rescue Service – Termination of Memorandum's of Understanding | 55 - 84 |
| 8. | Bus Shelters Update | 85 - 96 |

Matters for Information

- | | | |
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| 9 | Minutes of Environment Committee held on 10 March 2020 | 97 - 108 |
| 10 | Building Control Workload | 109 - 114 |
| 11 | Entertainment Licensing Applications | 115 - 134 |
| 12 | Dual Language Signage Requests | 135 - 158 |
| 13 | Dual Language Signage Surveys | 159 - 184 |

14	Environmental Health Update Report	185 - 204
15	Tree Planting Scheme at Magheraglass Landfill Site	205 - 210
16	Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for October - December 2019	211 - 216

Items restricted in accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014. The public will be asked to withdraw from the meeting at this point.

Matters for Decision

17. 3G Sports Pitch Maintenance Tender Report
18. Tender report for the appointment of Vehicle Suppliers
19. Tender report for the retrospective appointment of a Vehicle Supplier
20. Amenity and Planting Sponsorship
21. Dungannon Leisure Centre refurbishment - ICT Fees
22. Maghera High School Site Development - Fees

Matters for Information

23. Confidential Minutes of Environment Committee held on 10 March 2020
24. Property Services COVID 19 Service Delivery Impact
25. Environmental Services COVID 19 Service Delivery Impact
26. Phase 4 Capping Capital Works at Tullyvar Landfill Site
27. Fire at Cookstown Recycling Centre
28. To update members on changes to Affordable Warmth Scheme in response to Covid-19
29. Capital Projects Update

Report on	Sustainable NI - renewal of annual subscription for 2020/21
Date of Meeting	9 th June 2020
Reporting Officer	Raymond Lowry, Head of Technical Services

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To inform Members of Sustainable NI's request for continued Council support for 2020/21 in the form of £5,000 annual subscription fee.
2.0	Background
2.1	Sustainable NI (SNI) is a non-profit organisation which works with local authorities and others to advance sustainable development in Northern Ireland since 1998. To date, Sustainable NI has been financially supported by local authorities with additional funding from other government organisations such as the NI Housing Executive, NI Assembly and DAERA. MUDC have supported the work of Sustainable NI with an annual subscription fee of £5,000 for the last three years (April 2017 to March 2020) as approved by full Council on 23 rd November 2017.
2.2.	Sustainable NI has developed longstanding experience of the sustainable development agenda in Northern Ireland and has continuously worked over the years to provide professional advice on all aspects of sustainable development with expertise on a wide variety of issues including climate change/low carbon economy, green procurement, renewable energy/energy efficiency, waste minimisation/tackling plastics, sustainable transport and sustainable food programmes.
2.3	SNI has published a range of associated support materials and tool kits for officers'/members' guidance and reference. In recent years Sustainable NI has been instrumental in providing expert advice to local authorities on the legislative requirements needed to comply with the NI Sustainable Development Duty and to keep abreast on new environmental/sustainability developments and policies within NI, UK/Ireland and the wider global contexts.
3.0	Main Report
3.1	Nichola Hughes, Executive Director of Sustainable NI wrote to MUDC's Chief Executive on 20 th February to ask Council for the continuation of support for their work through a renewed subscription of £5,000 for the 2020/21 year (Appendix 1). Details of past SNI's activities were provided in their Annual Report for 2018/19 (Appendix 2).

3.2	<p>The letter received from SMI lists their achievements in 2019/20, which include:</p> <ul style="list-style-type: none"> • Establishing a new All Party Group on Climate Action with MLA and Councillor representation • Supporting Climate NI to establish the Local Government Climate Action Network • Delivering an event on sustainable food and training on climate change and corporate social responsibility • Organising four meetings of the Sustainable Development Forum • Ongoing policy work with and on behalf of councils and the wider public sector, including preparing a response to the Department's Environment Strategy Consultation • Establishing a new Tackling Plastic NI working group to support officers in their work to reduce plastic pollution • Ongoing technical and strategic support to officers as and when required.
3.3	<p>For 2020/21 SNI have advised of a number of proposed changes with regards to their subscription terms, most importantly:</p> <p>Membership: the SD Forum will be for paying SNI members only. An annual fee of £5k paid by everyone, and everyone will receive the same level of support.</p> <p>Resources: Minutes, presentations and resources to be shared on the Knowledge Hub from now on. Only full SNI members will have access to this site.</p> <p>Payment terms: subscription to be paid in full by close of Q1. Members that haven't paid their subscription will not benefit from the service.</p> <p>Covid-19 implications: SNI has not furloughed staff and have advised that they don't intend to and emphasised that it's now more important than ever to keep sustainability high on the agenda, to ensure a green economic recovery from the crisis. The next SD Forum will be held on Wednesday 17th June at 10:30 am and will be conducted via Zoom.</p> <p>SNI's work plan for 2020/21 continues to focus on policy development, standardised Sustainability monitoring and reporting methodologies, and providing forums for officers and elected members to exchange information and good practice.</p>
3.4	<p>The following services will be provided by SNI in 2020/21:</p> <ul style="list-style-type: none"> • Assist members in complying with the Sustainable Development Statutory Duty through development of a sustainability policy, screening and reporting tool • Provide ideas, advice and support to members to help meet sustainability and climate targets in the region

	<ul style="list-style-type: none"> • Manage and maintain the Sustainable Development Forum and Tackling Plastic NI Working Group, to promote and share good practice among councils and public sector organisations • Act as secretariat for the regional All Party Group on Climate Action to foster understanding, awareness and good practice at elected member level and influence climate change policy decisions • Support members in phasing out single use plastics from their estate and operations by disseminating research, information, policy guidance and best practice • Promote greater understanding and awareness of sustainability and climate issues in member organisations through the provision of presentations and workshops, as and when required.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: £5,000 financial contribution to SNI.
	Human: SNI's provision of services will facilitate & improve Council officers' work on a range of sustainability issues (e.g. climate change, tackling plastic) and save officers' time to obtain the relevant information.
	Risk Management: A withdrawal from membership to SNI Forum and joint sustainability initiatives could lead to MUDC being less well informed on sustainability agenda in NI and being excluded from publicity/awareness campaigns in conjunction with joint projects and network wide activities.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	Taking consideration of the above, members are advised to agree to continue to support the organisation and make available a contribution of £5,000 for the 2020/21 financial year.
6.0	Documents Attached & References
6.1	Appendix 1 – Letter from Sustainable NI to CEO, dated 20 February 2020
6.2	Appendix 2 – Sustainable NI Annual Report 2018-2019

Anthony Tohill
Chief Executive
Mid Ulster District Council
Cookstown Office
Burn Road
Cookstown
BT80 8DT

20 February 2020

Sustainable NI Subscription 2020/21

Dear Anthony

I have pleasure in attaching a copy of our Annual Report for 2018/19 which details some of our activities and achievements last financial year, along with the deliverables for 2020/21.

In his recent letter to Councils, the Minister reaffirmed the Executive's commitment to tackling climate change set out in the 'New Decade, New Approach' Deal, and outlined the important role that local councils play in influencing local action on climate change.

As climate issues crosscut geographical boundaries and institutional responsibilities, central and local government must work together to develop a consistent and coordinated response. Sustainable NI is supporting this by providing a critical interface between councils, public bodies and the Northern Ireland Assembly on matters relating to climate change and sustainable development policy and practice.

By providing the secretariat for the *Northern Ireland Sustainable Development Forum* and the new *All Party Group on Climate Action*, we believe these forums encourage much needed dialogue and sharing of good practice between councils, government departments and other public sector organisations, at both officer and elected member level.

Additionally, Sustainable NI provides strategic and technical support for members as they begin to develop policies and plans to address climate change and continue to embed the UN Sustainable Development Goals across their operations and plans.

SNI achievements this year included:

- Establishing a new **All Party Group on Climate Action** with MLA and Councillor representation
- Supporting Climate NI to establish the **Local Government Climate Action Network**
- Delivering **an event** on sustainable food and **training** on climate

change and corporate social responsibility

- Organising four meetings of the **Sustainable Development Forum** covering sustainable procurement, community food growing, climate change and community planning
- Ongoing **policy work** with and on behalf of councils and the wider public sector, including preparing a response to the Department's Environment Strategy Consultation
- Establishing a new **Tackling Plastic NI** working group to support officers in their work to reduce plastic pollution
- Ongoing **technical and strategic support** to officers as and when required

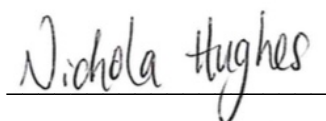
In the lead up to the next major UN Climate Summit, COP26 in Glasgow next September, Sustainable NI will be actively supporting councils and public sector organisations as they develop and launch their climate change and sustainability action plans. The workplan overleaf outlines our proposed deliverables for next year, which focus on policy development, standardised monitoring and reporting methodologies, and providing forums for officers and elected members to exchange information and good practice.

I hope you will agree that Sustainable NI provides excellent value for money, despite our modest size and hope you will be able to continue supporting our work through a subscription of £5000 next financial year.

An invoice will be sent at the beginning of April, and payment terms for invoices are 28 days unless agreed in writing. We encourage members to secure the necessary approval in advance of invoice, to enable timely payment.

If you require any further information please contact me on t: 07591172485 or e: nichola@sustainableni.org.

Sincerely,



Nichola Hughes

Executive Director

SNI Deliverables 2020/21

- Assist members in complying with the Sustainable Development Statutory Duty through development of a sustainability policy, screening and reporting tool
- Provide ideas, advice and support to members to help meet sustainability and climate targets in the region
- Manage and maintain the Sustainable Development Forum and Tackling Plastic NI Working Group, to promote and share good practice among councils and public sector organisations
- Act as secretariat for the regional All Party Group on Climate Action to foster understanding, awareness and good practice at elected member level and influence climate change policy decisions
- Support members in phasing out single use plastics from their estate and operations by disseminating research, information, policy guidance and best practice
- Promote greater understanding and awareness of sustainability and climate issues in member organisations through the provision of presentations and workshops, as and when required



sustainableNI

Annual Report

2018-2019

Executive Summary

Sustainable Northern Ireland (SNI) is a NI charity working with partners to build a more sustainable and resilient society by inspiring, influencing and informing. We are committed to the principles of sustainable development; our work programmes encourage organisations to integrate these principles throughout their own operations and business planning functions. Sustainable Northern Ireland also established the Belfast Food Network, a project to develop initiatives that will make Belfast a Sustainable Food City.

We offer a range of services to subscribing partners:

- Sustainability Training
- Strategy & Policy Development
- Sustainability Reporting
- Sustainability within Community Planning
- Climate Change Planning
- Accessing Funding
- Forums & Networks

This Review covers the period 2018-2019. With introductory comments from the Chair of the Board of Directors, this report summarises our work with councils and other agencies through the Sustainable Development Forum, the development of Community Plans and Local Development Plans, our projects and partnership initiatives, policy and advocacy work, as well as a governance update and financial summary.

Supported by:



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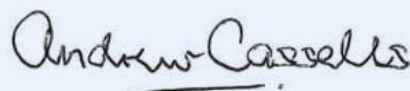


Chair's Report

This year Sustainable Northern Ireland (SNI) launched its new strategy - A Time for Change - a 5-year plan to help us achieve our goal of building a more sustainable and resilient society. The plan sets out our ambitions and areas of focus that will guide our work over the next five years. In reviewing the mission and purpose of Sustainable NI, the board and staff reflected on the crucial role the organisation plays in informing and coordinating the sustainability activities of local authorities and public sector bodies, which is now more important than ever given the diminished role of central government in Northern Ireland.

It is clear from scientific evidence on the climate and ecological breakdown, that urgent change is needed to steer away from the current 'take-make-throw' consumption pattern we have all become accustomed to. This will require radical reform, but no single action by a government, business or individual will be enough. If the UN Sustainable Development Goals are to be realised, collective action is key. This was a theme that emerged from the very successful Global Goals, Local Action event that Sustainable NI ran this year, and reinforces why our focus on collaborating with others to deliver projects, campaigns and policy change is the right approach.

In recent months, public concern about climate change has grown, thanks to figureheads like Sir David Attenborough, Greta Thunburg and others. Sustainable NI stands ready to work alongside Climate NI and others in helping to shape and deliver Northern Ireland's response to climate change. Key opportunities next year include feeding into Local Development Plans; Northern Ireland's first ever Environment Strategy and the next Strategic Energy Framework. I have no doubt that Sustainable NI will grasp these opportunities and others over the coming twelve months, and feel optimistic that change, although overdue, is happening.



Andrew Cassells

Chair



Policy Development

Government Consultations

Despite the current political impasse at Stormont, Sustainable NI has been influencing policy development by responding to a number of government consultations released in 2018/19, considered relevant to long-term sustainability objectives. These included:

- Environmental Governance Post-Brexit
- Northern Ireland Future Agricultural Policy Framework
- Reforming the UK Packaging Producer Responsibility System
- Introducing a Deposit Return Scheme in England, Wales and Northern Ireland

Sustainable NI consultation responses can be viewed on our website: www.sustainableni.org/reports

Climate Change Adaptation

Sustainable NI plays an ongoing and important role on the Climate Northern Ireland Steering Group. Climate NI is an inter-sectoral network devoted to increasing public understanding of the climate change impacts and risks likely to face Northern Ireland and promoting the necessary adaptation actions. It is funded by the Department of Agriculture, Environment and Rural Affairs (DAERA). Sustainable NI contributes to the Climate NI

Steering Group by providing local government context and perspective on both climate change mitigation and adaptation issues.

Sustainable NI played an important role in engaging councils in the development of the Northern Ireland Climate Change Adaptation Programme 2019-2024, and together with NILGA helped develop the local authority actions being delivered under the programme.

Policy Development in Councils

Sustainable NI attended a number of consultation events in relation to the development of community plans and local development plans, as well as commenting on several internal sustainability policies and strategies, e.g. the Northern Ireland Assembly's Sustainable Development Strategy.

Sustainable NI provides a screening tool, the Sustainability Assessment Toolkit, which is used by many local councils to screen new policies and plans for sustainability impacts. This year, Sustainable NI also embarked on researching and sharing best practice policies and approaches to eliminating single use plastics within government bodies, as part of the Single Use Plastic project funded by DAERA, more information on p9.

“good
environmental
policy is good
economic
policy”

Bernie Sanders, US Senator

Forums & Networks

NI Sustainable Development Forum

Now six years since it was first established, the Sustainable Development Forum continues to grow from strength to strength, with its membership currently totaling 87 people. The Forum represents a network of officers from the eleven councils and wider public sector, with a mutual interest in and responsibility for the implementation of sustainable development in Northern Ireland.

This year, meetings were organised around themes selected by members, in order to focus the discussions and ensure suitable representation at each meeting. Four meetings took place this year:

- 20 June 2018, Clean Technologies, Newry, Mourne and Down District Council
- 19 September 2018, Circular Economy, Ards and North Down District Council
- 5 December 2018, Food & Biodiversity, Northern Ireland Assembly
- 20 March 2019, Sustainable Procurement, Northern Ireland Housing Executive

These quarterly network meetings help to share and stimulate good practice on sustainable development among councils and other public sector organisations, especially important in the face of a diminished role undertaken by central government.

Communicating the work of the Forum is an essential component of its success. SNI has facilitated this through the dissemination of news, member updates and best practice case studies in our monthly eBulletin and on our website.

In the year ahead, we will continue to utilise the Forum as a platform to raise the profile of sustainable development activity in all sectors; and explore web-based tools to facilitate exchange of information and communication between members. In so doing, we are confident that the Forum will continue to thrive into the future.



Belfast Climate Commission

The climate breakdown is an urgent issue for individuals and organisations, with many complex challenges, but it also presents opportunities in how cities and their citizens live and work. Sustainable NI has supported Belfast City Council and Queens University Belfast in establishing the Belfast Climate Commission, which is part of a wider Place-based Climate Action Network (PCAN) across the UK, which has seen commissions established in Edinburgh and Leeds as well.



The Commissions will help local delivery of the UK's climate change objectives by supporting action in cities through partnerships made up of the private, public and civic sectors.

Belfast will share £3.5 million in funding from the Economic and Social Research Council (ESRC) over the course of five years. The network is led by researchers from academic institutions in each of the partner cities and will seek to increase engagement with the public, private and third sectors in tackling climate change.

A key dimension of the Belfast Climate Commission is to ensure that low carbon energy transition creates more and better jobs and that the benefits are distributed so that no community is left behind.

Sustainable NI will be a partner of the project, and will share any learning and good practice with district and borough councils in Northern Ireland.



Knowledge & Awareness



Rewarding Excellence

Sustainable NI was delighted to sponsor the Excellence in Environmental Sustainability Award at the 2018 Local Government Awards, which took place in Armagh City Hotel on 11 October.

The Awards are coordinated by NILGA and the Association of Public Service Excellence (APSE), and provide a great opportunity to showcase and reward excellence in sustainability among local councils.

A total of nine applications were received this year and all of the projects were of an extremely high calibre. Three councils were shortlisted for the award - Ards and North Down Borough Council, Mid and East Antrim District Council and Derry City and Strabane District Council.

The overall winner was Derry City and Strabane District Council for their Environmental Stewardship approach. Judges were impressed by the council's leadership on climate action, as demonstrated by their CLIMATE project.

Promoting the SDGs

Sustainable NI this year organised two events to raise awareness, understanding and promote the UN Global Goals among our stakeholders.

The first, Making Global Goals Local Business in May 2018, was organised in partnership with UN Global Compact. The event's overarching aim was to raise awareness about what the Global Goals are, why businesses should care about them and how they can contribute to achieving the Goals and benefit from doing so. The event was attended by 68 people from the business, local government, civil society-NGO and academic sectors. Sustainable NI was a named partner as well as appearing on the discussion panel.

As a follow up to the business event, Sustainable NI arranged a Global Goals Local Action event which took place in Bangor Castle in November 2018. The event targeted local authorities, aiming to increase understanding of the role of local government in driving the SDGs at a local level, as well as celebrating good practice already happening.

The Keynote was delivered by Michael Ewing who has been coordinating national voluntary reporting on the Sustainable Development Goals in the Republic of Ireland. Michael was able to offer some international and national context in terms of the usefulness of the SDG framework in delivering real change to local communities.



Panellists were selected to discuss the following themes:

- procurement
- tourism
- business
- climate change
- circular economy
- food

The event was a great success. It was attended by 61 people, most of whom were councillors or local authority officers.

A key outcome of the event was a preliminary agreement to establish a regional cross-party working group to look at sustainable development and climate change policy and practice, and ensure that Northern Ireland is taking the appropriate level of action at central and local government level, to meet current UK and International targets and commitments.



Knowledge & Awareness

Training

Sustainable NI delivered a series of training events over the course of the year, in response to a request from the Sustainable Development Forum for more training and professional development opportunities.

The courses were developed around topics officers said they would benefit from increased knowledge and awareness on and included:

- Carbon Management - May 2018
- Climate Change - January 2019
- Corporate Social Responsibility - March 2019

The courses were organised by Sustainable NI and delivered by appointed facilitators. The carbon management course was opened up to the wider Northern Ireland public sector, the other events were closed to Sustainable NI subscribing councils.

Typical attendees included environment managers, sustainability managers, energy managers and heads of service for estate management and planning.

There were practical exercises and activities throughout the courses followed by an end of course review. Successful candidates were issued with a Professional Certificate of Achievement. Feedback from attendees was overwhelmingly positive.



Partner Events

In March 2019, we were proud to contribute to the planning of the first ever Green Infrastructure and Climate Change Conference in Northern Ireland.

The conference, organised by Derry City and Strabane District Council, took place in the Guildhall in Derry-Londonderry and attracted a range of experts from the field, underlining the Council's commitment to becoming a more sustainable region.

Sustainable NI also spoke at a Social Enterprise NI stakeholder event, to raise awareness about our Social Value Toolkit, launched in 2017, and how sustainable procurement can help achieve social and environmental objectives, getting more value out of every pound spent.

Sharing Good Practice

Sustainable NI continues to promote and share good practice on sustainable development at every opportunity. This includes sharing inspiring news stories via social media and monthly eBulletin as well as writing up local case studies for our website, including:

- the reuse of resources which would otherwise have been landfilled at Haffey Sports Grounds in Portadown
- the use of video-conferencing to reduce staff travel in Fermanagh & Omagh, saving the Council almost £20,000 in mileage costs
- the leasing of low-carbon cars for business travel in Derry & Strabane District, generating savings of almost £20,000
- an innovative low-carbon retrofit project by NI Housing Executive at Loanda Crescent in Newry



Projects & Partnerships



Tackling Single Use Plastic

By 2050, there will be more plastic in the world's oceans than fish. That is a startling statistic. Sustainable NI and Keep Northern Ireland Beautiful have formed a partnership to tackle the plastic crisis, looking at a range of measures and interventions to reduce the production and consumption of single use plastics in Northern Ireland.

Funded by the Department of Agriculture, Environment and Rural Affairs (DAERA), the three year single use plastic project will endeavour to change behaviours and cultural norms around the consumption of plastic, by delivering interventions and campaigns across four key audiences:

- general public
- schools
- businesses
- local authorities/government

Sustainable NI is leading the local authority and central government workstream, which began in Q4 of 2018/19 with a review of current policy and progress in Northern Ireland and the United Kingdom on tackling single use plastics within local and central government. Year two (2019/20) will focus on the development of a working group and supporting toolkit with templates and resources to help councils and initially DAERA, and later other government departments, eliminate single use plastics within their estates and operations.

Sustainability Support

Sustainable NI provides a range of technical and strategic support services to councils and other public sector members, including 1-2-1 advice, speaking at events, running training and policy or strategy development.

Most councils took up the 1-2-1 support offer, and benefitted from Sustainable NI's knowledge, expertise and network of contacts.

Sustainable NI was pleased to have been able to continue Chairing the Environment Theme within the Mid and East Antrim Borough Council Community Planning Partnership, which included overseeing the development of implementation plans for short-term environment actions.

We were also invited to deliver a workshop on sustainable development to the Newry, Mourne and Down District Council Community Planning Partnership.

Other direct support included a review of the Belfast City Council sustainable development framework and contributing to the development of a 'Green Checklist' for Culture Night 2019.

Sustainable NI also responded to a number of local development plan preferred options papers, highlighting the need to favour options which promote the generation and use of renewable energy, climate resilience, and facilitate a low-carbon zero-waste economy.



Governance

Staff

Sustainable NI appointed Emma Adair in September 2018 as the interim SNI Manager to replace Nichola Hughes whilst she was on maternity leave.

Emma was appointed on secondment from Ards and North Down Borough Council and brought a wealth of knowledge and experience to the role, in particular on implementing solutions on sustainable development within a local authority setting.

Sustainable NI did not host any student or graduate placements in 2018/19.

Hosting

In July 2018 Sustainable NI moved office from NILGA's premises in Bradford Court to Northern Ireland Environment Link, where Sustainable NI has previously been housed.

NI Environment link provide office space and finance administrative support for a fixed annual fee.

Board of Directors

The SNI Board of Directors met on the following dates this year:

- 19th June 2018
- 11th September 2018
- 12th December 2018 (AGM)

No new board members were appointed in 2018/19.

The following board members resigned during 2018/19:

- Gary McFarlane
- Murray Watt

Policies & Procedures

Sustainable NI formally updated its constitution (Articles of Association) and introduced new finance procedures. Additionally, a Director Code of Conduct and Register of Interests was introduced, and interests are declared at the beginning of each board meeting.

Sustainable NI also undertook a review of its corporate strategy and published a 5-year plan called 'Time for Change'.

Finances

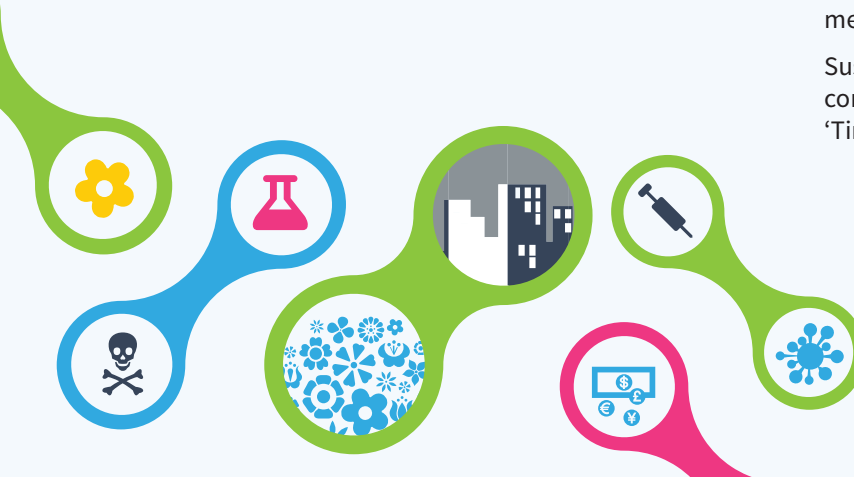
In 2018/19 the following organisations subscribed to Sustainable NI's services:

- Antrim and Newtownabbey Borough Council
- Ards and North Down Borough Council
- Armagh City, Banbridge and Craigavon Borough Council
- Belfast City Council
- Derry City and Strabane District Council
- Fermanagh and Omagh District Council
- Lisburn and Castlereagh City Council
- Mid and East Antrim Borough Council
- Mid Ulster District Council
- Newry, Mourne and Down District Council
- Northern Ireland Assembly
- Northern Ireland Housing Executive

In addition, funding was secured from the Department of Agriculture, Environment and Rural Affairs (DAERA) to deliver a project with councils on minimising the use of single use plastic.

An annual budget is approved in March each year. Accounts are prepared at quarterly intervals and expenditure is monitored against budgets.

The accounts are audited on an annual basis by an independent examiner, and presented to the Board of Directors for approval at the AGM in December.



Financial Summary

31 March 2019

Directors' statement on the summary financial statement

The Board of Directors/Trustees present herewith the summary financial statement of Sustainable Northern Ireland for the year ended 31st March 2019 and confirm the following:

- the summary financial statement is not the statutory financial accounts but is a summary of information relating to both the Statement of Financial Activities and the balance sheet;
- the full financial statements from which the summary is derived have been externally examined by an independent auditor; and he has provided an unqualified report;
- the full annual accounts, the external examiners report and the trustees'/directors' report can be obtained on application to Sustainable Northern Ireland;
- the annual accounts were approved by the Board on 10th December 2019

This directors' statement was approved by the Board of Directors on 10th December 2019 and signed on its behalf by:

Nichola Hoehn / Company Secretary

Independent examiner's statement to the members of Sustainable Northern Ireland

I have examined the summary financial statement of Sustainable Northern Ireland.

Respective responsibilities of directors/trustees and auditors

The directors/trustees are responsible for preparing the summary financial statement in accordance with applicable law. My responsibility is to report to you my opinion on the consistency of the summary financial statement with the full annual accounts and Directors/Trustees' Report, and its compliance with the relevant requirements of Section 427 of the Companies Act 2006 and the regulations made thereunder. I also read the other information contained in the summary financial statement and consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the summary financial statement.

Basis of opinion

I conducted our work in accordance with Bulletin 1999/6 "The auditors' statement on the summary financial statement" issued by the Auditing Practices Board for use in the United Kingdom.

Opinion

In my opinion the summary financial statement is consistent with the full annual accounts and directors' report of Sustainable Northern Ireland for the year ended 31st March 2019 and complies with the applicable requirements of Section 427 of the Companies Act 2006, and the regulations made thereunder.

Nigel V Skillen FCA

Diamond & Skillen Chartered Accountants and Registered Auditor Sinclair House 89/101 Royal Avenue Belfast BT1 1FE

10th December 2019

Extracted Statement of Financial Activities for the year ended 31st March 2019

	Notes	Unrestricted Funds £	Restricted funds £	Totals 2019 £	Totals 2018 £
Income					
<i>from donations and legacies</i>					
• Donations	3	-	-	0	-
• Grants	3	60,000	12,000	72,000	53,000
<i>from charitable activities</i>					
• Business income and sponsorship	3	940	-	940	-
<i>from other activities</i>					
• Investment income	3	153	-	153	77
Total income		61,093	12,000	73,093	53,077
Expenditure					
<i>on raising funds</i>					
• Promotional costs	4	2,551	1,030	3,581	-
<i>on charitable activities</i>					
• Employee costs	4	33,147	8,640	41,787	31,004
• Premises costs	4	597	-	597	577
• Travel & training costs	4	644	238	882	2,147
• General administration costs	4	1,444	1,223	2,667	2,307
• Programme costs	4	9,768	757	10,525	13,047
<i>On other items</i>					
• Legal & professional fees	4	2,555	-	2,555	2,405
• Other expenses	4	189	112	301	266
• Depreciation of assets	4	-	-	0	-
Total expenditure		50,895	12,000	62,895	51,753
Net (expenditure) / income for the year		10,198	0	10,198	1,324
Transfers between funds	10	-	-	0	-
Net movement in funds for the year		10,198	0	10,198	1,324
<i>Reconciliation of funds</i>					
• Fund balances brought fwd at 1st April		38,909	-	38,909	37,585
• Fund balances carried fwd at 31st March		49,107	0	49,107	38,909

The statement of financial activities includes all gains and losses in the year.

Statement of Financial Position as at 31st March 2019

	Notes	2019 £	2018 £
Fixed Assets			
• Tangible assets	11	-	-
		0	0
Current Assets			
• Receivables	12	17,743	-
• Cash at bank and in hand		42,792	42,285
		60,535	42,285
Creditors: amounts falling due within one year	13	(11,428)	(3,376)
Net current assets		49,107	38,909
TOTAL ASSETS LESS CURRENT LIABILITIES		49,107	38,909
Creditors: amounts falling due after more than one year		-	-
Net assets		49,107	38,909
The funds of the charity			
<i>Unrestricted income funds:</i>			
• General funds	16	49,107	38,909
		49,107	38,909
<i>Restricted income funds:</i>			
• Single Use Plastic (SUP) Project	16	-	-
Total funds		49,107	38,909

The summary financial statement was approved by the Board of Directors on 10th December 2019 and signed on their behalf by:

Andrew Cassells
Chairman of Directors

Adrian Davis
Treasurer

Board of Directors & Staff

The Board of Directors meets four times a year to determine the strategic direction of the organisation, to provide guidance, facilitate networking, help to secure funding and to support the delivery of the charity's objectives. Directors have a broad swathe of experience, including local government, environmental health, academia, public health, community development, business and the environment.

Chair	Andrew Cassells
Vice Chair	Leo Strawbridge
Treasurer	Adrian Davis
Directors	John Barry
	Sue Christie
	Nuala Flood
	Aoife Foley
	Ian Garner
	Patricia Mackey
	Gary McFarlane
	Gillian McKee
	Elizabeth Mitchell
	Karen Smyth
	Murray Watt

Staff	
Executive Director	Nichola Hughes
Manager	Emma Adair



sustainableNI



Our vision

A world where prosperity is achieved in ways that are good for people and the planet.

Our mission

Building a sustainable and resilient society by inspiring, influencing and informing.



Inspire

We inspire individuals and organisations by sharing stories of success



Influence

We influence policy and practice by providing technical and strategic support



Inform

We share knowledge about how to address common sustainability challenges

Our values

SNI aspires to excellence in everything it does. We pride ourselves on being:

Knowledgeable

we focus on understanding the global and national issues around sustainability and sharing that knowledge with key stakeholders

Collaborative

we work closely with partners to co-design and deliver solutions to common sustainability challenges

Transformative

we put sustainability at the heart of society in Northern Ireland, transforming how people think, live and work

Our status

Sustainable NI is a non-profit organisation which works with government and others to advance sustainable development in Northern Ireland.

SNI is evolving. Established in 1998, we are now a registered charity (Charity No NIC103426) as well as a company limited by guarantee in Northern Ireland (Company No NI038784). We are governed by a Board of Trustees comprising academics and representatives from the public, private and voluntary and community sectors.

We have put environmental and social goals at the heart of what we do and are diversifying our funding base. Delivering for governments and public bodies is the cornerstone of our approach.

Our partners

SNI works with and supports government, local authorities, businesses, and others; acting as a catalyst for positive action to build a sustainable and resilient society. For a full list of our partners, please see www.sustainableni.org/our-partners

sustainableNI

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www.sustainableni.org

Sustainable Northern Ireland is a Company
limited by guarantee No NI038784 and a Charity
registered with the Charity Commission for
Northern Ireland No NIC103426

Printed on sustainably sourced paper.



Report on	Street Naming and Property Numbering
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	For Members to consider the naming of new streets within residential Housing Developments within Mid-Ulster.
2.0	Background
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility of approving Street Naming and Numbering of buildings erected thereon.
2.2	The Policy for Street Naming and Numbering, as adopted (see Appendix 1) forms the basis for considering proposals for the street naming of new developments.
3.0	Main Report
3.1	<p>The Building Control Department have received requests for the naming of streets within proposed residential development as follows:</p> <p style="padding-left: 40px;">I. Site off Dungannon Road, Aughnacloy</p> <p>An application has been submitted by Maison Estates on behalf of their client Orchard County Estates for the naming of a new street within a proposed residential development off Dungannon Road, Aughnacloy. The Maison Estates have submitted the following options for consideration (see Appendix 2).</p> <p style="padding-left: 40px;"> 1. Mill Pond Manor 2. Mill Pond Avenue 3. Millstone </p> <p>As the options submitted are linked to the locality in each case, it is considered that each option demonstrates compliance with the policy as adopted.</p>

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: None
	Human: None
	Risk Management: None
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	<p>It is recommended that consideration is given to the approval of the following proposals for the Street Naming of each street within a new residential development within Mid Ulster.</p> <p style="text-align: center;">I. Site off Dungannon Road, Aughnacloy</p> <p style="text-align: center;"> Either Mill Pond Manor Or Mill Pond Avenue Or Millstone </p>
6.0	Documents Attached & References
6.1	Appendix 1 – Policy for Street Naming and Numbering
6.2	Appendix 2 – Pro-forma containing street naming proposals, location map and site layout plan for new street off Dungannon Road, Aughnacloy.

Policy on Street Naming and Numbering

Document Control			
Policy Owner	Director of Public Health & Infrastructure		
Policy Author	Director of Public Health & Infrastructure		
Version	Version 1		
Consultation	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
Equality Screened by	Principal Building Control Officer	Date	20/02/2019
Equality Impact Assessment	N/A	Date	
Good Relations	N/A		
Approved By	Environment Committee	Date	12/03/2019
Adopted By	Council	Date	28/03/2019
Review Date		By Whom	
Circulation	Councillors, Staff		
Document Linkages			

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4.0	Linkage to Corporate Plan	
5.0	Naming of new Streets	
6.0	Renaming Existing Streets	
7.0	Roles & Responsibilities	
8.0	Impact Assessments <ul style="list-style-type: none"> • Equality Screening & Rural Needs Impact • Staff & Financial Resources 	
9.0	Support & Advice	
10.0	Communication	
11.0	Monitoring & Review Arrangements	

Appendices	Description	Page Number
A	Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995	
B	Naming of New Streets and Housing Developments: <i>Procedure</i>	
C	Renaming Existing Streets: <i>Procedures</i>	

1.0 INTRODUCTION

1.1 Mid Ulster District Council resolved that a policy and associated procedures be developed to guide the Council in accordance with the provisions of Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995("the 1995 Order"), referenced in Appendix A to this policy, on;

- (i) Naming of New Streets and Housing Developments;
- (ii) Renaming and Re-numbering existing streets

2.0 Policy Aim & Objectives

2.1 **Policy Aim:** To ensure the naming of New Streets and Housing Developments is delivered in a fair, equitable and consistent manner.

2.2 Policy Objectives:

- To facilitate Mid Ulster District Council in meeting its statutory obligations with regard to local government Street Naming requirements
- To confirm the mechanism and process by which Mid Ulster District Council will name new streets and housing developments
- To provide residents with a process whereby they may request the renaming of their street
- To ensure street names are reflective of localities within which they are being proposed and engagement of all affected residents of streets where requests have been received to rename

3.0 Policy Scope and Legislative Framework

3.1 This policy relates specifically to the naming of New Streets/ Housing Developments and processing requests for the erection of nameplates expressing the name of the street in a language other than English. The statutory basis for this policy is contained within Article 11 of the 1995 Order.

- 3.2 This legislation empowers Council to authorise the naming of streets within its respective District. The 1995 Order provides for street naming, street numbering and the provision of street signs. It also provides the Council with a discretionary power to erect dual language street signs or second nameplates in a language other than English via Section 1a and 1b. A copy of the relevant statute is included in Appendix A.

Interpretation and Definitions

- 3.3 For purposes of this Policy the following interpretation/ definitions apply as set out within the 1995 Order:

- Nameplate - defined as a means of 'signifying a name in writing'
- Street - defined as 'any road, square, court, alley, passage or lane'.

4.0 Linkage to Corporate Plan

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 1 *Delivering for Our People*.

5.0 Naming of New Streets

- 5.1 Proposals for new Street names linked to traditional place names will be favorably considered and that if such a place name is traditionally in a language other than English, that name may also be considered as the name by which that place may be known. The procedure that will apply in relation to proposal under this [policy] is contained in Appendix [B]. Building names are not controlled by statute and do not form part of this Policy.
- 5.2 Criteria - General

To maintain the heritage and identity of the area administered by Mid Ulster District Council in naming a new Street and/ or Housing Development the following criteria shall be adhered to. The name chosen shall;

1. Reflect the local townland name, or a local geographical/ topographical, social or historical feature.
2. The name shall not use the townland name within which the street and/ or the housing development is situated. The townland name shall still form part of the postal address.

3. The name should not mark any historical or political event or any individual or family, living or deceased.
4. The prefix of the name can only be the same as an existing Street or Road name prefix in the locality if it is accessed from that street or road.
5. To avoid confusion over addresses the name should not sound similar to an existing Street or Road name in that District Electoral Area.
6. The erected nameplate shall express the name in English; and may express that name in any other language other than English in accordance with Article 11 of the 1995 Order.
7. Although not prescriptive or exhaustive the running order/hierarchy for Street naming should follow an easily understood pattern, for example:
 - Road–Street–Avenue–Mews–Drive–Lane–Close–Alley

6.0 Renaming and Renumbering Existing Streets

- 6.1 Provision shall be made for the renaming and renumbering of existing Streets within the Mid Ulster District Council area, where instances as noted in 7.2 below require that that this be undertaken to maintain a consistent approach to street naming. The 1995 Order empowers Council to authorise Street names within the area they administer. The procedure that will apply in relation to a proposal under this policy is contained in Appendix C.

6.2 Criteria - General

The renaming or renumbering of an existing street shall normally only be considered;

- To remove similar or the same street name in the immediate locality
- Where a street name has been 'lost'
- To correct an incorrectly spelt name
- If emergency services have reported problems in identifying and locating the street
- If postal services or other statutory agencies has reported problems in identifying and locating the street
- Where a request has been received by the Council and signed by not less than 50% of the occupiers of a street to which a change is being sought. This would be based on 1 occupier per premises on the relevant street

7.0 Roles and Responsibilities

- 7.1 **Director of Public Health and Infrastructure:** shall have responsibility for implementation of this policy by Mid Ulster District Council, through the Building Control Service.
- 7.2 **Building Control Service:** shall be responsible for implementing arrangements to administer; (i) requests to name New Streets and Housing Developments and (ii) requests to rename existing Streets.
- 8.0 Impact Assessments**
- 8.1.1 Equality Screening & Impact**
- 8.1.1 This policy has been subject to equality screening in accordance with the Council's equality scheme screening process. It has been 'screened out' for an Equality Impact Assessment.
- 8.2 Rural Needs Impact**
- 8.2.1 This policy has been subjected to a rural needs impact assessment and thus can demonstrate regard to rural needs when delivering this public service.
- 8.3 Staff & Financial Resources**
- 8.3.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented. Valid requests for determination will be brought to attention of Committee.
- 9.0 Support and Advice**
- 9.1 Advice and guidance on the implementation of this should be sought from the Head of Building Control
- 10.0 Communication**
- 10.1 The Building Control Service within the Public Health & Infrastructure Department of Council is responsible for the communication, delivery and adherence to this policy
- 11.0 Monitoring and Review Arrangements**

- 11.1 Implementation of this policy will be routinely monitored and a formal review undertaken 24 months from its effective commencement date.

Appendix A
Article 11, Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995

Street names and numbering of buildings

Powers of councils in relation to street names and numbering of buildings

11.—(1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—

- (a) the address of any person; or
- (b) the description of any land; for

the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who—

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.

(10) In this Article—
“nameplate” includes any means of signifying a name in writing; “street” includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power—

- (a) to erect it on any building or in such other manner as the council thinks fit; and
- (b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely—

- (a) sections 64 and 65 of the Towns Improvement Clauses Act 1847^{F6};
- (b) in section 38 of the Towns Improvement (Ireland) Act 1854^{F7} the words “naming the streets and numbering the houses and also so much thereof as relates to”;
- (c) section 21 of the Public Health Acts Amendment Act 1907^{F8};
- (d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949^{F9}; and
- (e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings;

Appendix B

Naming of New Streets and Housing Developments: *Procedure*

1. Developers should submit an application for a new Street/ Development naming to the Council's Building Control service within the Public Health and Infrastructure Department ("the Department") before any promotional activity on the sale of properties commences.
2. The applicant should recommend at least 2 but no more than 3 names per street for consideration, outlining how they consider the proposed names comply with the criteria referred to within Section 5.2 above
3. If the Department determines that the name(s) does not conform to the criteria within 5.2 of this Policy, the developer/applicant will be informed of this and asked to submit an alternative name(s) and/or written representations as to why they disagree. When the Council receives an alternative name(s) and the Council Officer deems that it meets the criteria then it will be recommended to the Council's Environment Committee for consideration.
4. If the developer/applicant is not in agreement with the Department's evaluation they can make written representations which will be considered at the next available meeting of the Environment Committee.
5. The developer/ applicant will be informed of the approved name following approval of the Environment Committee minutes at the next available Council meeting of Mid Ulster District Council
6. Should the Committee not accept any of the presented options the applicant/ developer will be informed of the Council's decision
7. If following the non-acceptance of a proposed name the applicant/ developer does not resubmit an alternative name to the Council within 8 weeks of the date of the decision letter, the Council may identify a name and notify the applicant/ developer of their intention to approve that name. The Council shall allow four weeks to elapse from the date of the notification of the name before presenting it to the next available Environment Committee
8. If a street name has been approved by the Council it shall not be considered for change within 6 months from the date of approval, unless in accordance with the Council's Standing Orders.
9. Names shall be shown on nameplates which will include the townland where relevant and erected in line with current Guidance.
10. New buildings will be allocated numbers consecutively with odd numbers to the right hand side and even numbers to the left hand side.

Appendix C

Renaming Existing Street Name: Procedures

This procedure provides guidelines for the procedure for renaming of existing street/road names which the 1995 Order empowers councils to authorise. The following procedure for canvassing the views of occupiers and the criteria to be applied in deciding whether to rename a street with an alternative in English shall be:

1. Upon receipt of a petition, signed by not less than 50% of the householders (based on one resident per household over the age of 18) of the street/road ("a Petition") the Council will consider a survey of the street/road in relation to the desired name change and reason for same.
2. The proposed name must meet the criteria set down in this policy for the naming of New Streets, as detailed within 5.2 of this policy.
3. If the Department considers the new name meets the criteria, approval to undertake the survey will be sought from the Environment Committee.
4. The Council will survey, by post, to the occupier(s) of each of the properties listed on the Electoral Register and one survey per established business as appears on the Non-Domestic Valuation List of that street/road or the part of a street/road affected at that time; seeking their views on the request to change the name. The survey shall be carried out by the Council's Building Control service.
5. Replies will be by way of a supplied self-addressed envelope and must be returned by the date specified in the correspondence giving notification of the survey and reason for same . Only replies received from registered occupiers by that date will be considered
6. The outcome of the survey will be presented to the Environment Committee and only where all occupiers (100 %) in the affected street agree with the proposed name change, will a recommendation be presented to approve the change.
7. Where a request is not approved any further request will not be considered until the expiry of a 12 month period from the date of the Environment Committee meeting where the outcome of the survey was considered.
8. Where a Petition to have an existing street renamed is not approved then the occupiers will be notified of this.
9. Where a new nameplate is erected. The decision to remove an existing nameplate will be made by Property Services, where deemed necessary to do so.

10. Historical nameplates may remain in place where they are fitted to an existing wall (or dwelling), where they will not affect directional issues. This shall be at the discretion of Property Services.
11. Where the Department receives a request from the emergency services, mail delivery services or other statutory bodies who have difficulty locating the street to rename it. They shall inform residents as noted above and consider to survey and rename the street upon the agreement of all households on that street. Such requests shall be notified to and approval sought from Environment Committee and outcome of survey reported to same.

MID ULSTER DISTRICT COUNCILNew Street Name Proposals

Applicants Name & Address: MAISON DEAL ESTATE 110 ORCHARD COUNTY ESTATES,
UNIT 5, THE DEHOUSE, LINEN GREEN, DUNGANNON, STRATHS.

Description: Land's immediately North of Chestnut Grove, Dungannon Road, Aghnacloy

Ref: LA09/2016/1231/F



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

	Proposed Street Name	Linkage to Locality	Reason for Choice
Option 1	Mill Pond Manor	In the region of the former mill ponds in Aghnacloy	To reflect the topography and location of the site.
Option 2	Mill Pond Avenue	In the region of the former mill ponds in Aghnacloy	To reflect the topography and location of the site
Option 3	Millstone	In the region of the old mill. Also meaning of the word Aghnacloy is 'ford of the stone'	To reflect the topography and location of the site

* Please avoid the use of apostrophes, hyphens, full stops and commas.

Please note that street naming proposals should be in accordance with Mid Ulster Council Policy (Attached)

Signed

Dated 4/05/12

Report on	Service Level Agreement for provision of Structural Engineering Services
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To seek approval to sign a Service Level Agreement between Mid Ulster District Council and Fermanagh and Omagh District Council for the provision of specialist structural engineering services for Mid Ulster Building Control Service.
2.0	Background
2.1	A Service Level Agreement has been in place from 1 st April 2015 with specialist structural services being provided by a Specialist Building Control Officer employed by Fermanagh and Omagh District Council on the understanding that a shared structural engineering assessment service would be provided equally across both District Council areas. The cost of this structural engineering service provided is shared equally between both councils.
3.0	Main Report
3.1	<p>The services covered in this agreement are outlined in the attached Service Level Agreement and are subject to performance review of the service provided. The services provided to Mid-Ulster District Council by the Specialist Structural Engineer are as follows:</p> <ul style="list-style-type: none"> • Assessment of structural calculations/details for Building Regulation applications including structural related issues on site where required • Professional opinion/investigations to be provided for generic structural issues • Assessment of Dangerous Structures as requested on site • Advice on structural aspects of Capital Projects • Structural Surveys/Reports for Council Buildings • Structural Assessments for other Council Departments; e.g. Planning • Undertake other related duties within the necessary skills and competencies of Building Control.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: £45,000 per annum
	Human: The service will continue to be carried out by the specialist Building Control Officer providing structural engineering assessments, advice, guidance and assistance
	Risk Management: The continuation of the Service Level Agreement with Fermanagh and Omagh District Council for Specialist Structural Services will mitigate the risk on Building Control Officers in relation to structural matters.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	It is recommended that Mid Ulster District Council approve the signing of the attached Service Level Agreement for provision of specialist structural engineering services.
6.0	Documents Attached & References
6.1	Appendix 1 - Service Level Agreement document between Fermanagh and Omagh District Council and Mid-Ulster District Council

Service Level Agreement

SPECIALIST STRUCTURAL SERVICES

2020/21

Between

FERMANAGH AND OMAGH DISTRICT COUNCIL

AND

MID ULSTER DISTRICT COUNCIL

April 2020

Service Level Agreement – Specialist Structural Services

Between

Fermanagh & Omagh District Council and Mid Ulster District Council

(Hereafter referred to as the Agreement and the Stakeholders)

1.0 Background

The Chief Executives of Fermanagh and Omagh District Council and Mid-Ulster District Council have agreed that the specialist structural engineering services provided by Mr Liam O'Neill who is employed by Fermanagh and Omagh District Council will be a shared service between Fermanagh and Omagh District Council and Mid-Ulster District Council for the delivery of specialist services. The nature and scope of the shared specialist services to be delivered and the corresponding financial arrangements across both councils are as outlined below:

- Assessment of structural calculations/details for Building Regulation applications including structural related issues on site where required
- Professional opinion/investigations to be provided for generic structural issues
- Assessment of Dangerous Structures as requested on site
- Advice on structural aspects of Capital Projects
- Structural Surveys/Reports for Council Buildings
- Structural Assessments for other Council Departments; e.g. Planning.
- Undertake other related duties within the necessary skills and competencies of Building Control

The Agreement shall take effect from 01 April 2020 and shall remain in force unless, further to review by the Chief Executives, the provision of a shared service is no longer deemed necessary.

2.0 Shared Objectives

2.1 The Objectives of the Agreement are:

- To define and give effect to the role, responsibilities and obligations of the stakeholders;
- To establish the scope and level of service delivery available for each stakeholder;
- To formalise monitoring and review arrangements; and
- To establish arrangements for financing the shared services model.

3.0 Review of the Service Level Agreement

3.1 The Stakeholders shall jointly review the Agreement on an annual basis.

3.2 The Review Process will be initiated and facilitated by the Head of Building Control and Licensing (FODC) and the Head of Building Control (Mid Ulster District council) 3 months prior to the end of the financial year.

3.3 The Stakeholders may propose at any time during the Period to revise the Agreement, and agree any reasonable alteration or addition to or omission from the Agreement. In the event of such a revision being proposed, each stakeholder shall assess what resources, if any, will be involved, prior to agreeing to the revision.

4.0 Performance Review and Reporting

4.1 The Employee shall forward a monthly report to the stakeholders detailing all specialist services carried out for the period as set out in Appendix 1. This will include detailed work sheets indicating workloads, type of work, time spent, performance measure etc for each Council area.

4.2 The Stakeholders shall jointly review performance under the Agreement on a quarterly basis, providing such reports as required to inform the process.

4.3 The Heads of Service shall ensure that necessary action as agreed is taken to maintain a high level of Service Delivery.

4.4 Following the annual review process the Heads of Service shall report on the Agreement to their respective Chief Executives.

5.0 Level of Service Delivered

5.1 Each Stakeholder is responsible for ensuring the Specialist Structural Service is delivered within the Agreement and that it is reported on as detailed in section 4.

5.2 The Specialist Structural Services covered by this Agreement would include:-

- Assessment of structural calculations/details for Domestic Building Regulation applications – (Comments returned within 10 Working Days from date of receipt)
- Assessment of structural calculations/details for Non-Domestic Building Regulation applications – (Comments returned within 15 Working Days from date of receipt)

- Assessment of structural related issues on site where required
 - (a) 1 Day – Urgent Requests
 - (b) 5 Days – Non-Urgent Requests
- Professional opinion/investigations to be provided for generic structural issues which arise in relation to construction details on site, changes to the Building Regulations and new products introduced to the market
- Assessment of Dangerous Structures as requested on site
 - (a) Response to Urgent Issues – Immediate or within 24 Hours)
 - (b) Non-Urgent Issues – 3 Working Days
- Provide structural design calculations for Capital Projects
- Carry out site inspections for structural designs on Capital Projects
- Provide structural engineering advice on preparation of cost estimate for Capital Projects
- Advice/Guidance on structural aspects of Buildings/ground conditions etc
- Structural Surveys/Reports for Council Buildings
- Structural Assessments for other Council Departments; e.g. Planning.
- Undertake other related duties within the necessary skills and competencies of Building Control

NB. Specialist Structural Services relating to the Building Regulations have priority over other areas of work as listed above.

5.3 Each stakeholder is responsible for monitoring the delivery of services on an ongoing basis.

5.4 Mid Ulster District Council shall either authorise the specialist officer to undertake lone working on their behalf or ensure that when there is a requirement for the specialist officer to make site visits, that he/she is appropriately authorised and accompanied by an authorised officer of the council.

6.0 Financial Arrangements

6.1 The Financial arrangements for the Specialist Structural Services have been agreed as follows:-

- Salary (including employer's costs) and Travel is equally divided between Councils (50/50)
- 5% Administration (includes accommodation, heat, light, power, telephone, postage, printing, stationery etc.)

6.2 Fermanagh and Omagh District Council will invoice Mid Ulster District Council on a Quarterly basis. Invoicing to include salary (including employer's costs) and mileage costs attributed for the Specialist Structural Services for the relevant period.

6.3 Payment will be subject to receipt of a progress monitoring report as detailed in Section 4.2 and satisfactory performance against targets.

7.0 Health and Safety

7.1 The employee must adhere to the Health and Safety requirements of each respective Council. This includes adherence to health and safety requirements specific to Council offices as well as in the delivery of services external to the Council offices such as lone working and site specific requirements. Personal Protective Equipment will be provided for the employee, as necessary, by each Council.

7.2 The Head of Building Control or other Head of Service in the respective Councils are responsible for informing employee of Health and Safety requirements relevant to their Department.

8.0 Resolution of Disputes

8.1 Any day to day matters which give cause for concern or dispute, which have the potential to impact on the fulfilment of requirements within the Agreement, and which cannot be resolved by the Officers directly involved, will be referred to Line Management.

8.2 If a situation arises which Line Managers are unable to resolve, it will be referred to the relevant Head of Service / Director.

9.0 Insurance Requirements

9.1 Mid Ulster District Council should ensure they have appropriate insurance in place to cover the delivery of the activities outlined in this agreement.

10.0 Data Protection

10.1 In accordance with Data Protection legislation, both parties have a duty to protect any personal data it holds. The information provided to Fermanagh and Omagh District Council in relation to the Service Level Agreement will be used for the purposes of the shared specialist services and will not be shared with any third party unless required by legislation. Information will be retained in accordance with the respective Council's Retention and Disposal Policy

SIGNED ON BEHALF OF

FERMANAGH & OMAGH DISTRICT COUNCIL

Chief Executive

MID ULSTER DISTRICT COUNCIL

Chief Executive

Appendix 1 Specialist Structural Services – Monthly Report

Month:

Measurable Objective	Target	NUMBER OF APPLICATIONS											
		Q1 (1/4/20-30/6/20)			Q2 (1/7/20-30/9/20)			Q3 (1/10/20-31/12/20)			Q4 (1/1/21-31/3/21)		
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<ul style="list-style-type: none"> Assessment of structural calculations/details for Domestic applications 	Comments returned within 10 Working Days from date of receipt												
<ul style="list-style-type: none"> Assessment of structural calculations/details for Non-Domestic applications 	Comments Returned within 15 Working Days from date of receipt												
<ul style="list-style-type: none"> Assessment of structural related issues on site where required 	Urgent Requests – 1 Day Non-Urgent Requests – 5 Days												
<ul style="list-style-type: none"> Professional opinion/investigations to be provided for generic structural issues which arise in relation to construction details on site, changes to the Regulations and new products introduced to the market. 													

Measurable Objective	Target	NUMBER OF APPLICATIONS											
		Q1 (1/4/20-30/6/20)			Q2 (1/7/20-30/9/20)			Q3 (1/10/20-31/12/20)			Q4 (1/1/21-31/3/21)		
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<ul style="list-style-type: none"> Assessment of Dangerous Structures as requested 	Response to Urgent Issues – Immediate Response to Non-Urgent Issues – 3 Working Days												
<ul style="list-style-type: none"> Provide structural design calculations for Capital Projects 													
<ul style="list-style-type: none"> Carry out site inspections for structural designs on Capital Projects 													
<ul style="list-style-type: none"> Provide structural engineering advice on preparation of cost estimate for Capital Projects 													
<ul style="list-style-type: none"> Advice/Guidance on structural aspects of Buildings/ground conditions etc 													

Measurable Objective	Target	NUMBER OF APPLICATIONS											
		Q1 (1/4/20-30/6/20)			Q2 (1/7/20-30/9/20)			Q3 (1/10/20-31/12/20)			Q4 (1/1/21-31/3/21)		
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<ul style="list-style-type: none"> Structural Surveys/Reports for Council Buildings 													
<ul style="list-style-type: none"> Structural Assessments for other Council Departments; e.g. Planning. 													
<ul style="list-style-type: none"> Undertake other related duties within the necessary skills and competencies of Building Control 													

Report on	Northern Ireland Fire and Rescue Service – Termination of Memorandum's of Understanding
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To advise Members on the termination of Memorandum's of Understanding (MoU) by the Northern Ireland Fire and Rescue Service (NIFRS) with Mid Ulster District Council in relation to the enforcement of The Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations 2010.
2.0	Background
2.1	Following the introduction of The Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations 2010 it had been identified that barriers would have been created with regards to the ability of Councils to effectively carry out the Licensing functions in relation to licensing places of entertainment, cinemas and premises for the purposes of performing civil marriages or civil partnerships.
2.2	As a result, a Memorandum of Understanding (MoU) in respect of licensing was signed by all 26 Councils in 2013. The signing of the MoU enabled Councils to enforce the Fire Safety Legislation on behalf of the NIFRS, thereby ensuring that Licensing Officers could identify and ensure the rectification of non-compliant issues within licensed premises in a timely manner.
2.3	In addition, a MoU was signed in respect of the Fire Precautions (Workplace Regulations (Northern Ireland) 2001) was signed with the Chief Environmental Health Officers Group NI in August 2015.
2.4	From 2018, the Licensing Forum of Northern Ireland had been working with the NIFRS on the revision of the MoU. There had been constructive discussions on the revisions to the MoU which had led to the completion of a revised MoU in November 2019. It was understood that the revised document was awaiting approval from the NIFRS Board.
2.5	During the discussions regarding the revisions of the MoU over the two year period, it had never been indicated that the NIFRS were considering the termination of the MoU.

3.0	Main Report
3.1	On 26 th March 2020, written communication was received by Mid Ulster District Council (see Appendix 1) indicating that the NIFRS were proposing to terminate the MoU originally agreed and signed in 2013 on Monday 6 th April 2020.
3.2	As a result of communication being returned to the NIFRS by MUDC, a further letter (see Appendix 2) was received from the NIFRS on 23 rd April 2020 indicating that the date of termination had been extended to 1 st June 2020.
3.3	Further correspondence has been received from the NIFRS on 3 rd May 2020 (see Appendix 3) which outlines a “Council Fire Safety Consultation” document which is being proposed to form the basis for statutory consultation regarding the licensing process. The contents of the document have not been discussed or agreed with the 11 Councils. The information specified within the document is required in accordance with The Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations 2010 although with the termination of the MoU the powers to request this information would revert to the NIFRS.
3.4	A letter of response has been forwarded by the Chief Executive of MUDC highlighting the areas of concern with regards to the termination of the MoU’s and the subsequent “Council Fire Safety Consultation” Advice Note which the NIFRS has unilaterally developed.
3.5	It is therefore unlikely that the Council would be in a position to forward the detailed information specified within the “The Council Fire Safety Consultations” to the NIFRS due to the changes in the enforcement of the relevant legislation. In many forms the information specified within the “Council Fire Safety Consultation” reflects the information which was specified to be carried out within the MoU which has been terminated.
3.6	Currently, in line with the requirements of the relevant legislation, the annual inspections of the licensed premises as well as the during performance inspections of those premises have ensured that frequent and detailed visits have been carried out on all premises. Within Mid Ulster, during 2019/2020, 330 inspections were carried out on 210 licensed venues with 85 during performance inspections having taken place during the same period.
3.7	It is unlikely that the NIFRS will continue to carry out a similar number of inspections on the fire safety aspect of all licensed venues on an annual basis.
3.8	The termination of the MoU in relation to The Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations 2010 will result in the application process for the Grant, Renewal or Variation of Entertainment licences being elongated and will almost certainly result in a much slower renewal process for licence holders.
3.9	It will also prove much more difficult to process applications for the licensing of one-off events such as those being proposed for a marquee for a weekend where

	the inspection can only be carried out a few hours before the commencement of a function due to the last minute erection and fit-out of the structure.
3.10	In a case where a fire safety contravention is identified while carrying out a during performance inspection, the inspecting officer will no longer have the power to ensure that remedial works are carried out immediately.
3.11	It is envisaged that the Councils across the Province will re-engage with the NIFRS in an attempt to agree a review of the Termination of the MoU or agree a document for consultation between the NIFRS and the Councils as a matter of urgency.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: None
	Human: None
	Risk Management: It is envisaged that the renewal process for entertainment licensing will be lengthened as a result of the termination of the Memorandum of Understanding
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	Members to note the content of the report and consider if they wish any further action taken following receipt of NIFRS response of 1 st June 2020 – Appendix 4.
6.0	Documents Attached & References
6.1	Appendix 1 – Correspondence received from the NIFRS on 26 th March 2020
6.2	Appendix 2 – Correspondence received from the NIFRS on 23 rd April 2020
6.3	Appendix 3 – Correspondence received from the NIFRS on 3 rd May 2020
6.4	Appendix 4 - Correspondence received from NIFRS on 1 st June 2020



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Chief Fire & Rescue Officer (Interim)
Michael Graham

Our Ref: GS/SM/LETS/15776

20 March 2020

Mr A Tohill
Chief Executive
Mid Ulster District Council
Dungannon Office
Circular Road
Dungannon
BT71 6DT

Dear Chief Executive

The purpose of this letter is to inform you that at a meeting of the NIFRS Board on 25 February 2020, NIFRS Board has determined that a series of Memorandums of Understanding (MoU), that have been signed with councils and one other group, are to be terminated with effect from **Monday, 6 April 2020**. The MoUs that will be terminated are listed in Table 1 overleaf.

The background is that during the public consultation, prior to the introduction of The Fire & Rescue Services (Northern Ireland) Order 2006 (The 2006 Order), feedback indicated that arrangements may cause a barrier to the effective performance of councils in relation to their licensing functions, particularly in the context of licensing places of entertainment, cinemas and premises for the purposes of performing civil marriages or civil partnership registrations.

The solution proposed was that the NIFRS Board could delegate powers through a MoU to council licensing officers to enforce the fire safety duties of The 2006 Order in respect of relevant premises, or parts of relevant premises, that require a licence.

In January 2013, a MoU, in respect of licensing, was signed with the 26 district councils, which was prior to the merger to 11 councils. In November 2013, a MoU in respect of the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001 was signed with the Chief Environmental Health Officers Group NI and in August 2015, a MoU in respect of building control consultations was signed with Newry, Mourne and Down District Council, but this was not signed with the other 10 councils. These MoUs have created an inconsistency of approach and a review was initiated 12 months ago with a view to strengthening arrangements.

The review highlighted that since the MoUs were signed in 2013, councils' licensing officers have been unable to implement the competency arrangements recommended in '*Competency Framework for Business Fire Safety Regulators*' published by the Chief Fire Officers Association in November 2013.

In May 2018, Dame Judith Hackitt's report titled '*Building a Safer Future - Independent Review of Building Regulations and Fire Safety*' made a series of recommendations in relation to competence, one of which was recommending the National Fire Chiefs Council (formerly the Chief Fire Officers Association) to review the Competency Framework for Business Fire Safety Regulators. An officer from NIFRS is a member of the review team and although the new competency framework is not yet published, it is nearing completion and NIFRS is aware of the content. The framework will require all fire safety enforcing officers to be competent and be trained to a national standard and with a recognised accreditation or professional body.

The review has indicated that it is unlikely that councils will be able to achieve or maintain the new competency requirements recommended by the National Framework which are at a higher standard and require assessment and continuing professional development. It should be noted that NIFRS does not permit new fire and rescue inspecting officers to enforce fire safety legislation until each officer has been trained and assessed as competent.

NIFRS does not believe termination will be a barrier to the effective performance of councils because no such arrangement is in place with any other licences, permits, or certificates issued by a council, for example, in respect of premises used for: HMOs; betting; gaming; amusements; hairdressers; sex establishments; caravan sites; sale of petroleum; or sports grounds.

It is for these reasons the NIFRS Board is terminating the MoU in respect of licensing.

The MoU in respect of building control consultations with Newry, Mourne and Down District Council is being terminated due to the inconsistency across Northern Ireland, in that a MoU is not in place with the other 10 councils and this has had no effect on working arrangements.

The MoU with the Chief Environmental Health Officers Group Northern Ireland is being terminated because councils are responsible for enforcement of the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001 and arrangements need to be in place directly between NIFRS and the respective council and not an independent group.

Following the termination of the MoUs, NIFRS will continue to liaise closely in respect of fire safety with respective council departments in all regards and ensure effective working arrangements. Our capability to respond to consultations, queries and joint inspections has significantly increased and we now have 25 fire safety inspectors and 12 fire safety managers in place to assist and enforce fire safety legislation across Northern Ireland. Our website at www.nifrs.org now contains a series of fire safety technical guides, advice notes and templates which will assist to provide guidance for council officers. In addition, new advice will soon be added, specifically in relation to council fire safety consultation procedures, which will greatly assist your officers.

Should your officers wish to meet to discuss arrangements, Assistant Chief Fire & Rescue Officer Alan Walmsley and Group Commander Geoff Somerville continue to remain available to meet at any time. If required, please contact Geoff Somerville by email at geoff.somerville@nifrs.org to make the necessary arrangements.

I wish to sincerely thank your council licensing officers for assisting to enforce the fire safety legislation during this period and our combined approach has and will continue to make Northern Ireland a safer place for all. I look forward to continuing our joint working in the years ahead.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Graham', with a long horizontal stroke extending to the right.

Michael Graham
Chief Fire & Rescue Officer (Interim)

Table 1 - NIFRS MoUs terminated from 6 April 2020

MoU Title	MoU Signed With	Signed
Memorandum of Understanding Relating to Co-ordination of Fire Safety Enforcement in Premises Regulated and Licensed by District Councils under The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010	Antrim Borough Council	12/01/2013
	Ards Borough Council	12/01/2013
	Armagh City and District Council	12/01/2013
	Ballymena Borough Council	12/01/2013
	Ballymoney Borough Council	12/01/2013
	Banbridge District Council	12/01/2013
	Belfast City Council	12/01/2013
	Carrickfergus Borough Council	12/01/2013
	Castlereagh Borough Council	12/01/2013
	Coleraine Borough Council	12/01/2013
	Cookstown District Council	12/01/2013
	Craigavon Borough Council	12/01/2013
	Derry City Council	12/01/2013
	Down District Council	19/07/2013
	Dungannon & South Tyrone Borough Council	12/01/2013
	Fermanagh District Council	12/01/2013
	Larne Borough Council	12/01/2013
	Limavady Borough Council	12/01/2013
	Lisburn City Council	12/01/2013
	Magherafelt District Council	12/01/2013
	Moyle District Council	12/01/2013
	Newry, Mourne and Down District Council	26/08/2015
	Newtownabbey Borough Council	12/01/2013
	North Down Borough Council	12/01/2013
	Omagh District Council	12/01/2013
	Strabane District Council	12/01/2013

MoU Title	MoU Signed With	Signed
Memorandum of Understanding Co-operation and Protocols Between Newry, Mourne and Down District Council and Northern Ireland Fire & Rescue Service in Relation to Fire Safety	Newry, Mourne and Down District Council	26/08/2015
Relating to Co-ordination of Memorandum of Understanding Relating to Fire Safety Enforcement Roles for The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010	Chief Environmental Health Officers Group Northern Ireland	05/12/2013



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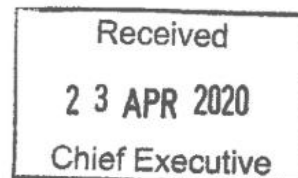
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Chief Fire & Rescue Officer (Interim)
Michael Graham

17 April 2020

Mr A Tohill
Chief Executive
Mid Ulster District Council
Dungannon Office
Circular Road
Dungannon
BT71 6DT



Dear Chief Executive

Re: Extension of MoU termination date

In my letter dated 20 March 2020, I wrote to you to inform you that at a meeting of the NIFRS Board on 25 February 2020, it was determined that a series of Memorandums of Understanding (MoU), that have been signed with councils and one other group, are to be terminated.

Please accept my apology for not providing the necessary 30 days' notice; I therefore extend the date of termination from Monday 6 April 2020 to **Monday 1 June 2020**.

Please refer to the original letter for detail on the reasons for termination, the list of MoUs to be terminated and contact details to arrange a meeting, if required, to discuss arrangements. Due to the impact of Covid-19, and until restrictions are lifted, meetings will be facilitated via a conference call.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Graham', followed by a horizontal line.

Michael Graham
Chief Fire & Rescue Officer (Interim)



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Chief Fire & Rescue Officer (Interim)
Michael Graham

Our Ref: GS/SMcC/LETS/15783

1 May 2020

Mr A Tohill
Chief Executive
Mid Ulster District Council
Dungannon Office
Circular Road
Dungannon
BT71 6DT

Dear Chief Executive

RE: COUNCIL FIRE SAFETY CONSULTATIONS

The Chief Fire & Rescue Officer wrote to you on the 17 April 2020 to extend the date of termination for a series of Memorandums of Understanding (MoU) that have been signed with councils and the Chief Environmental Health Officers Group Northern Ireland to **Monday, 1 June 2020**.

Following termination, Northern Ireland Fire & Rescue Service (NIFRS) intends to ensure that the working relationships that have been developed over many years between council officers and NIFRS fire safety inspectors continue to operate effectively and consistently.

Opportunities exist to enhance current arrangements and it is NIFRS' desire to identify any gaps that currently exist in fire safety consultation procedures. It is NIFRS' intention, through the accompanying advice note, to ensure procedures are clearly documented and readily accessible to officers from all departments within each organisation.

Work has been completed over previous years to document and develop procedures for the range of fire safety consultations that need to be completed by each organisation. That work involved discussions with the Licensing Forum Northern Ireland, Building Control Northern Ireland, the Chief Environmental Health Officers Group Northern Ireland and Northern Ireland HMO Unit.

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3 - MAY 2020
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1 May 2020

Mr A Tohill

However, none of the procedures developed are openly visible, or easily accessible, by those who need to be able to reference them on a day-to-day basis and therefore, as new staff are appointed, knowledge is often lost.

Therefore, the intention is to close that gap and improve arrangements by merging all of the developed procedures into a single Fire Safety Legislation Advice Note titled 'Council Fire Safety Consultations' which is attached for your consideration. To ensure the note is widely communicated and to ensure there is clarity for all involved, NIFRS will make it freely available for download from the NIFRS website.

The advice note is divided into five sections; the enhancement this will achieve over previous arrangements is summarised in the table below.

Section	Enhancement
1 – Licensing	Consultation procedures are unaffected and are enhanced by the publication of the simplified procedures. Termination of the MoU ensures clear demarcation of legislative responsibilities and removes the anomaly in that no such arrangement is in place with any other licences, permits, or certificates, issued by a council, for example, in respect of premises used for HMOs; betting; gaming; amusements; hairdressers; sex establishments; caravan sites; sale of petroleum; or sports grounds.
2 - Building Control	Only one MoU had been signed with Newry, Mourne and Down District Council. No arrangement had been made with the other 10 councils. This publication ensures continuity across all councils.
3 - Environmental Health	Procedures were previously described in a MoU with an independent group which did not represent councils. Procedures were not transparent and need to be in place directly with councils.
4 - Houses in Multiple Occupation	Procedures are at the early stage of development with the recently established Northern Ireland HMO Unit. This section can be easily updated when necessary.
5 - Consultation Locations	The fire safety offices operated by NIFRS are listed for ease of approach, including all contact details.

1 May 2020

Mr A Tohill

The proposed advice note will become the sixth in a series. The pathway to the five that are currently published is via www.nifrs.org, then via the 'Business Safety Advice' link, and then via the 'Fire Safety Legislation Advice Notes link.

The advantages of this approach include:

- simplicity and consistency across all councils;
- ease of access to a single document detailing all consultation processes;
- transparency and visibility of consultation processes;
- reduction in administration;
- reviews and amendments can be easily facilitated;
- the process is more sustainable over the longer-term; and
- public information is facilitated.

Following the termination of the MoU, and to ensure continuity of approach, the advice note will be published on Monday, 1 June 2020. In advance, any comments on the content are welcome prior to publication; this may be submitted to protection@nifrs.org for consideration.

Following publication, the advice note will remain a live document and, as such, the new arrangements will enable it to be easily updated at any time to ensure currency is maintained.

I would welcome your assistance to widely communicate this approach with the relevant officers in your council and I will ensure all of the relevant officers within NIFRS are fully trained on consultation procedures.

Yours sincerely



Paddy Gallagher
Assistant Chief Fire & Rescue Officer
Director of Service Delivery

Enc - NIFRS, Fire Safety Legislation Advice Note 006, Council Fire Safety Consultations, Draft Version 5 - 27 April 2020

Northern Ireland Fire & Rescue Service
Fire Safety Legislation Advice Note 006

Council Fire Safety Consultations

Draft Version 5 - 27 April 2020

The purpose of this advice note is to assist officers from both Northern Ireland Fire & Rescue Service (NIFRS) and councils by describing procedures for fire safety consultations for each of the different remits involved.

Fire safety consultations have been operating successfully for many years and excellent working relationships have been developed between council officers and NIFRS fire safety inspectors.

The aims of this advice note are to build on existing procedures and provide a flexible approach that can easily be amended when updates are required. It will assist to provide openness and transparency and will help to achieve a consistent approach for all the officers involved. In addition, it will ensure knowledge transfer is easily achieved when new officers are appointed into respective remits.

The note is divided into five sections as listed below.

The reason for initiating a consultation may be due to legislative requirements or for goodwill advice. Where necessary, a consultation can be initiated by contacting the appropriate location detailed in Section 5.

Section	Page
1 LICENSING	2
2 BUILDING CONTROL	4
3 ENVIRONMENTAL HEALTH.....	6
4 HOUSES IN MULTIPLE OCCUPATION.....	12
5 CONSULTATION LOCATIONS	13

1 LICENSING

Councils are statutorily obliged to consult with NIFRS and to take into consideration any comments that NIFRS may make in relation to the application for premises that fall within the scope of:

- The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 as amended; and
- The Cinemas (Northern Ireland) Order 1991.

Councils may also wish to consult with NIFRS prior to the issue of any other licence, registration, or certification scheme issued by the council.

1.1 Licence Grant or Variation

Prior to a licence grant or variation, the council will consult with NIFRS and forward copies of:

- the application;
- the maximum permitted occupancy calculated by the council and the methodology used to calculate (Building Regulations Technical Booklet E, Risk Assessment Guide for Small and Medium Places of Assembly; Risk Assessment Guide for Large Places of Assembly or BS9999);
- one set of marked up fire safety plans;
- the fire risk assessment; and
- engineered solution or management strategy (if applicable).

Where copies of the above items have not been received, NIFRS will respond accordingly.

1.2 Licence Renewal

Prior to a licence renewal, the council will consult with NIFRS and forward a copy of:

- the application.

NIFRS will carry out a desktop review of the existing premises file and any additional information provided. A joint inspection or fire safety audit for the renewal of a licence will only be undertaken for a licence renewal where there is clear benefit in doing so.

1.3 Acknowledgement

NIFRS will acknowledge receipt of each consultation received.

1.4 Joint Inspections

The Council Licensing Officer, or NIFRS officer may request a joint inspection (if deemed necessary) with the appropriate persons responsible for fire safety in the premises. The joint inspection should be completed within 28 days from the date of application. During a joint inspection, NIFRS will carry out a full audit of the premises.

Following the inspection, NIFRS will send the appropriate person an audit outcome letter (Broadly Compliant, Notice of Deficiencies, Action Plan, or Enforcement Notice) and provide a copy to the council. NIFRS will always carry out a follow up inspection for an Action Plan or Enforcement Notice and may carry out a follow up inspection for a Notice of Deficiencies.

A joint inspection may not be necessary on all occasions and will generally not be necessary:

- for single storey, simple premises with sufficient exits direct to external air; or
- for temporary structures such as tents or marquees; or
- where the proposed licence variation is minor and can be assessed from the fire safety information provided; or
- for a licence renewal.

1.5 Consultation Responses

NIFRS will aim to provide the council with a consultation response within 28 calendar days from the receipt of a consultation request.

1.6 Informing NIFRS of Outcome

When a licence is granted, varied or renewed, the council should provide NIFRS with a copy of the issued licence.

When a licence is suspended or removed, the council should inform NIFRS.

2 BUILDING CONTROL

2.1 Pre-Submission Meetings

When Building Control receives a request for a pre-submission meeting on a large, complex building or buildings containing engineered solutions, they may advise NIFRS of the request and offer NIFRS the opportunity to take part in the pre-submission meeting.

If the offer is accepted, in advance of the pre-submission meeting, Building Control will forward relevant documentation (where available) to allow adequate time for NIFRS to review the proposal.

Where appropriate, NIFRS and Building Control will meet, prior to any pre-submission meeting, to discuss a joint approach.

2.2 Small Commercial/Domestic Building Regulation Applications

When processing routine domestic applications or small commercial code compliant buildings, it is not necessary for Building Control to share this information with NIFRS. However, there may be circumstances where, due to the large scale of multi-storey apartments, Building Control may forward details of the scheme to NIFRS in order for NIFRS to either pass comment to Building Control for consideration, or become familiar with the proposed fire fighting measures.

2.3 Non-Domestic Building Regulation Applications

Where proposals involve buildings with substantial deviations from the codes or buildings with fire engineered solutions, Building Control may forward relevant documentation to NIFRS which will include a copy of the Building Control comments.

If NIFRS wishes to make comment, this should be done within 14 working days, unless an extended period has been indicated by agreement. Any unresolved issues may result in enforcement action by NIFRS following a fire safety audit after the premises is occupied.

2.4 Approval of Plans or Completion of Works

It is the sole responsibility of Building Control to approve or reject plans and issue Completion Certificates in relation to determining Building Regulations compliance. In doing so, Building Control will give due regard to any comments made by NIFRS.

It is advantageous to NIFRS to have accurate drawings which reflect what has been built in order to aid the development of firefighter safety. Where Building Control has access to 'as-built' plans, a copy should be sent to NIFRS.

2.5 Enforcement

Where NIFRS proposes to issue an Enforcement Notice including a requirement to make an alteration on a relevant premises, the council must be consulted in accordance with Article 37(3)(a). The two parties will endeavor at all times to reach a unified position in respect of the above.

Building Control may inform NIFRS where a Contravention Notice has been served; where the issues relate to fire safety, this will typically be on buildings which are occupied and not works under construction, and prior to the issue of a completion certificate.

2.6 Joint Inspections

There will be occasions, particularly on large or complex projects, where a joint Building Control and NIFRS inspection would be beneficial to aid the smooth transition between the construction phase and occupation of the building. Where this is the case, Building Control or NIFRS may propose a joint inspection on relevant projects at an early stage, prior to occupation.

2.7 Reciprocal Notification Arrangements

Where Building Control becomes aware of unauthorised activity or matters which may impact on the fire safety of people in or about occupied 'relevant premises', they should notify NIFRS.

Where NIFRS becomes aware of unauthorised building works or matters which may require Building Control consultation, they should notify the respective council and advise the owner of the premises to contact the relevant Building Control department.

3 ENVIRONMENTAL HEALTH

3.1 Overview

The 2001 Workplace Regulations were not repealed by the 2006 Order and remain in force.

When the 2001 Workplace Regulations were introduced, they created a change in enforcement duties for NIFRS and for councils.

The 2006 Order made no change to the enforcement roles of councils under the Health and Safety at Work (Northern Ireland) Order 1978, hereafter referred to as the '1978 Order'.

When the 2001 Workplace Regulations were introduced, they required employers to carry out a fire risk assessment. The 2006 Order has extended this requirement and places a responsibility on employers, and persons who have control to any extent over relevant premises, to carry out a fire risk assessment.

The main outcome for enforcing authorities from the enactment of Part III of the 2006 Order in 2010 is that it has restricted the application of the 1978 Order and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (as amended) to the extent that it now excludes the control of fire risks (ie, general fire precautions) for enforcement purposes from the main body of health and safety legislation. These provisions are now enforced via the 2006 Order by NIFRS.

Health and safety law is enforced in Northern Ireland by Council Environmental Health Departments and the Health and Safety Executive for Northern Ireland (HSENI), depending on the business activity being carried on.

In general councils are responsible if the business is office based; retail or wholesale; retail or wholesale warehousing; tyre and exhaust fitters; restaurants; take away food shops; mobile snack bars and catering services; hotels; guesthouses; residential homes (but not nursing homes); leisure and entertainment facilities (privately owned); exhibitions; religious places of worship and other associated activities; undertakers; the practice or presentation of the arts, sports, games, entertainment or other cultural or recreational activities; therapeutic and beauty services; and animal care.

HSENI is responsible for other premises.

The following sections provide guidance to ensure consistent enforcement practice and to provide protocols for future liaison between the relevant enforcing authorities.

3.2 Enforcement

In broad terms the division of enforcement concerns on the one hand 'General' and on the other 'Process' Fire Precautions.

Work process is defined by Article 51(3) of the 2006 Order as:

"all aspects of work involving, or in connection with:

- (a) the use of plant or machinery; or*
- (b) the use or storage of any dangerous substance".*

The division of responsibilities are described as below.

3.3 General Fire Precautions Enforced by NIFRS

NIFRS is responsible for enforcing the 2006 Order and the 2010 Fire Safety Regulations across all relevant premises.

This is achieved through carrying out audits of relevant premises to confirm legislative compliance in the following areas:

- Fire safety arrangements;
- Elimination or reduction of risks from dangerous substances;
- Means for fighting fire and means for giving warning in the event of fire;
- Means of escape;
- Procedures for serious and imminent danger from fire and for danger areas;
- Additional emergency measures in respect of dangerous substances;
- Maintenance;
- Safety assistance;
- Provision of information to employees;
- Provision of information to employers and the self-employed from outside undertakings;
- Training;
- Co-operation and co-ordination;
- Duties of employees; and
- Maintenance of measures provided in relevant premises for protection of firefighters.

3.4 Process Fire Precautions Enforced by Councils

Process fire precautions include special, technical or organisational measures required to be taken or observed in any workplace in connection with the carrying on of any work process where those measures:

- (a) are designed to prevent or reduce the likelihood of fire arising from such a work process or reduce its intensity; and

- (b) are required to be taken or observed to ensure compliance with any requirement of the relevant statutory provisions within the meaning given by Article 2(2) of the 1978 Order.

Work processes refer to all aspects of work involving, or in connection with the use of, plant or machinery, or the use or storage of any dangerous substance.

3.5 Enforcement Overlap

General Fire Precautions and Process Fire Precautions terms may overlap and affect each other in practice. For example, the provision of firefighting equipment in regard to a specific process may also form part of the General Fire Precautions identified by the employer/responsible person in their fire risk assessment for the workplace and, under certain circumstances, separation or containment of stored materials may be identified in the fire risk assessment as being required either to safeguard the means of escape in the case of fire or for fire prevention and process control or for prevention of fire spread.

In the case of protection of means of escape, enforcement would lie with NIFRS. Issues relating to fire risk assessment regarding all aspects of fire will, in all cases, be enforced by NIFRS under the 2006 Order if it is of the opinion that the fire risk assessment for the premises is not suitable and sufficient.

Fire prevention/process/spread is dealt with by Environmental Health Officers authorised under the 1978 Order.

It should be noted that NIFRS has a duty to give advice, where requested, in both General Fire Precautions and Process Fire Precautions scenarios.

Where enforcement action is being considered, NIFRS and the council should notify and liaise with each other.

The matters listed below are examples which may cause evident concern in relation to general and process fire precautions. Such matters may be self-evident or may be drawn to an inspector's attention, eg, by a safety representative.

The lists are not intended to be exhaustive.

3.6 Matters of Evident Concern relating to General Fire Precautions

1. Fire exits which cannot be easily and immediately opened from the inside, eg, by panic bolts, or other suitable emergency fastening.
2. Significantly obstructed exit doors, passageways, gangways or staircases.
3. Open stairways in multi-storey building containing significant quantities of flammable materials.

4. The keeping of flammable materials in locations or circumstances such that they may prejudice the means of escape in case of fire.
5. Significant breaches of fire-resisting enclosures, such as missing or permanently open fire doors on escape routes.
6. The absence of, or clearly inadequate provision or maintenance of, fire extinguishers or other equipment for general firefighting purposes.
7. Lack of a fire alarm in a large building or in a building where there are significant quantities of explosive or highly flammable materials where the building, or a substantial part of it, is not licensed by HSE under The Explosives Act 1875, or where a fireworks licence has been issued by the Department of Justice.
8. Fire alarms that are not in **full** working order.
9. The absence of, or the inadequacy of, emergency lighting in a building where there are significant quantities of explosive or highly flammable materials where the building, or a substantial part of it, is not licensed by HSE under The Explosives Act 1875, or where a fireworks licence has been issued by the Department of Justice.
10. The absence of, or clearly inadequate, fire routine procedures and staff training in the actions to take in the event of fire.

3.7 Matters of Evident Concern relating to Process Fire Precautions

1. Highly flammable liquids: clearly unsatisfactory conditions of storage or use; lack of control of solvent fume; poor control of sources of ignition; substantial spillages of any highly flammable liquid.
2. Gas cylinders containing flammable gases: clearly unsatisfactory conditions of storage or use; poor control of sources of ignition; substantial escape of any flammable gas.
3. Hot work on vessels which have contained flammables and which have not been adequately cleaned.
4. Flammable gas generation or compression plant situated inside buildings.
5. Substantial quantities of polyurethane foam in workrooms.
6. Excessively dusty conditions involving flammable dusts.
7. Excessive deposits of flammable solids or liquids. Examples include cooking oils and fat in and around extraction ductwork in catering establishments and lubricating oils and grease around machinery.
8. Radioactive substances which are high fire risks: unsatisfactory conditions of storage and use. This category might include certain highly flammable liquids which have radioactive properties.

3.8 Liaison

The enforcement overlaps require close liaison between councils and NIFRS. In particular, the following should be covered by liaison procedures:

1. When District Council inspectors become aware of deficiencies in General Fire Precautions, which are matters of evident concern;
2. Where NIFRS inspectors become aware of deficiencies in Process Fire Precautions, which are matters of evident concern;
3. When the issue of a Prohibition Notice or an Improvement Notice which might affect General Fire Precautions is being considered by a District Council inspector;
4. When the issue of a Prohibition Notice or imposition of a requirement which might affect Process Fire Precautions or any other aspect of safety is being considered by NIFRS; and
5. To meet requirements for consultation as required by legislation.

3.9 Council Actions relating to General Fire Precautions

When Council inspectors become aware of deficiencies of evident concern in General Fire Precautions, NIFRS should be informed as follows:

1. Where an immediate risk to life is suspected, notify NIFRS by telephone to enable action to be taken promptly. NIFRS should inform the inspector subsequently of the action taken; and
2. Where an immediate risk to life is not suspected, notify NIFRS in writing, using MoU Sample Letter 2 as referenced in Appendix A.

General Fire Precautions Immediate Risk to Life Examples:

- blocked/locked or unusable means of escape;
- improper storage of large quantities of highly flammable goods; and
- defective/unusable fire warning system.

Where the matters concerned prove to be within the responsibility of another enforcing authority, NIFRS will forward the notification as appropriate and advise the inspector.

In certain cases when requirements of General Fire Precautions and Process Fire Precautions overlap, joint action may be appropriate. In such cases the initiative for further action regarding General Fire Precautions will rest with NIFRS.

Where a council inspector is in any doubt about the seriousness of the deficiencies, he/she should contact NIFRS by telephone. Where the matters of concern are rectified at the time of the inspection, the inspector should inform NIFRS in writing.

3.10 NIFRS Actions relating to Process Fire Precautions

When NIFRS inspectors become aware of deficiencies of evident concern in Process Fire Precautions, the council should be informed as follows:

1. Where immediate risk to life is suspected, NIFRS shall notify the relevant council by telephone to allow prompt action. The council inspector involved should inform NIFRS of any subsequent action; and
2. Where an immediate risk to life is not suspected, NIFRS will notify the council inspector writing, using MoU Sample Letter 3 as referenced in Appendix A.

Process Fire Precautions Immediate Risk to Life Examples:

- incorrect storage of flammable goods around machinery;
- gas cylinders containing flammable gases: clearly unsatisfactory conditions of storage or use; poor control of sources of ignition; substantial escape of any flammable gas;
- hot work on vessels which have contained flammables and which have not been adequately cleaned; and
- excessively dusty conditions involving flammable dusts.

Where the matters concerned prove to be within the responsibility of another enforcing authority, the District Council will forward the notification as appropriate and advise NIFRS.

Where a NIFRS inspector is in any doubt about the seriousness of the deficiencies, he/she should contact the council by telephone. Where the matters of concern are rectified at the time of the inspection, the inspector should inform the council in writing.

3.11 Complaints Procedures

Where enforcing authorities receive complaints relating to General Fire Precautions or Process Fire Precautions, officers should determine who is the lead authority to investigate.

If necessary, the complainant should be advised to contact the relevant authority and, if possible, assistance should be provided to the complainant by providing the relevant contact details.

In cases where the complaint is anonymous, the details should be passed on directly by the receiving authority.

4 HOUSES IN MULTIPLE OCCUPATION

4.1 Overview

The Houses in Multiple Occupation Act (Northern Ireland) 2016, was brought into effect by Regulations on 1 April 2019 and transferred the regulation of HMOs to councils, coordinated by the Northern Ireland HMO Unit.

The fire safety legislation which applies to HMOs in Northern Ireland is:

- The Fire and Rescue Services (Northern Ireland) Order 2006; and
- The Fire Safety Regulations (Northern Ireland) 2010.

NIFRS is the enforcing authority. A House in Multiple Occupation is defined as a relevant premises by Article 50(6) of the 2006 Order.

The fire safety legislation places a duty on employers, owners and persons with control of premises, (referred to as 'appropriate persons'), to carry out a fire risk assessment and to record the significant findings if a licence or registration under a statutory provision is required.

The 'appropriate person' is also required to take such fire safety measures as to ensure the safety of persons on the premises from fire in order to satisfy the requirements of the legislation and the enforcing authority.

The fire safety measures required in an HMO are described in "NIFRS HMO Fire Safety Guide" which is available at www.nifrs.org.

4.2 Consultation Arrangements

Councils are statutorily obliged to consult with NIFRS and to take into consideration any comments that NIFRS may make in relation to the application for premises that fall within the scope of the Houses in Multiple Occupation Act (Northern Ireland) 2016.

Any such consultation should be by exception and only in relation to a specific concern about an individual premises. Consultations should be sent directly to the location as detailed in Section 5.

4.3 Concerns

NIFRS will adopt a risk based approach to any concerns received from Northern Ireland HMO Unit.

5 CONSULTATION LOCATIONS

Good local working relationships will enable councils to identify which NIFRS location to send the consultation to.

If there is any doubt, the location may be identified by a phone call, or by email, to the most appropriate office as below:

<p>Northern Area Command</p> <p>Prevention & Protection Department Northern Area Command Headquarters 21 Henry Street Ballymena BT42 3AA</p> <p>Phone: 028 2565 1806 Email: northern.safety@nifrs.org</p>	<p>Eastern Area Command</p> <p>Prevention & Protection Department Eastern Area Command Headquarters 6 Bankmore Street Belfast BT7 1AQ</p> <p>Phone: 028 9031 0360 Email: eastern@nifrs.org</p>
<p>Southern Area Command</p> <p>Prevention & Protection Department Southern Area Command Headquarters Thomas Street Portadown BE62 3AH</p> <p>Phone: 028 3833 2222 Email: southern@nifrs.org</p> <p>Additional Offices:</p> <p>Prevention & Protection Department Bangor District Headquarters 92 Newtownards Road Bangor BT19 1SZ</p> <p>Phone: 028 9127 1906 Email: bangor.district@nifrs.org</p> <p>Prevention & Protection Department Newry District Headquarters 6 Upper Edward Street Newry BT35 6AX</p> <p>Phone: 028 3083 5633 Email: newry.district@nifrs.org</p>	<p>Western Area Command</p> <p>Prevention & Protection Department Western Area Command Headquarters 10 Crescent Link Londonderry BT47 5FR</p> <p>Phone: 028 7131 1162 Email: western@nifrs.org</p> <p>Additional Office:</p> <p>Prevention & Protection Department Omagh District Headquarters 1 Killybrack Road Omagh BT79 7DG</p> <p>Phone: 028 8224 1190 Email: omagh.district@nifrs.org</p>

For any queries please contact:

Group Commander (Protection)

Northern Ireland Fire & Rescue Service
1 Seymour Street
Lisburn
BT27 4SX
Tel 028 9266 4221

Phone: 028 9266 4221

Email: protection@nifrs.org



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www.nifrs.org

Chief Fire & Rescue Officer (Interim)

Michael Graham

Our Ref: PG/SMcC/LETS/15788

29 May 2020

Mr A Tohill
Chief Executive
Mid Ulster District Council
Dungannon Office
Circular Road
Dungannon
BT71 6DT

Dear Chief Executive

I have considered responses received from recipients of my previous letter dated 1 May 2020, in relation to Northern Ireland Fire & Rescue Service's (NIFRS) intention to terminate Memorandums of Understanding (MoU) currently in place with councils and the Chief Environmental Health Officers Group Northern Ireland on Monday, 1 June 2020.

Based on responses received, I intend to defer the termination of the MoU to enable further engagement to take place with all parties.

I will be in contact with you in due course to arrange a suitable time to resolve the situation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paddy Gallagher', with a long horizontal stroke extending to the right.

Paddy Gallagher
Assistant Chief Fire & Rescue Officer
Director of Service Delivery

Report on	Bus Shelters Update
Date of Meeting	9 th June 2020
Reporting Officer	Raymond Lowry, Head of Technical Services

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update members on current bus shelter status following the recent bus shelter collaborative workshop, and agree process discussed at Council meeting held on the 27 th March 2020.
2.0	Background
2.1	Members were advised at a previous Environment Committee, that a workshop was held with elected members and members of statutory agencies to progress and streamline the bus shelter application process.
2.2.	It was further discussed and agreed at the Council Meeting 27 th February 2020 that the Head of Technical Services would provide members with an update report on Bus Shelters on a monthly basis to chart progress against applications that are currently within the system.
2.3	Due to the Covid-19 pandemic progress has been delayed with unavailability of staff and priority of workloads within the various departments involved in dealing with the shelter installation. MUDC / DfI Roads have met (through Microsoft Teams) to discuss a selection of these projects and have programmed to carry out similar events over the next few weeks to progress the outstanding shelter applications (see Appendix 2 for minutes of the meeting).
3.0	Main Report
3.1	The first meeting of the workshop was held on 12 th March 2020. The monthly report will cover the following information headings: 3.2 New applications made in the past month 3.3 Progress on stages 2-4 application process 3.4 Request for Council to move from stage 5 3.5 Progress update on stages 6-9 3.6 Progress update on stages 10-11 3.7 Update on statutory response times in relation to agreement on time related responses for application 3.8 Other issues

3.2	New Applications made in the past month – None
3.3	Progress on stages 2-4 of the application process – As listed in table Appendix 1
3.4	<p>Request for Council to move to stage 5 of the application process – The following applications have met all criteria 1-4 and therefore seek council approval to move forward with the application process:</p> <ul style="list-style-type: none"> • Glebe Court, Castlecaulfield (see Table 2 Appendix 1 – reference 1) • Kildrum Estate, Galbally (see Table 2 Appendix 1 – reference 2) • Cappagh Village (see Table 2 Appendix 1 – reference 4) • Brackaville (4 Seasons Bar) Coalisland (see Table 2 Appendix 1 – reference 5) • Clonoe Crossroads (see Table 2 Appendix 1 – reference 6) • Meenagh Park, Coalisland (see Table 2 Appendix 1 – reference 7) • 148 Omagh Road, Ballygawley (see Table 2 Appendix 1 – reference 8) • Drumullan (see Table 2 Appendix 1 – reference 9)
3.5	<p>Progress update on stages 6-9 – The applications have been discussed with a view to getting approval.</p> <ul style="list-style-type: none"> • Dunlady Road/Keady/Kilrea Road, Crosskeys (see Table 3 Appendix 1 – reference 7) – this is an existing concrete “Enterprise Ulster” shelter and access is deemed dangerous as users have to exit the existing public footpath to gain access to shelter – recommendation to replace shelter in its current location with side piece omitted to allow safe access to the shelter from the footpath. 3rd party land therefore will not be required. • Milview, Dunamore (see Table 3 Appendix 1 – reference 1) discussed with DfI Roads and agreed location in principal – subject to community engagement agreement shelter to be installed – report update to next meeting. • Stewartstown (see Table 2 Appendix 1 – reference 11) following delays of commitment from Clearchannel / Translink in moving this forward recommendation is to install a council approved shelter (clear type) in the approved location – council approval required to proceed without funding.
3.6	<p>Progress update on stages 10-11</p> <ul style="list-style-type: none"> • Shelter installed in Augher – (see Table 4 Appendix 1 – reference 1) remove from register. • Shelter installed at Ballymcpeake Road – (see Table 4 Appendix 1 – reference 2) remove from register.
3.7	<p>Progress on response times</p> <p>Response times have improved and a detailed report is to be provided at the next Committee.</p>

3.8	Other issues <ul style="list-style-type: none"> • Application Cappagh Road/Corlea Road, Dungannon (see table 5 Appendix 1 – reference 2) has been withdrawn and so to be removed from register. • Application Credit Union, Moygashel (see table 5 Appendix 1 – reference 4) has failed to reach the required numbers as set out in the policy guidance and therefore is to be removed from register.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/a
	Human: N/a
	Risk Management: N/a
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	<p>To advise members of the progress made on shelters within the district and provide approval for those noted in the following sections under section 3 of the main report.</p> <ul style="list-style-type: none"> • Those listed in 3.4 • Those listed in 3.5 • Those listed in 3.8
5.2	To update members that shelters have been installed at the locations as noted in section 3.6 of the Main report.
6.0	Documents Attached & References
6.1	Appendix 1 – Progress table with comments
6.2	Appendix 2 – Procedure guide for erection of Bus Shelters
6.3	Appendix 3 – Minutes from DfI Meeting (26/5/2020)

Table 1 – Applications awaiting formal application to be submitted				
No	Location	Stage	Status / Comment	Progress status
1	Goland Road/ Armaghlaghey Road, Ballygawley - 2016/015	0	Awaiting Application Form to be returned. Confirmation required from Translink/applicant for preferred location.	Translink to confirm location, and confirmation of users. Programme, subject to agreement of location/numbers. Still await Stage 4 completion and on satisfactory receipt of same will bring stage 5 report to next available committee for approval to proceed to stages 6-10.
2	Tullyhogue Village	0	Residents declined original location as will promote anti-social behaviour. Limited options for alternative sites that suit bus pick-ups. Technical Services waiting for Translink and EA to respond.	New site to be identified within village. Programme to be confirmed when site identified and approved. Suitability of site proving difficult. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn.
3	Crossroads at Drumenny Road, Ballinderry - 2016/012	0	New file F5:G10 name - 2019-008 Derrychrin P.S. Site meeting with Cllr Gavin Bell 08-11-19. Translink confirmed numbers to be approx 50	Derrychrin PS, shelter to be erected away from shop needs moved 150m away, on LHS. Site proposed by Cllr Bell has safe footpath access to it. Site located on green of Eglish View.
4	Glendavagh Road, Crilly, Aughnacloy - 2016/013	0	Application Form filled in during meeting with Cllr Burton	Cllr Burton to discuss with land-owners. Land on both sides of road either slopes up or down from road. Erection of new shelter will require a lot of excavation/fill. No response from Cllr Burton re land ownership.
5	Brough Road, Castledawson (Private Application) - 2018/001	0	Application Form Sent and awaiting return .	This was proposed as a temporary means for children to be lifted while the dual carriageway from Toome to Castledawson was being built.
6	Annaghoboe Road/ Washingbay Road Junction, Clonoe - 2017/006	0	Awaiting Application Form to be returned. Landowner approval required for siting of new shelter on Washingbay Road.	Landowner approval refused. Alternative site to be agreed. Programme to be confirmed when site identified. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn.
7	Thornhill Road, Pomeroy	0	Request received from Keith Buchanan, Numbers to be confirmed with EA and Translink	request to EA/ Translink to be issued on receipt of application
Table 1 – New applications received since April 2020				
	None			

Table 2 – STAGES 2-4,				
1	Glebe Court, Castlecaulfield	4	Relocation of existing shelter, land ownership to be confirmed for new site.	Site location has been identified and discussed with DfI Roads and subject to confirmation of land ownership and resident consultation then this shelter provision will proceed.
2	Kildrum Estate, Galbally	4	new shelter provision	Site location has been identified and discussed with DfI Roads and subject to confirmation of land ownership and resident consultation then this shelter provision will proceed.
3	Derryvale, Coalisland	3	Proposed locations have been declined by Translink. Alternative sites being sought.	Alternative site to be found within area. Awaiting confirmation numbers from EA before proceeding. Programme to be confirmed when site identified and user numbers confirmed.
4	Cappagh Village	4	Existing shelter in dangerous location, no footpath. Community request to have children lifted in the village. Limited turning space for buses in village.	Translink currently assessing the feasibility of vehicle auto-tracking within the village and if this is deemed acceptable then new pick up / drop off location will be facilitated within the village. On receipt of confirmation shelter will be located to suit. Programmed for delivery subject to Translink approval for new location. Lind Dillon MLA and Cllr Niamh Doris are main applicants.
5	Brackaville, Four Seasons Bar, Coalisland	4	Limited space on existing footpaths. Translink deemed unsafe. New site required for shelter.	New site location for shelter to be found. Suitable sites are proving difficult to find. Programme to be confirmed when site identified. Sites Visits planned to progress locations and if none available paper to be brought back to Council to have the application withdrawn. Site visit held 21st February to identify potential new site with Translink and elected Members. Translink deemed both locations unsatisfactory. Resident consultation required including discussions with LAVN-owner to see if it can be used as a location. Discussions with DfI Roads have indicated that potential location can be facilitated pending community engagement.
6	Clonoe Crossroads	4	Relocation of existing shelter as too close to junction. Land search in progress to find alternative suitable site.	New site to be agreed with DfI roads, and adjacent residents. Programmed for delivery subject to site agreement. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn. Site visit held 21st February, potential site identified, Cllr Niamh Doris and Cllr Joe O'Neill to consult with landowner. Discussion with DfI have indicated a suitable location can be accommodated and subject to community engagement should be able to install. DfI Roads to check pedestrian crossing points in the locality.
7	Meenagh Park, Coalisland	4	Site approved, resident consultation in progress.	Translink satisfied with location, final resident consultation required prior to Stage 5 report. Cllr Dan Kerr to discuss location of shelter with adjacent house-owner. Discussed with DfI Roads and subject to their internal consultation ie build out of bollards to be introduced to reduce impact of pedestrian with vehicles to be considered.
8	148 Omagh road, Ballygawley	4	Existing Bus stop/layby, report to committee required	Translink confirmed very few picked up though 6+dropped off each day. Awaiting EA response for numbers. Discussed with DfI roads and agreed shelter can be located subject to community engagement
9	Drumullan	4	Translink and Education Authority to confirm user numbers to progress.	Existing shelter to be replaced with new shelter (minus one end piece) the removal of end piece will facility access from existing footpath thus meaning users will not have to egress onto public road to access the shelter. Progress - Property services instructed to proceed with replacement shelter

Table 3 – STAGES 5-8, 13NR

No	Location	Stage	Status / Comment	Progress status
1	Kinrush Road/Battery Road Junction, Moortown	6	Original site limited space, alternative site to be confirmed.	Original location deemed not acceptable although alternative location has now been identified and progress to install shelter to programmed. TS programmed to discuss with DfI roads at next meeting and progress to instruct to install shelter.
2	Main Street, Bellaghy	6	Existing shelter removed, at chemist. Proposed new site has been objected to. New site to be found.	Discussed with DfI roads and alternative 2no locations have been agreed. Translink to confirm new Stop locations - awaiting same. Community engagement to complete to ensure all residents are in agreement to new shelter locations
3	Knockloughrim Village	6	Landowner unknown for proposed site. Further investigations underway to determine landowner.	Additional landowner searches to be carried out for site. Programme to be confirmed when site identified. Progress - instructed to install shelter on confirmation of same.
4	Kingsisland Primary School	6	Final confirmation from primary school required to progress.	Compliant site location, final confirmation required from the school. To be programmed subject to final approval from school and Education Authority. Discussion to be had with DfI roads on compliant location. Install after no objections from community engagement.
5	Inishrush Village	6	Landowner clarified as NIHE.	NIHE to approve location for new shelter. Programme for delivery, subject to permission and legal agreements/ lands transfer from NIHE. Further update and community engagement to be confirmed
6	Tirkane Road, Maghera	6	Proposed site objected to by adjacent residents.	Alternative site to be found within area. Programme to be confirmed when site identified, due to objections. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn. Formal community engagement to be carried out at existing stop/pick up point. further updates to be provided.
7	Dunglady Road/Keady/Kilrea Road, Crosskeys	6	Original application was to relocate shelter, Current location has been deemed satisfactory and complies with DfI Roads requirements.	Current location has been approved by DfI roads and will remain. No requirement to alter. Complete. Shelter request to be removed from the register.
8	Magheracastle Road / Mountjoy Road, Brocagh	6	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up.	discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
9	Culnady Village	6	Site approved in centre of village, located on DfI Roads lands.	Site agreed on DfI Roads lands in centre of village. Awaiting final approval. Discussion and formal agreement to be held with DfI Roads on shelter installation.
10	Killeen Crossroads	6	Translink to provide alternative pick-up avoiding dangerous road crossing to Coole Road.	translink now relocated their stop / pick up location and new shelter can be provided at this location. Discussion with DfI Roads and community engagement to be held to close out formal process and instruction to given to install shelter.
11	Stewartstown	6	Translink to provide Clear Channel shelter at this location. Available budget for Translink causing delay.	No progress has been made with Clear Channel / Translink installing a shelter at this location. Discussion with DfI Roads and community engagement to be held to close out formal process and instruction given to install shelter
12	Killeenan Road/Camlough Road/ Loughdoo Road	6	Proposal to locate shelter in Kildress GAC, awaiting confirmation from Education Authority for pick up from the new location.	Shelter location to be agreed with EA / land owners and on confirmation of same instruction to install shelter will be given.

Table 3 – STAGE 9, 2NR,				
No	Location	Stage	Status / Comment	Progress status
1	Millview/Dunnamore Road, Dunnamore	9	Location agreed, site, DfI Roads compliant for new location.	Discussed with DfI Roads and location agreed in principal with mapping to be carried out and approved by DfI Roads. Community engagement to be finalised prior to install of shelter

Table 4 – Stage 9 - Bus Shelters Installed				
No	Location	Stage	Status / Comment	Progress status
1	Augher village	10	Shelter erected August 2019.	Installed.
2	Ballymcpeake Road/ Mayogall Road junction	10	Location to be agreed with DfI roads, recent road widening works has improved the original location which had been refused by DfI Roads.	Installed.

Table 5 – Applications Withdrawn				
No	Location	Stage	Status / Comment	Progress status
1	Coole Road	Revisit application following Jan meeting	Re-open application	discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
2	Cappagh Road/Corlea Road, Dungannon	withdrawn	application closed - to be removed from register	Applicant (Principal of Galbally P.S.) withdrew application.
3	Duffs Corner, Ardboe	Revisit application following Jan meeting	Re-open application	discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
4	Credit Union, Moygashel	withdrawn	Site meeting between MUDC, Translink and Cllr Cuthbertson on 28-02-2020	Not enough passengers to satisfy requirement for bus shelter to be erected. Only Translink use this route. No EA buses on this route. CLOSED

MID ULSTER DISTRICT COUNCIL

PROCEDURE FOR ERECTION OF BUS SHELTERS

Stage 1

Send application form to person requesting Erection of Shelter (Application Form)

Stage 2

Acknowledge request (in writing) – standard letter sent

Stage 3

Carry out preliminary visit to investigate suitability of site

Stage 4

Contact Translink and SELB to confirm viability of erecting bus shelter i.e. recognised "Bus Stop", number and age of children, bus routes, etc.

Note – shelters only provided at locations where it is confirmed a minimum of six people await / board buses.

Organisational Name	Contact Name	Contact Number	

Stage 5

Report to Committee to seek Council approval/instruction

Stage 6

Identify landowner e.g. Housing Executive, local farmer, etc. and obtain their written consent for erection of bus shelter and consult with adjoining properties (contact local Councillor and arrange site meeting if necessary)

Stage 7

Send letters (with location maps) for approval/comments to the following: -
Transport NI/Water Service PSNI, BT and NIE
(Arrange follow-up site meetings if necessary)

Stage 8

Sign and return DRD Consent/Schedule at least six days prior to erection of bus shelter

Stage 9

Erect bus shelter

Stage 10

Send request to GIS officer to have new asset plotted.

Stage 11

Report back to Council

Minutes of Meeting

Technical Services Department



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

	Organisation	Attendees	Present	Absent	Minutes Ref
1	MUDC	Raymond Lowry (RL)	✓		
2	DFI Roads	Darren Campbell (DC)	✓		
3	MUDC	Eamon O'Hagan (EO'H)	✓		
4	MUDC	Johnny McNeill (JMcN)	✓		
5					
6					
7					
8					
9					
10					

Date: 26 May 2020	Time: 14:00	Venue: Teams call
Meeting Subject: Update Bus shelters		Minutes Taken by: J McNeill
Project Title: Bus shelter DFI comment – Note of meeting		

Item	Description	Action
1.0	<p>Meeting held to update Darren Campbell from DFI roads and MUDC officers from Technical services, on 9nr shelter locations throughout the district for comment. Shelters discussed;</p> <ol style="list-style-type: none"> 1.Derrychrin PS, Ballinderry 2.Annaghboe road, Coalisland 3.Glebe court, Coalisland 4.Kildrum Estate, Galbally 5.Brackaville, Four corners bar, Coalisland 6.Clonoe crossroads, Coalisland 7.Meenagh park, coalisland 8.148 Omagh road, Ballygawley 9.Millview, Dunnamore <p>Additional shelter discussed at the end of the meeting was Bellaghy village, and two possible locations within the village.</p>	Technical Services
1.1	<p>Update and comment as follow;</p> <p>1.Derrychrin PS-</p> <p>Existing bus stop at the shop at a crossroads. Proposal to move the shelter due to reported near miss, Health and safety measure approx. 150m away from the shop to an open grass area.</p> <p>Comment- This is a change of stop location, Translink to be consulted on requirements and permission to move. In principle DFI have no issue with proposal and will look into crossing points which would be required for a shelter. DC to check internally.</p>	Technical Services/DFI



1.2	<p>2. Annaghoboe road, Coalisland- Existing shelter to be moved from Annaghoboe road onto Washingbay road. Not being used and too far from pick-up location Comment- DFI content with proposed location providing sight lines can be met with shelter set behind the required visibility splay of the junction. Landowner consultation required for location also Translink to be consulted on proposed location and its suitability.</p>	Technical Services
1.3	<p>3. Glebe Court, Castlecaulfield- Shelter presently in place is on the wrong side of the road and not used. Comment- DFI to check adopted ownership of the verges and entrance bell mouth to Glebe court. Two locations identified, 1nr at recess in the fenceline and the other on the wide bell mouth into Glebe court, which would be the safest. Shelter to be faced into the junction as opposed to the main road. Translink and resident consultation to be carried for comment and approval. Otherwise DFI no issue with proposal.</p>	Technical Services/DFI
1.4	<p>4. Kildrum estate, Galbally- New shelter at existing pick-up to housing development. Comment- DFI content with proposal to locate shelter behind existing D rail fence, safe, compliant, safe location. Translink and resident consultation to be carried for comment and approval.</p>	Technical Services
1.5	<p>5. Four corners bar, Brackaville- New shelter proposed at crossroads. Difficulty with narrow footpaths prohibiting location. Comment- Potential location identified at lamppost 1327, requires hedge to be removed and provide cantilever shelter so as not to inhibit sightlines from junction. Translink and resident consultation to be carried for comment and approval.</p>	Technical Services
1.6	<p>6. Clonoe crossroad, Coalisland- Existing shelter too close to junction and requires to be relocated approximately 30 metres in front of housing development. Comment- DFI stated that no issue with location though additional crossing points would be a potential issue allowing access across the main road. DC to consult with traffic section for guidance. Translink and resident consultation to be carried for comment and approval.</p>	Technical Services/DFI
1.7	<p>7. Meenagh park, Coalisland- Site identified and property owner/residents to be consulted on preferred location. Comment- DFI have no issue with the proposal though stated that a</p>	Technical Services/DFI

Minutes of Meeting

Technical Services Department



Comhairle Ceantair
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	build-out or alternative guarding through bollards may have to be considered at this site. Translink and resident consultation to be carried for comment and approval.	
1.8	8.148 Omagh road, Ballygawley- Existing layby and bus stop, requires a shelter. Comment- DFI in agreement with proposed location, advised that bus stop design guide should be consulted for location compliance. Translink and resident consultation to be carried for comment and approval.	Technical Services
1.9	9.Millview, Dunnamore- Shelter to be provided at Millview housing development. Currently collected at chapel frontage. Comment- DFI feel the shelter can be accommodated in the proposed location though consultation required with the developer, Translink and residents for final approval. Shelter should be facing into the junction and not the main road and not impede existing sightlines.	Technical Services
1.10	10.Bellaghy Village- Location 1, Heaney HomePlace, upper carpark entrance. Location 2, Sculpture area at Overends butchers layby/parking area. Comment- DFI have no issue with location 1 providing it complies with sightline provision and can be located to rear of footpath. Proposed to use a roof only with legs located behind wall to facilitate the request. Location 2, DFI content with this location, good access for the buses to pull off the road and adequate space to comply with sightlines. Translink and resident consultation to be carried for comment and approval.	Technical Services
2.0	RL stated that the next meeting will involve all the statutory agencies and allow the remaining shelters to be actioned and progressed.	Technical Services
2.1	Meeting ended at 16:10pm	

Project reviewed by Technical Services Manager

Signed _____ Johnny McNeill _____
01/06/2020 _____

Date

**Minutes of Meeting of Environment Committee of Mid Ulster District Council
held on Tuesday 10 March 2020 in Council Offices, Burn Road, Cookstown**

Members Present

Councillor Buchanan, Chair

Councillors Brown, Burton, Cuthbertson, Glasgow,
Graham, N McAleer, S McAleer, B McGuigan,
S McGuigan, McNamee, Milne, O'Neill, Totten, Wilson

**Officers in
Attendance**

Mr Cassells, Director of Environment and Property
Mr Kelso, Director of Public Health and Infrastructure
Mr Lowry, Head of Technical Services
Mr McAdoo, Head of Environmental Services
Mrs McClements, Head of Environmental Health
Mr Scullion, Head of Property Services
Mr Wilkinson, Head of Building Control
Miss Thompson, Democratic Services Officer

The meeting commenced at 7.00 pm

E063/20 Apologies

Councillor McFlynn.

E064/20 Declarations of Interest

The Chair reminded Members of their responsibility with regard to declarations of interest.

Councillor Cuthbertson declared an interest in Agenda Item 27 – Tender report for Grass Cutting Services.

E065/20 Chair's Business

Councillor Burton asked that Council write to the Department in relation to ongoing anti social behaviour at White Lough outside Aughnacloy, the Councillor stated that bins had been burned and there was evidence of human excrement at the site. The Councillor referred to fish being taken from the Lough and questioned whether it was worthwhile restocking the Lough as this is notified beforehand giving those who want to come adequate notice of when there will be fish, the Councillor added that the fish were being taken with a net meaning that stocks got depleted quickly. The Councillor stated she did not want the site and the fishing attraction to be ruined for everyone but felt that the matter needed to be raised with the Department. The Councillor added that local people have spoken with the Department in relation to their concerns but were advised that the Department did not have the resources. Councillor Burton stated that it wasn't right that Council staff have to clean up the site and that the Department should be taking ownership of the Lough. The Councillor stated that the Police have been notified of the anti social behaviour in the past which has been ongoing for a couple of years.

The Director of Public Health and Infrastructure stated that this appeared to be an ongoing issue and that Council involvement would be through the Parks Department. The Director advised that he would notify Officers of the concerns raised but that there were also linkages to PCSP and that the matter may require a multi agency approach.

Councillor B McGuigan stated that a multi agency would be required and that the concerns should also be brought to the PCSP in order to keep a focus on the area.

The Director of Public Health and Infrastructure stated that he would have the issues referred, though members may wish to raise them again at the Development Committee on Thursday night.

Councillor Burton stated that bins at the Lough had been burned in the past which she felt fell within the remit of the Environment Committee.

With the agreement of the Chair, the Director of Public Health and Infrastructure referred to Coronavirus and stated that the Government had published its action plan last Tuesday 3rd March . The Director stated that the response was still in the 'Contain' phase with 16 cases being confirmed in Northern Ireland as of tonight. The Director stated there was some recent referencing of incidents in Mid Ulster which involved a football team in Coagh and school in Dungannon.

Councillor Wilson referred to incident involving Coagh Utd and stated that the football team followed the guidelines and did what they were asked to do. The Councillor stated that there were a lot of rumours but that the people of Coagh were not to blame for the incident.

Councillor B McGuigan stated that he had received a complaint from a person who been to the gym at Maghera Leisure Centre who stated that whilst there is sanitising gel at the reception of the Centre there was nothing to cleanse hands for those using the equipment in the gym.

The Director of Public Health and Infrastructure advised that Council are in process of sourcing additional cleaning products including sanitising hand gels which are difficult to get at the moment. The Director stated that Council were following Public Health Agency advice and were taking practical steps to encourage everyone to follow the advice and guidance provided.

Councillor Cuthbertson referred to report which indicated that the first person in Northern Ireland to be diagnosed with Coronavirus was from Bellaghy. The Councillor also referred to some Good Relations events which had been cancelled this week and asked if any other Council events would be cancelled.

The Director of Public Health and Infrastructure stated that Council were following Government advice which was still in the 'Contain' phase and that Council are holding to this position until further expert advice and guidance is received. The Director stated that the events cancelled this week were organised by voluntary/community groups who can take and act on their own advice.

Councillor Milne stated that because of the rumours circulating regarding a person from Bellaghy being diagnosed with Coronavirus he had checked with the PHA who could not identify anyone from that area being infected. The Councillor stated that the report seemed to have originated from a website and there was no evidence to suggest it was correct. Councillor Milne further stated that the report had since been amended indicating that there was no confirmed case in Bellaghy.

The Director of Public Health and Infrastructure stated it was important not to get into a situation of blame and counter blame.

Councillor McNamee stated that a number of St Patrick's Day parades had been cancelled and asked if the parade in Dungannon was still taking place.

The Director of Public Health and Infrastructure stated that although the St Patrick's Day parade in Dungannon comes onto council property the event itself is organised by the community and that, so far, Council has not been informed that the parade has been cancelled.

Councillor Milne asked if plans were being put in place for staff to work from home.

The Director of Public Health and Infrastructure stated that all services were reviewing their operational delivery plans in order to maintain business continuity. The Director stated that it was hoped these plans would not be required to be actioned but would be in place should they be needed.

The Director of Public Health and Infrastructure referred to correspondence received from Sperrin Harriers which stated that they have held an annual event for 19 years but due to costs associated with road closure legislation they are unable to go ahead with this year's event. The Director stated that the group were requesting that Council write to the Department asking for a review of the legislation.

Councillor S McGuigan stated he was also aware of a group who were unable to hold an event this year due to the costs associated with road closure legislation.

Proposed by Councillor McNamee
Seconded by Councillor Milne and

Resolved That it be recommended to Council to write to the Department for Infrastructure requesting a review of the road closure legislation.

Councillor McNamee stated that it was his understanding that the administration costs requested by Council were not restrictive on groups.

The Director of Public Health and Infrastructure stated that it was not so much the administration costs but rather the significant costs associated with traffic management for events.

Matters for Decision

E066/20 DfI Roads Proposals to Mid Ulster District Council - Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon.

Proposed by Councillor Cuthbertson
Seconded by Councillor Burton and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon.

Councillor Cuthbertson stated he was aware of three accidents which have taken place at the end of Thomas Street/Market Square and that there seemed to be an issue of cars not stopping at the end of Thomas Street when entering Market Square. The Councillor stated that additional signage was required at this junction.

The Director of Public Health and Infrastructure stated officers would reflect with PSNI on whether they were aware of the accidents being referred to and go back to the design team in relation to the junction.

E067/20 DfI Roads Proposals to Mid Ulster District Council - Proposed No Waiting at Any Time – Market Square, Dungannon

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed No Waiting At Any Time at Market Square, Dungannon.

Proposed by Councillor Cuthbertson
Seconded by Councillor Burton and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed No Waiting At Any Time at Market Square, Dungannon.

E068/20 DfI Roads Proposals to Mid Ulster District Council - Proposed Limited Waiting – Thomas Street, Dungannon

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed Limited Waiting at Thomas Street, Dungannon.

Proposed by Councillor Cuthbertson
Seconded by Councillor Burton and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed Limited Waiting at Thomas Street, Dungannon.

E069/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy.

Proposed by Councillor Cuthbertson
Seconded by Councillor Burton and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy.

E070/20 Eco Schools Programme Support 2020/21

Members considered previously circulated report which sought approval to continue to provide financial support to the Eco Schools Programme.

Proposed by Councillor Wilson
Seconded by Councillor B McGuigan and

Resolved That it be recommended to Council to continue to provide financial support to the Eco Schools Programme in Northern Ireland to the amount of £1,700 in 2020/21 as requested by Keep Northern Ireland Beautiful.

E071/20 Street Naming and Property Numbering

The Head of Building Control presented previously circulated report regarding the naming of new residential housing developments within Mid Ulster.

Site off Ballymacombs Road, Portglenone

Proposed by Councillor Milne
Seconded by Councillor B McGuigan and

Resolved That it be recommended to Council to name development off Ballymacombs Road, Portglenone as Glencombe Wood.

E072/20 Energy Performance of Buildings Regulations

The Head of Building Control presented previously circulated report which outlined the Enforcement Procedural Documents developed to achieve compliance of the Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended).

Councillor Milne referred to the swimming pool in Greenvale Leisure Centre and that people were not using this pool because of the temperature of the water. The Councillor stated that he had been advised that to raise the temperature of the pool to 32c would cost thousands of pounds however people were currently being driven away and were going to a private facility because the water is too cold.

The Director of Public Health and Infrastructure stated that this was a clear operational issue and that he would refer the matter to the Director of Leisure and Outdoor Recreation tonight but that Members could raise the matter again at the Development Committee on Thursday night.

Proposed by Councillor Brown
Seconded by Councillor McAleer and

Resolved That it be recommended to Council to agree to the adoption of the Procedural Document for the enforcement of Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended).

E073/20 Memorandum of Understanding between HSENI and District Councils on the Notification of Licensed Asbestos Removal

Members considered previously circulated report which outlined the Memorandum of Understanding between the Health and Safety Executive for Northern Ireland (HSENI) and District Councils in Northern Ireland regarding the allocation of enforcement responsibility for all licensable asbestos removal work.

Proposed by Councillor Wilson
Seconded by Councillor S McGuigan and

Resolved That it be recommended to Council to endorse the Memorandum of Understanding and the consistent enforcement approach adopted by the Memorandum of Understanding between District Councils and HSENI in respect of the notification of licensed asbestos removal.

E074/20 Response to the Department of Education Consultation on Update to Nutritional Standards for School Food

The Head of Environmental Health presented previously circulated report which outlined the response to the Department of Education's Consultation on the Update to Nutritional Standards for School Food. The Head of Environmental Health highlighted that the closing date of the consultation was 27 March, the day after the March Council meeting, and requested permission to submit the response in advance of the deadline.

Proposed by Councillor B McGuigan
Seconded by Councillor Milne and

Resolved That it be recommended to Council to agree the content of the draft consultation response as set out at appendix 2 of report and forward response, in advance of the deadline, to the Department of Education in accordance with the completed consultation template.

Matters for Information

E075/20 Minutes of Environment Committee held on 11 February 2020

Members noted minutes of Environment Committee held on 11 February 2020.

E076/20 Tullyvar Joint Committee Update

Members noted previously circulated report which provided an update on the business of the Tullyvar Joint Committee.

E077/20 Coalisland Recycling Centre – Waste Compactors

Members noted previously circulated report which provided update on recent operational changes at Coalisland Recycling Centre.

Councillor O'Neill thanked the officer for the report but stated that he had asked that the report include what the long term plans are for the site.

The Director of Environment and Property stated that the request for the long term plans for the site was made at the Council meeting after the paper before Members tonight had been submitted. The Director confirmed that there were no plans to close the site as it is well used however it was advised that Council leases the land on which the recycling centre sits. The Director stated that the site has moved from one owner to another recently and that the current owner has not responded to Council's correspondence. The Director stated that Council would ideally look for a 25 year lease of the site and that there is work Council would like to do at the recycling centre but would not want to move forward with this until lease terms have been finalised and agreed.

E078/20 Building Control Workload

Members noted previously circulated report which provided update on the workload analysis for Building Control.

E079/20 Entertainment Licences

Members noted previously circulated report which provided update on Entertainment Licensing Applications across the Mid Ulster District.

E080/20 Dual Language Signage Requests

Members noted previously circulated report which advised of requests for Dual Language Signage from residents on streets/roads in the District.

E081/20 Dual Language Signage Surveys

Members noted previously circulated report which advised on the results of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage nameplate requests. Where more than 51% of occupiers that

respond indicate that they are in favour of the erection of Dual Language Signage, nameplates will be erected as below –

- Coalisland Road, Dungannon
- Church View, Cookstown
- Millbank Cottages, Cookstown
- Scotchtown Lane, Coagh
- Lough Drive, Ballyronan
- Ardagh Road, Coagh
- Lough Way, Ballyronan
- Hawthorn Manor, Cookstown
- Killetra, Coagh
- Beechline, Dungannon

Where less than 51% of occupiers that responded indicate that they were not in favour of the erection of a Dual Language street nameplate, then the Dual Language nameplate will not be erected as below –

- Derrylattinee Road, Dungannon

E082/20 Dual Language Signage Survey – Drumullan Manor, Cookstown

Members noted previously circulated report which provided the result of a survey undertaken on all applicable residents in Drumullan Manor, Cookstown in response to a Dual Language Signage Nameplate request. As there were no respondents to the survey request Dual Language signage will not be erected at Drumullan Manor, Cookstown.

E083/20 Community Resuscitation Action Plan and Community of Lifesavers Programme

Members noted previously circulated report which advised of the Community of Lifesavers Programme and provided an update on ongoing Community Resuscitation work.

Councillor Cuthbertson referred to community group who has a defibrillator registered with NI Ambulance Service. The Councillor stated that the community group had recently received a phonecall requesting them to re register the defibrillator and asked if this was something officers were aware of or if it was a scam.

The Head of Environmental Health stated this was not something she was aware of but would check with NI Ambulance Service.

E084/20 Bus Shelter Updates

Members noted previously circulated report which provided an update on the current bus shelter status following a recent bus shelter collaborative workshop.

Councillor McAleer referred to previous request for bus shelter in Ballygawley which is not included in status update at appendix 2 of report.

The Head of Technical Services stated that officers may be waiting on confirmation of numbers from Translink for this shelter. The officer advised that there was a meeting in relation to bus shelters this week and the status of this bus shelter could

be checked with a further update report being brought to the April Environment Committee.

Councillor O'Neill stated that he had met with the Technical Services Manager in relation to bus shelter at Annaghmore Road. The Councillor stated that this shelter was not included on the status update and asked that this be followed up.

Councillor Burton referred to request put forward to the Technical Services Manager in relation to bus shelter which is located at a dangerous position outside an engineering works and the need to move it to somewhere safer, possibly at a Council facility. The Councillor stated that this shelter is also not referenced in the status update.

Councillor B McGuigan thanked the officer team for putting in place a process and that Members are now able to keep track of requests more easily.

In response to question from Councillor Glasgow the Head of Technical Services advised that the Education Authority are consulted with in relation to bus shelters.

Councillor Glasgow referred to case in which the Education Authority have recently changed a bus route and that the existing bus shelter is no longer in the right place and requires to be moved. The Councillor stated that there was a need for the Education Authority to notify Council when bus routes are going to be changed.

Councillor Burton stated that the working group was a good opportunity to bring statutory agencies together to discuss and move forward bus shelter requests.

E085/20 Mid Ulster Fairtrade

Members noted previously circulated report which provided update on the Mid Ulster Fairtrade Campaign.

Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor S McGuigan
Seconded by Councillor Burton and

Resolved In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items E086/20 to E098/20

Matters for Decision

- | | |
|---------|---------------------------------------------------------------|
| E086/20 | Request for Temporary Alternative Use of Off Street Car Parks |
| E087/20 | Tender for collection and recycling of plasterboard |
| E088/20 | Joint Tender for Appointment of Electricity Supplier |
| E089/20 | Tender report for Grass Cutting Services |
| E090/20 | Tender report for Grass Sports Pitch Maintenance Services |
| E091/20 | Public Toilet Provision |

- E092/20 Application for the Grant of a New Amusement Permit at 12 Union Road, Magherafelt
- E093/20 Application for Temporary Street Trading Licence

Matters for Information

- E094/20 Confidential Minutes of Environment Committee held on 11 February 2020
- E095/20 Fleet Operator Licence Renewal
- E096/20 Memorial Safety Inspection Programme
- E097/20 Capital Projects Update
- E098/20 Community Events on Council Land – Community Support Programme

E099/20 Best Wishes

The Chair, Councillor Buchanan stated that this was the Director of Environment and Property's last meeting at the Environment Committee as he was retiring on 6 April. The Chair stated that the Director was a professional officer with a wealth of knowledge and wished him a long and happy retirement.

Councillor B McGuigan thanked the Director of Environment and Property for all his work not only in Mid Ulster Council but also the legacy Magherafelt District Council. The Councillor stated that the Director had always been extremely helpful and wished him all the best in his retirement.

Councillor Wilson thanked the Director of Environment and Property for all his courtesy and that Members always got a straight answer from the officer.

Councillor McAleer thanked the Director of Environment and Property for all his help including with Tullyvar and wished him all the best in his retirement.

The Director of Environment and Property thanked Members for their sentiments and said he was looking forward to his retirement. The Director stated that he had come to the legacy Magherafelt District Council in 2008 and wished Councillors all the best for the future both individually and in their parties. The Director also highlighted that this was the last meeting of the Environment Committee that the Head of Environmental Health would be attending as the Environmental Health function would be moving under the directorate of the Development Committee going forward.

Councillor Milne stated that the Director of Environment and Property was a gentleman who was always available to support Councillors.

The Chair, Councillor Buchanan thanked the Head of Environmental Health for all her hard work over the years.

E100/20 Duration of Meeting

The meeting was called for 7.00 pm and ended at 8.34 pm.

CHAIR _____

DATE _____

Report on	Building Control Workload
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report		
1.1	To provide Members with an update on the workload analysis for Building Control across Mid-Ulster District Council.		
2.0	Background		
2.1	<p>Building Control applications are received in three different forms:-</p> <ul style="list-style-type: none"> a Full Applications - submitted with detailed working drawings. b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc. c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval. 		
3.0	Main Report		
3.1	Workload Analysis	April/May 2020	Accumulative 2020/21
	Total number of Applications	102	102
	Full plans applications received	91	91
	Building Notices applications received	10	10
	Regularisation applications received	1	1
	Estimated value of works submitted	£18,035,686	£18,035,686
	Number of inspections carried out by Building Control Officers	440	440

	Commencements	122	122
	Domestic Dwellings	96	96
	Domestic alterations and Extensions	22	22
	Non-Domestic work	4	4
	Completions	39	39
	Domestic Dwellings	25	25
	Domestic alterations and Extensions	10	25
	Non-Domestic work	4	4
	Property Certificates Received	108	108
3.2	<p>Covid-19 – Following the outbreak of the Covid-19 Pandemic, the Building Control Department continued to maintain the service to the public.</p> <p>The BC Department maintained a Building Control Officer and a Business Support Officer presence in each office to ensure that service delivery was maintained where required across the District.</p> <p>The remaining Officers which were not required to be in the Office were able to work from home. They processed applications submitted which enabled decisions to be issued. In addition, officers were still available to answer queries from architects, agents and contractors where required.</p> <p>Due the risks initially identified, inspections of foundations were maintained where conditions on site allowed the Building Control Officer to enter. This enabled construction work to proceed on site where possible.</p> <p>Following the completion of risk assessments and detailed procedural documents, inspections re-commenced on 11th May 2020 for all open air works as well as completion inspections for unoccupied buildings subject to buildings being fully ventilated and social distancing measures etc. being observed.</p> <p>All office based services including Property Certificate applications have continued to be processed and returned within the required period to allow transactions to be completed where necessary.</p>		

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	Members are requested to note the content of this report.
6.0	Documents Attached & References
6.1	Appendix 1 – List of significant applications received by Building Control.

Significant Developments

Applicant	Location of Development	Details of Development	Estimated value of development
Linergy Ltd	Unit 22 Granville Industrial Estate, Dungannon.	Erection of Meal Store (Floor Area 1465m2) B.C. fee - £7,015	£1,450,000
Crossroads Primary School	157 Drumagarner Road, Kilrea.	New Classroom Extension Including Toilet & Ancillary Block B.C. fee - £5,430	£997,612
CARSM Properties Ltd	8 Ballyreagh Business Park, Cookstown.	Extension to Existing Workshop B.C. fee - £3,940	£700,000
Linden Foods	Unit 26 Granville Industrial Estate, Dungannon.	Extension to Canteen Area (Floor Area 173m2) B.C. fee - £2,190	£350,000
Orchard County Contracts	Off Dungannon Road, Aughnacloy	Erection of 4 Dwellings (Ave Floor Area 135m2) B.C. fee - £1,116	£341,630

Appendix 1

Corramore Construction Ltd	1a Gortnaskey Road, Draperstown.	Change of use from Barn to Offices including Extension & Alterations B.C. fee - £1,935	£298,551
Inovo Gates Ltd	76c Derrynoyd Road, Draperstown.	Erection of an Industrial Unit. (Floor Area 558m2) B.C. fee - £1,915	£294,066

Report on	Entertainment Licensing Applications
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update Members on Entertainment Licensing applications across Mid Ulster District Council.
2.0	Background
2.1	The Council has responsibility for licensing places of entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985.
2.2	Entertainment Licensing applications are received on a continued basis across the District.
2.3	Statutory consultations are carried out with PSNI and NIFRS for each Entertainment Licence application (grant or renewal) submitted.
3.0	Main Report
3.1	As previously agreed a list of applications for all grant/renewal of Entertainment Licences in Mid Ulster District Council is attached (see Appendix 1). The number of applications received on a monthly basis will vary depending on the date of expiry of the current licence.
3.2	<p>Each application is accompanied by the following documentation:</p> <ol style="list-style-type: none"> 1 A current Fire Risk Assessment detailing the following: <ol style="list-style-type: none"> (a) means of escape from premises (b) management responsibilities for day to day safety aspects (c) details of review on an annual basis <p>The fire risk assessment submitted is audited by the inspecting officer.</p> 2 Electrical certification is required for the following: <ol style="list-style-type: none"> (a) General electrical installation (b) Emergency lighting system (c) Fire alarm system 3 Details of current public liability insurance for premises

	4 Copy of public advertisement in local press
3.3	<p>Following the application for the Grant/Renewal of an Entertainment Licence being submitted and validated, an inspection is carried out to ensure that the premises are in compliance with all relevant guidance and legislation. Areas which would be inspected are as follows:</p> <ol style="list-style-type: none"> 1. Means of escape from the venue i.e. Final Exit Doors and Easy Opening Devices are satisfactory and escape routes are free from obstruction etc. 2. All floor, wall, and ceiling coverings are in compliance and in good condition 3. All firefighting equipment are correctly positioned and serviced as required 4. The general condition of the premises is satisfactory 5. All management documentation is in place
3.4	Covid-19 Issues – Entertainment licensing applications have continued to be processed where possible. Licences have been issued where inspections had been completed prior to the issues arising from Covid-19. However, due to the issues arising from the inspection of properties, annual inspections have not been carried out and as a result, applications submitted from mid-March have not been fully processed.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	Members are requested to note the content of this report.
6.0	Documents Attached & References
6.1	Appendix 1 – Schedule of applications received for the Grant/Renewal of Entertainment Licences.
6.2	Appendix 2 – Schedule of Entertainment Licence applications which have been granted/renewed.

Schedule of applications received for the Grant/Renewal of Entertainment Licences in March, April & May 2020

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted	Number of Patrons
S J Houston	The Loft Bar and Restaurant	99a Tullyvar Road Aughnacloy	Annual	Monday To Thursday From: 10.00 To: 23.00 Friday And Saturday From: 10.00 To: 01.00 Sunday From: 10.00 To: 22.00	147
A Robson	Corick House Hotel	20 Corick Road Clogher	Annual	Monday To Sunday From: 09.00 To: 02.00	1362
J & L Forbes	LJ's Tavern	62 Rainey Street Magherafelt	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 24.00	180

Appendix 1

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted	Number of Patrons
V Stewart	Lissan Parish Hall	69 Turnaface Road Moneymore	14 Unspecified Days	Monday to Sunday From: 09.00 To: 01.00	255
R McKenna	St Colm's High School	2 Magherafelt Road Draperstown	14 Unspecified Days	Monday to Friday From: 09.00 To: 22.00	300
B McAnenly	The Auction Rooms	24 The Square Moy	Annual	Monday To Sunday From: 11.30 To: 01.00	262
K McNally	Dan's Bar	35 North Street Stewartstown	Annual	Monday to Friday From: 11.30 To: 23.30 Saturday From: 12.30 To: 11.30 Sunday From: 12.30 To: 22.30	98
D McFarlane	Bush Orange Hall	98 Bush Road Dungannon	14 Unspecified Days	Monday To Sunday From: 09.00 To: 24.00	60
W McCracken	Desertcreat Church Hall	4 Desertcreat Road Cookstown	Monday To Sunday	Monday To Sunday From: 16.00 To: 24.00	190

Appendix 1

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted	Number of Patrons
Mid Ulster District Council	Hill of O'Neill and Ranfurly House - Towers and Good Weather Space	26 Market Square Dungannon	Annual	Monday to Sunday From: 08.00 To: 02.00	3850
D & L Salley	Salley's Bar and Lounge /	86 Moore Street Aughnacloy	Annual	Monday To Sunday From: 11.30 To: 01.30	200
E O'Neill	St Mary's Hall	West Street Stewartstown	14 Unspecified Days	Monday To Sunday From: 10.00 To: 01.00	200
F Hall	Royal British Legion	54b Scotch Street Dungannon	Annual	Monday To Wednesday From: 18.00 To: 22.30 Thursday From: 15.00 To: 22.30 Friday From: 17.00 To: 23.00 Saturday From: 12.00 To: 23.00	150

Appendix 1

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted	Number of Patrons
E Donaghy	Donaghy's Bar	26 William Street Dungannon	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 22.30	192
M McAleer	Slatequarry Community Centre	113 Edendoit Road Pomeroy	14 Unspecified Days	Monday - Sunday From: 09.00 To: 01.00	160
Mid Ulster District Council	Hill of O'Neill and Ranfurly House	26 Market Square Dungannon	Annual	Monday To Sunday From: 08.00 To: 14.00	1534
H & T McGlone	Mary's Bar	10 Market Street Magherafelt	Annual	Monday – Saturday From: 11.30 To: 02.00 Sunday From: 12.30 To: 24.00	560
S Hudson	Desertmartin Parish Hall / Desertmartin Select Vestry	19 Dromore Road Desertmartin	14 Unspecified Days	Monday To Sunday From: 12.00 To: 24.00	276

Appendix 1

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted	Number of Patrons
P Gervin	Gervin's Bar	1 Barrack Square Coalisland	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 24.00	339

Schedule of applications issued for the Grant/Renewal of Entertainment Licences in March, April & May 2020

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
J Gildernew	The Brantry Bard Cultural Centre	65 Carrycastle Road Dungannon	14 Unspecified Days	Monday, Tuesday and Thursday From: 18.30 To: 23.30 Wednesday From: 18.00 To: 23.00 Friday to Sunday From: 19.00 To: 02.00
C Sheeran	Bottle Of Benburb	241-247 Derryfubble Road Benburb	Annual	Monday To Wednesday From: 12.00 To: 24.00 Thursday to Saturday From: 12.00 To: 01.00 Sunday From: 12.00 To: 24.30

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
A Barret	Errigle Keerogue Church Hall	Ballinasaggart Ballygawley	14 Unspecified Days	Monday To Sunday From: 19.00 To: 24.00
Scott & Ewing	Jimmy Johnston's Bar	39/41 Main Street Augher	Annual	Monday To Sunday From: 11.30 To: 01.30
S Brown	Lisnagleer Community Hall	21 Lisnagleer Road Dungannon	14 Unspecified Days	Monday to Friday From: 19.00 To: 01.00 Saturday From: 17.00 To: 01.00
P Valera	Tropicana Inns	96 Lower Scotch Street Dungannon	Annual	Monday to Sunday From: 18.00 To: 01.30
E Bell	The Four Corners	1 Mullaghmoyle Road Coalisland	Annual	Monday To Saturday From: 11.00 To: 01.00 Sunday From: 12.00 To: 01.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
K Corley	Aghaloo Community Centre	76 Moore Street Aughnacloy	Annual	Monday to Thursday From: 09.00 To: 24.00 Friday and Saturday From: 09.00 To: 01.00 Sunday From: 09.00 To: 24.00
Upperlands Community Development	The Linenhall Centre	67 Kilrea Road Upperlands	Annual	Monday To Sunday From: 10.00 To: 02.00
R Flanigan	Rainey Old Boys' Rugby Football Club	7 Meadowbank Road Magherafelt	Annual	Monday To Saturday From: 17.00 To: 01.00 Sunday From: 17.00 To: 24.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
R Molloy	Cafe No 47	47 Main Street Donaghmore	Annual	Monday To Thursday From: 12.00 To: 20.00 Friday & Saturday From: 12.00 To: 23.00 Sunday From: 12.00 To: 20.00
A McCall	St Josephs Grammar School	58 Castlecaulfield Road Dungannon	14 Unspecified Days	Monday to Sunday From: 09.00 To: 23.00
E Quinn	The Tailor's House	50 Main Street Ballygawley	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 23.30

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
Rev J Fox	Parochial Centre	153 Aughrim Road Toomebridge	14 Unspecified Days	Monday To Sunday From: 12.00 To: 24.00
D Williamson	Fivemiletown Royal British Legion Club Ltd	163 Ballagh Road Fivemiletown	Annual	Monday To Thursday From: 13.00 To: 24.00 Friday And Saturday From: 13.00 To: 24.00 Sunday From: 19.00 To: 23.00
The Rector & Select Vestry	Woods Parish Hall	64 Carraloan Road Magherafelt	14 Unspecified Days	Monday To Friday From: 09.00 To: 01.30 Saturday From: 09.00 To: 24.00

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
M Diamond	The Old Thatch Inn	116 Hillhead Road Castledawson	Annual	Monday To Thursday From: 11.00 To: 23.00 Friday & Saturday From: 11.00 To: 01.00 Sunday From: 11.00 To: 23.00
S Doherty	Fallaghloon AOH Community Hall	189 Glen Road Maghera	Annual	Monday To Sunday From: 11.00 To: 01.00
Carntogher Community Association	An Coire	132a Tirkane Road Maghera	Annual	Monday to Sunday From: 09.00 To: 01.00
D Friel	Friels Bar & Restaurant	2-4 Kilrea Road Swatragh	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 12.30

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
D O'Kane	The Taphouse Bar & Restaurant	37 Main Street Bellaghy	Annual	Monday To Thursday From: 11.30 To: 01.00 Friday To Saturday From: 11.30 To: 02.00 Sunday From: 12.30 To: 24.00
M T Molloy	The Oak Leaf Restaurant	31 Glenshane Road Maghera	Annual	Monday To Thursday From: 12.00 To: 24.00 Friday To Sunday From: 12.00 To: 24.00
J Clarke	St Oliver Plunkett Hall	232 Mayogall Road Clady	14 Unspecified Days	Monday To Sunday From: 12.00 To: 01.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
H Stewart	Magherafelt Presbyterian Church	28 Meeting Street Magherafelt	14 Unspecified Days	Monday to Friday From: 20.00 To: 01.00 Saturday From: 20.00 To: 24.00
L M Doyle	Islandhill AOH Hall	185 Shore Road Magherafelt	Annual	Monday To Sunday From: 10.00 To: 01.30
H & T McGlone	Secrets Nightclub & Dorman's Bar	15-17 Queen Street Magherafelt	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 01.30
Mid Ulster District Council	Greenvale Leisure Centre	5 Princess Terrace Magherafelt	14 Unspecified Days	Monday to Friday From: 06.00 To: 23.00 Saturday & Sunday From: 08.00 To: 23.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
M Davison	Davison's Bar	44-46 Main Street Castlecaulfield	Annual	Monday To Sunday From: 11.00 To: 01.00
C Murray	Deli on The Green	19 Beechvalley Dungannon	Annual	Monday to Saturday From: 08.00 To: 01.00 Sunday From: 10.00 To: 23.00
M Loughran	The Perfect Pint	40 Main Street Fivemiletown	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 24.00
L Knox	Molesworth Church Hall	69-71 Molesworth Street Cookstown	14 Unspecified Days	Monday To Saturday From: 18.00 To: 01.00
R Owens	Shooters Amusement Centre	5 Thomas Street Dungannon	Annual	Monday To Sunday From: 09.00 To: 24.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
H Davison	Bellaghy Presbyterian Church Hall	50 Main Street Bellaghy	14 Specified Days	Monday To Sunday From: 09.30 To: 13.00
Rev Msgnr A Dolan PP VG	St Mary Parochial Hall	1 Tamlaghtduff Park Bellaghy	Annual	Monday To Sunday From: 10.00 To: 13.00
M McAleer	Slatequarry Community Centre	113 Edendoit Road Pomeroy	14 Unspecified Days	Monday To Sunday From: 09.00 To: 01.00
T Birt	St John Bosco Community Hall	3 Culbane Road Portglenone	Annual	Monday To Sunday From: 08.00 To: 13.00
T P McMullin	Royal British Legion Club	67 Kilrea Road Upperlands	Annual	Monday To Saturday From: 19.00 To: 23.00 Sunday From: 11.00 To: 18.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
B McDonald	Castlebay Bar	187a Mountjoy Road Coalisland	Annual	Monday To Thursday From: 12.00 To: 23.00 Friday and Saturday From: 12.00 To: 01.30 Sunday From: 12.00 To: 12.30
C McAleer	McAleer's Bar	5-11 Donaghmore Road Dungannon	Annual	Monday To Saturday From: 11.30 To: 13.00 Sunday From: 11.30 To: 24.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
S Donnelly	Castlebay Community Centre	187a Mountjoy Road Dungannon	14 Unspecified Days	Monday To Thursday From: 09.00 To: 24.30 Friday And Saturday From: 09.00 To: 01.30 Sunday From: 12.00 To: 24.30
D McGuckin	Michael Davitts GAC	37 Garvagh Road Swatragh	Annual	Monday – Friday From: 11.00 To: 23.00 Saturday From: 11.00 To: 01.00 Sunday From: 11.00 To: 23.00

Appendix 2

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
C McNally	The Hogan Stand	32a Moneyneany Road Daperstown	Annual	Monday To Saturday From: 11.00 To: 01.00 Sunday From: 12.00 To: 24.30
R Forbes	Thirsty J's	86 Chapel Street Cookstown	Annual	Monday – Saturday From: 11.00 To: 01.00 Sunday From: 12.00 To: 24.00

Report on	Dual Language Signage Requests
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To advise Members of requests for Dual Language Signage from residents on the streets/roads in question.
2.0	Background
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, the Environment Committee will be informed of requests which have been validated and are proceeding to survey.
3.0	Main Report
3.1	<p>The Building Control Service within the Public Health and Infrastructure Directorate have received valid letters signed by occupiers of the street in each case requesting signage to be erected in a second language being “Irish” in each case adjacent to the nameplate in English as follows:-</p> <ol style="list-style-type: none"> 1. Piney Ways, Magherafelt (See Appendix 1) 2. Flax Lane, Magherafelt (See Appendix 2) 3. Annagher Road, Coalisland (See Appendix 3) 4. Annagher Drive, Coalisland (See Appendix 4) 5. Dernmore Close, Coalisland (See Appendix 5) 6. Canal Quay, Coalisland (See Appendix 6) 7. Dernagh Cottages, Coalisland (See Appendix 7) 8. Kinnagillian Road, Cookstown (See Appendix 8) 9. Lisnastrane Heights, Coalisland (See Appendix 9) 10. Dixon Court, Coalisland (See Appendix 10) 11. Ivybank Park, Donaghmore (See Appendix 11) 12. Glen Park, Coalisland (See Appendix 12) 13. Derryloughan Road, Coalisland (See Appendix 13)

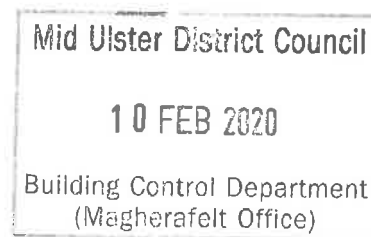
	<p>14. Drumkee Road, Dungannon (See Appendix 14)</p> <p>15. Regents Court, Coalisland (See Appendix 15)</p> <p>16. Gortmanor, Coalisland (See Appendix 16)</p> <p>17. Derry Road, Coalisland (See Appendix 17)</p> <p>18. Mousetown Road, Coalisland (See Appendix 18)</p> <p>19. Torrent View, Donaghmore (See Appendix 19)</p>
3.2	The occupiers signing the requests in each case have been confirmed as residents of their particular street which has been evidenced by their listing on the current Electoral Register as required in accordance with the Policy as adopted. See letters of request attached in Appendices 1 – 19.
3.3	The requests which have been validated are proceeding to survey and will be processed following the relaxation of measures relating to Covid-19.
3.4	In addition, it should be noted that there are currently a further 26 letters of request which have been received in relation to Dual Language Nameplates. Due to the issues arising from Covid-19, the Electoral Office in Belfast is not open for visitors and as a result, our staff are unable to verify the requests.
3.5	Following relaxation of the current restrictions, where Officers are permitted to access the information required at the Electoral Office, the requests which have been received will proceed to the survey stage.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	That Members note the content of this report.

6.0	Documents Attached & References
6.1	Appendix 1 – Letter received from a resident of Piney Ways, Magherafelt
6.2	Appendix 2 – Letter received from a resident of Flax Lane, Magherafelt
6.3	Appendix 3 – Letter received from a resident of Annagher Road, Coalisland
6.4	Appendix 4 – Letter received from a resident of Annagher Drive, Coalisland
6.5	Appendix 5 – Letter received from a resident of Dernmore Close, Coalisland
6.6	Appendix 6 – Letter received from a resident of Canal Quay, Coalisland
6.7	Appendix 7 – Letter received from a resident of Dernagh Cottages, Coalisland
6.8	Appendix 8 – Letter received from a resident of Kinnagillian Road, Cookstown
6.9	Appendix 9 – Letter received from a resident of Lisnastrane Heights, Coalisland
6.10	Appendix 10 – Letter received from a resident of Dixon Court, Coalisland
6.11	Appendix 11 – Letter received from a resident of Ivybank Park, Donaghmore
6.12	Appendix 12 – Letter received from a resident of Glen Park, Coalisland
6.13	Appendix 13 – Letter received from a resident of Derryloughan Road, Coalisland
6.14	Appendix 14 – Letter received from a resident of Drumkee Road, Dungannon
6.15	Appendix 15 – Letter received from a resident of Regents Court, Coalisland
6.16	Appendix 16 – Letter received from a resident of Gortmanor, Coalisland
6.17	Appendix 17 – Letter received from a resident of Derry Road, Coalisland
6.18	Appendix 18 – Letter received from a resident of Mousetown Road, Coalisland
6.19	Appendix 19 – Letter received from a resident of Torrent View, Donaghmore

Piney Ways
MAGHERAFELT

Mr Willie Wilkinson
Mid Ulster District Council
50 Ballyronan Road
MAGHERAFELT
BT45 8EN

RE: IRISH STREET NAMES



Dear Sir,

I would like to request that my estate be surveyed by Mid Ulster District Council to allow it to be named in Irish and English.

Yours sincerely

Flax Lane

Flax Lane

MAGHERAFELT

Mr Willie Wilkinson

Mid Ulster District Council

50 Ballyronan Road

MAGHERAFELT

BT45 8EN

RE: IRISH STREET NAMES

Dear Sir,

I would like to request that my estate be surveyed by Mid Ulster District Council to allow it to be named in Irish and English.

Yours sincerely

Willie Wilkinson

Mid Ulster District Council

10 FEB 2020

Building Control Department
(Magherafelt Office)

[redacted]
[redacted] Annagher
rd Cortisland
To whom it may concern BT7/41E

My name is [redacted], I
am resident at [redacted] Annagher
rd. Cortisland. I request dual
language signage, specifically
Irish for Annagher hill. Could
you please initiate the required
procedure.

Regards, [redacted]



[redacted]
Annagher Drive
Coolisland, BT 71 4xx

Dear Sir /madam.

I am writing to you to inquire about
Dual Irish Signage. My name is [redacted]
+ I live on Annagher Hill - Annagher Drive
for Confirmation of my request you can
Contact me at my address above or -
[redacted]

Kind Regards, [redacted]



Appendix 5

Willie Wilkinson
C/O Mid-Ulster District Council

7th May 2019

Dear Mr Wilkinson,

RE: Dual Language Signage

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on, *DERNMORE DOBE, CLONOE, DUN GANNON*

RT 71452

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

Mid Ulster District Council

12 FEB 2020

Building Control Department
(Magherafelt Office)

Appendix 6

Willie Wilkinson
C/O Mid-Ulster District Council

7th May 2019

Dear Mr Wilkinson,

RE: Dual Language Signage

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on, *CANAL QUAY COALISLAND*

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

<p>Mid Ulster District Council</p> <p>12 FEB 2020</p> <p>Building Control Department (Magherafelt Office)</p>

Appendix 7

Willie Wilkinson
C/O Mid-Ulster District Council

7th May 2019

Dear Mr Wilkinson,

RE: Dual Language Signage

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English of *Bernagh Cottages, Clonoe, Coalisland, Co. Tyrone BT71 5DE*

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

Mid Ulster District Council

12 FEB 2020

Building Control Department
(Magherafelt Office)

Appendix 8

Kinnagillan Road
Cookstown
Co. Tyrone
BT80 9PH

11th February 2020

Mid Ulster District Council
Circular Road
Dungannon
Co. Tyrone
BT71 6DT

To Whom It May Concern,

Ref: Application for Dual Language Road Sign

I, [Name], an occupier/resident at the above address wish to have dual language road signs erected on the Kinnagillan Road, Cookstown.

I wish to have both Irish and English language used/visible.

Yours faithfully

Mid Ulster District Council
14 FEB 2020
Building Control Department
(Magherafelt Office)

Lisnastrawe Heights
Coatland BT714PR

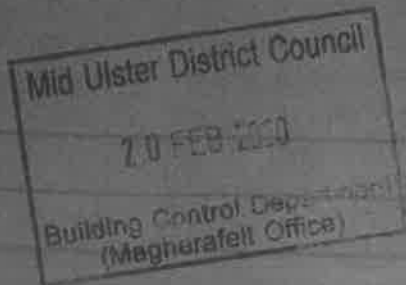
Dear Sir/Madam

I am writing to you to inquire
about Dual Irish Signage. My name is [redacted]

I live at Lisnastrawe Heights.
For confirmation of my request you can contact
me at my address above or - [redacted]

Kind Regards,





[redacted]
[redacted] Dixon Court
Coalistland
BT714LW

Dear Sir/Madam

I am writing to you to inquire
about Dual Irish Signage. My Name is
[redacted] and I live at
Brackanville Road = [redacted] Dixon Court
Coalistland. For confirmation of my request
you can contact me at my Address
or by [redacted]

Kind Regards
[redacted]

[redacted]
[redacted] Ivybank Park
Donaghmore
Dungannon
BT70 3EX

Dear Sir/Madam,

I am writing to you
to enquire about dual Irish
signage for my housing area.
I live in Donaghmore (see above
for home address) For confirmation
or further correspondence you can
contact me on above address.

Kind Regards
[redacted]



Appendix 12

Willie Wilkinson
C/O Mid-Ulster District Council

7th May 2019

Dear Mr Wilkinson,

RE: Dual Language Signage

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

Glen Park
Coalisland.
BT71 4PP

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

Mid Ulster District Council

26 FEB 2020

Building Control Department
(Cookstown Office)

Appendix 13

Willie Wilkinson
C/O Mid-Ulster District Council

7th May 2019

Dear Mr Wilkinson,

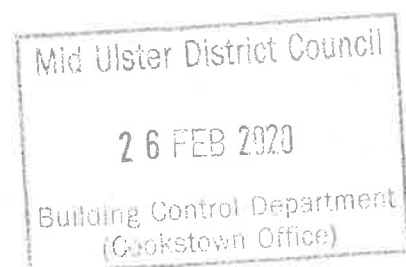
RE: Dual Language Signage

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

Derrylaughan Road
Coalisland
Co. Tyrone BT71 4QS

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

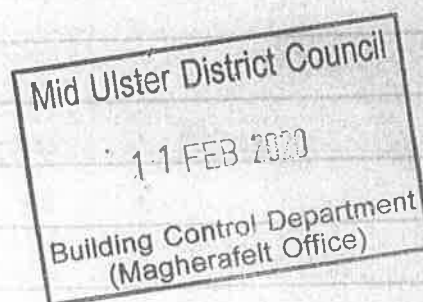


[REDACTED]
[REDACTED] Drunkee Road
Dungannon
BT71 6SA

Dear Sir/Madam

I am writing to you to inquire about the Dual
Irish Signage. My name is [REDACTED] and I
live at [REDACTED] Drunkee Road Dungannon, in townland
of Derrymeen. For confirmation of my request you
can contact me at my address above.

Kind Regards, [REDACTED]

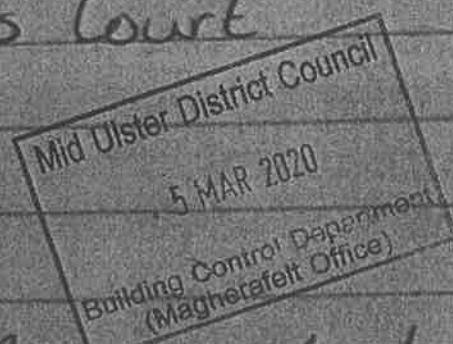


[redacted]
[redacted]
Regents Court
Coalsland
BT71 4SB

Dear Sir / Madam

I am writing to you
to request a dual Irish Language Sign
for my estate. My family and various
neighbours are Irish Speaking people.
I live at

[redacted]
Regents Court
Coalsland
BT71 4SB



I would be more than grateful for
this to happen. If you wish to confirm
my request with me you can contact
me via my home address.

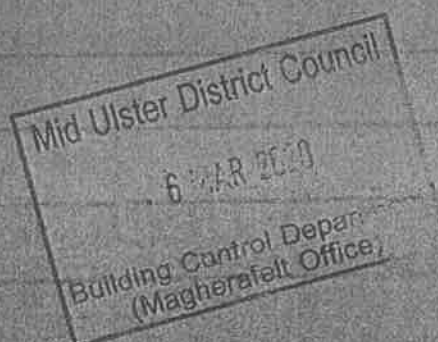
Kind regards,
[redacted]

[redacted]
Gortunmor Castle
BT71 4GY
Tel [redacted]

Dear Sir / Madam

I am writing to request Irish Language Sign for
my estate Gortunmor Gortunmor
For Confirmation or further information I can be
Contacted on the address above

Kind regards
[redacted]



Derry RD
Co. Londonderry
BT 714412

Tel: [REDACTED]

Dear Sir/Madam

I am writing to request
an Irish language sign for
my street of housing, Derry
Road, Co. Londonderry, BT 714412.

For confirmation or further
information I can be contacted
on the address above

Regards



Maisekeon Road
Lisnashane
Coolisland
BT71 4PJ

Dear Sir / Madam

I wish to express
my interest in getting Irish Gaelic
language signs for my road. Thank
you for taking time to read my
proposal

Yours faithfully



[redacted]
Yount view
Doughmore
co. Lymore
BT70 392
[redacted]

To whom it may concern,

I am writing to request that language
be changed for my housing development Yount view,
BT70 392

Please do not hesitate to contact me on the above
number or address if you need any other information.

Mid Ulster District Council
- 9 MAR 2020
Building Control Department
(Magherafelt Office)

Yours faithfully,
[redacted]

Report on	Dual Language Signage Surveys
Date of Meeting	9 th June 2020
Reporting Officer	William Wilkinson, Head of Building Control

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To advise Members on the result of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage Nameplate requests.
2.0	Background
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage – as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, all occupiers as listed on the Electoral Register residing on the streets/roads as noted below were canvassed, by post seeking their views on the request to erect dual-language street nameplates in the Irish Language as requested in each case.
3.0	Main Report
3.1	<p>The Building Control Service within the Public Health and Infrastructure Directorate issued occupiers of the undernoted streets, correspondence seeking their views on the request to erect a dual-language street nameplate.</p> <p>Completed surveys were received by the return date and the outcome is as follows in each case:</p>

3.2

Name of Street	Shanliss Road, Stewartstown
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Reported to Environment Committee	14/01/2019
Surveys Issued	27/01/2020
Surveys returned by	24/02/2020
Survey Letters Issued	41
Survey Letters Returned	17
Replies in Favour	16
Replies not in Favour	0
Invalid	1
Valid Returns	16
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Shanliss Road, Stewartstown will be erected.

3.3

Name of Street	Henderson Park, Stewartstown
Language Requested	Irish
Date Request Validated	14/11/2019
Survey Request Reported to Environment Committee	14/01/2020
Surveys Issued	27/01/2020
Surveys returned by	24/02/2020
Survey Letters Issued	37
Survey Letters Returned	16
Replies in Favour	16
Replies not in Favour	0
Invalid	0
Valid Returns	16
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Henderson Park, Stewartstown will be erected.

3.4

Name of Street	Roan Close, Eglis
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	27/01/2020
Surveys returned by	24/02/2020
Survey Letters Issued	53
Survey Letters Returned	21
Replies in Favour	20
Replies not in Favour	0
Invalid	1
Valid Returns	20
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Roan Close, Eglis will be erected.

3.5

Name of Street	Ballygruby Lane, Magherafelt
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Reported to Environment Committee	14/01/2020
Surveys Issued	27/01/2020
Surveys returned by	24/02/2020
Survey Letters Issued	20
Survey Letters Returned	12
Replies in Favour	5
Replies not in Favour	7
Invalid	0
Valid Returns	12
Percentage in Favour	42%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are not in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Ballygruby Lane, Magherafelt will not be approved or erected.

3.6

Name of Street	Ruskey Road, Coagh
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	27/01/2020
Surveys returned by	24/02/2020
Survey Letters Issued	144
Survey Letters Returned	72
Replies in Favour	26
Replies not in Favour	45
Invalid	1
Valid Returns	71
Percentage in Favour	37%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are not in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Ruskey Road, Coagh will not be approved or erected.

3.7

Name of Street	Beechville Heights, Eglish
Language Requested	Irish
Date Request Validated	07/01/2020
Survey Request Reported to Environment Committee	14/01/2020
Surveys Issued	27/01/2020
Surveys returned by	24/02/2020
Survey Letters Issued	88
Survey Letters Returned	39
Replies in Favour	30
Replies not in Favour	2
Invalid	7
Valid Returns	32
Percentage in Favour	94%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Beechville Heights, Eglish will be erected.

3.8

Name of Street	Sandymount, Magherafelt
Language Requested	Irish
Date Request Validated	07/01/2020
Survey Request Approved by Environment Committee	30/01/2020
Surveys Issued	17/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	85
Survey Letters Returned	60
Replies in Favour	52
Replies not in Favour	8
Invalid	0
Valid Returns	60
Percentage in Favour	87%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Sandymount, Magherafelt will be erected.

3.9

Name of Street	Cappagh Road, Dungannon
Language Requested	Irish
Date Request Validated	07/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	30/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	112
Survey Letters Returned	43
Replies in Favour	37
Replies not in Favour	4
Invalid	2
Valid Returns	41
Percentage in Favour	90%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Cappagh Road, Dungannon will be erected.

3.10

Name of Street	Mulnagore Road, Dungannon
Language Requested	Irish
Date Request Validated	07/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	30/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	57
Survey Letters Returned	25
Replies in Favour	8
Replies not in Favour	17
Invalid	0
Valid Returns	25
Percentage in Favour	32%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are not in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Mulnagore Road, Dungannon will not be approved or erected.

3.11

Name of Street	Mullaghmore Park , Dungannon
Language Requested	Irish
Date Request Validated	16/12/2019
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	30/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	59
Survey Letters Returned	15
Replies in Favour	15
Replies not in Favour	0
Invalid	0
Valid Returns	15
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Mullaghmore Park, Dungannon will be erected.

3.12

Name of Street	Lodge Villas, Donaghmore
Language Requested	Irish
Date Request Validated	07/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	30/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	28
Survey Letters Returned	6
Replies in Favour	3
Replies not in Favour	3
Invalid	0
Valid Returns	3
Percentage in Favour	50%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are not in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Lodge Villas, Donaghmore will not be approved or erected.

3.13

Name of Street	Charlemont Street, Dungannon
Language Requested	Irish
Date Request Validated	20/12/2019
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	30/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	27
Survey Letters Returned	6
Replies in Favour	4
Replies not in Favour	2
Invalid	0
Valid Returns	6
Percentage in Favour	67%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Charlemont Street, Dungannon will be erected

3.14

Name of Street	Mossband Road, Coagh
Language Requested	Irish
Date Request Validated	10/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	04/02/2020
Surveys returned by	03/03/2020
Survey Letters Issued	16
Survey Letters Returned	11
Replies in Favour	7
Replies not in Favour	4
Invalid	0
Valid Returns	11
Percentage in Favour	64%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Mossband Road, Coagh will be erected

3.15

Name of Street	Lough Mews, Ballyronan
Language Requested	Irish
Date Request Validated	15/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	30/01/2020
Surveys returned by	27/02/2020
Survey Letters Issued	8
Survey Letters Returned	6
Replies in Favour	4
Replies not in Favour	0
Invalid	2
Valid Returns	4
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Lough Mews, Ballyronan will be erected

3.16

Name of Street	Garden Street Mews, Magherafelt
Language Requested	Irish
Date Request Validated	15/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	04/02/2020
Surveys returned by	03/03/2020
Survey Letters Issued	8
Survey Letters Returned	6
Replies in Favour	6
Replies not in Favour	0
Invalid	0
Valid Returns	6
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Garden Street Mews, Magherafelt will be erected

3.17

Name of Street	Oakvale Drive, Magherafelt
Language Requested	Irish
Date Request Validated	15/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	04/02/2020
Surveys returned by	03/03/2020
Survey Letters Issued	7
Survey Letters Returned	6
Replies in Favour	5
Replies not in Favour	0
Invalid	1
Valid Returns	5
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Oakvale Drive, Magherafelt will be erected

3.18

Name of Street	Wellbrook Manor, Dungannon
Language Requested	Irish
Date Request Validated	15/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	04/02/2020
Surveys returned by	03/03/2020
Survey Letters Issued	27
Survey Letters Returned	7
Replies in Favour	6
Replies not in Favour	0
Invalid	1
Valid Returns	6
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Wellbrook Manor, Dungannon will be erected

3.19

Name of Street	Silverhill, Maghera
Language Requested	Irish
Date Request Validated	16/01/2020
Survey Request Approved by Environment Committee	11/02/2020
Surveys Issued	04/02/2020
Surveys returned by	03/03/2020
Survey Letters Issued	4
Survey Letters Returned	4
Replies in Favour	4
Replies not in Favour	0
Invalid	0
Valid Returns	4
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Silverhill, Maghera will be erected

3.20

Name of Street	Castlevew, Benburb
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	04/03/2020
Surveys returned by	01/04/2020
Survey Letters Issued	28
Survey Letters Returned	5
Replies in Favour	5
Replies not in Favour	0
Invalid	0
Valid Returns	5
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Castlevew, Benburb will be erected

3.21

Name of Street	Ferry Road, Coalisland
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	04/03/2020
Surveys returned by	01/04/2020
Survey Letters Issued	82
Survey Letters Returned	14
Replies in Favour	13
Replies not in Favour	0
Invalid	1
Valid Returns	13
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Ferry Road, Coalisland will be erected

3.22

Name of Street	Innishmore Heights, Coalisland
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	04/03/2020
Surveys returned by	01/04/2020
Survey Letters Issued	9
Survey Letters Returned	3
Replies in Favour	3
Replies not in Favour	0
Invalid	0
Valid Returns	3
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Innishmore Heights, Coalisland will be erected

3.23

Name of Street	Innishmore Park, Coalisland
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	04/03/2020
Surveys returned by	01/04/2020
Survey Letters Issued	81
Survey Letters Returned	9
Replies in Favour	7
Replies not in Favour	0
Invalid	2
Valid Returns	7
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Innishmore Park, Coalisland will be erected

3.24

Name of Street	Ardmore Terrace, Coalisland
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	04/03/2020
Surveys returned by	01/04/2020
Survey Letters Issued	24
Survey Letters Returned	3
Replies in Favour	1
Replies not in Favour	0
Invalid	2
Valid Returns	1
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Ardmore Terrace, Coalisland will be erected

3.25

Name of Street	Ardmore Park, Coalisland
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	04/03/2020
Surveys returned by	01/04/2020
Survey Letters Issued	24
Survey Letters Returned	2
Replies in Favour	2
Replies not in Favour	0
Invalid	0
Valid Returns	2
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Ardmore Park, Coalisland will be erected

3.26

Name of Street	Glen Road, Coalisland
Language Requested	Irish
Date Request Validated	22/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	12/03/2020
Surveys returned by	09/04/2020
Survey Letters Issued	50
Survey Letters Returned	10
Replies in Favour	9
Replies not in Favour	0
Invalid	1
Valid Returns	9
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Gen Road, Coalisland will be erected

3.27

Name of Street	Bracken Court, Coalisland
Language Requested	Irish
Date Request Validated	21/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	12/03/2020
Surveys returned by	09/04/2020
Survey Letters Issued	30
Survey Letters Returned	2
Replies in Favour	2
Replies not in Favour	0
Invalid	0
Valid Returns	2
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Bracken Court, Coalisland will be erected.

3.28

Name of Street	Chestnut Hill, Coalisland
Language Requested	Irish
Date Request Validated	21/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	12/03/2020
Surveys returned by	09/04/2020
Survey Letters Issued	62
Survey Letters Returned	5
Replies in Favour	2
Replies not in Favour	0
Invalid	3
Valid Returns	2
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Chestnut Hill, Coalisland will be erected

3.29

Name of Street	Lisnastrane Court, Coalisland
Language Requested	Irish
Date Request Validated	21/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	12/03/2020
Surveys returned by	09/04/2020
Survey Letters Issued	12
Survey Letters Returned	3
Replies in Favour	3
Replies not in Favour	0
Invalid	0
Valid Returns	3
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Lisnastrane Court, Coalisland will be erected

3.30

Name of Street	Columbas Villas, Coalisland
Language Requested	Irish
Date Request Validated	21/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	12/03/2020
Surveys returned by	09/04/2020
Survey Letters Issued	60
Survey Letters Returned	11
Replies in Favour	6
Replies not in Favour	0
Invalid	5
Valid Returns	6
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Columbas Villas, Coalisland will be erected

3.31

Name of Street	Mourne Crescent, Coalisland
Language Requested	Irish
Date Request Validated	21/01/2020
Survey Request Approved by Environment Committee	10/03/2020
Surveys Issued	12/03/2020
Surveys returned by	09/04/2020
Survey Letters Issued	99
Survey Letters Returned	7
Replies in Favour	6
Replies not in Favour	0
Invalid	1
Valid Returns	6
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Mourne Crescent, Coalisland will be erected

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	Recommendation(s)
5.1	That Members note the results of the surveys for application of Dual Language Nameplates in Irish for the streets/roads as detailed below.
5.2	Where more than 51 % of occupiers of the streets as noted below, responded to indicate that they were in favour of the erection of a dual language signage, nameplates will be erected. <ul style="list-style-type: none"> 1 Shanliss Road, Stewartstown 2 Henderson Park, Stewartstown 3 Roan Close, Eglish 4 Beechville Heights, Eglish 5 Sandymount, Magherafelt 6 Cappagh Road, Dungannon 7 Mullaghmore Park, Dungannon 8 Charlemont Street, Dungannon 9 Mossband Road, Coagh 10 Lough Mews, Ballyronan 11 Garden Street Mews, Magherafelt 12 Oakvale Drive, Magherafelt

	<p>13 Wellbrook Manor, Dungannon</p> <p>14 Silverhill, Maghera</p> <p>15 Castleview, Benburb</p> <p>16 Ferry Road, Coalisland</p> <p>17 Innishmore Heights, Coalisland</p> <p>18 Innishmore Park, Coalisland</p> <p>19 Ardmore Terrace, Coalisland</p> <p>20 Ardmore Park, Coalisland</p> <p>21 Glen Road, Coalisland</p> <p>22 Bracken Court, Coalisland</p> <p>23 Chestnut Hill, Coalisland</p> <p>24 Lisnastrane Court, Coalisland</p> <p>25 Columbas Villas, Coalisland</p> <p>26 Mourne Crescent, Coalisland</p> <p>5.3 Where more than 51 % of occupiers of the street as noted below responded to indicate that they were not in favour of the erection of a dual-language street nameplate, then the dual language nameplate will not be erected</p> <p>1. Ballygruby Lane, Magherafelt</p> <p>2. Ruskey, Road, Coagh</p> <p>3. Mulnagore Road, Dungannon</p> <p>4. Lodge Villas, Donaghmore</p>
6.0	Documents Attached & References
6.1	Appendix 1 – Dual Language Nameplate Translation for each street/road

Appendix 1

Dual Language Nameplates

	Current Name	Irish Translation
Road	Shanliss Road	Bóthar an tSeanleasa
Townlands	Mullaghmore Shanliss Lower Dernagh	An Mullach Mór An Seanlios Íochtarach Doireanach

	Current Name	Irish Translation
Road	Henderson Park	Páirc Mhic Aindréis
Townland	Boyds Farm	Gort na Cille

	Current Name	Irish Translation
Road	Roan Close	Clós Ruáin
Townland	Roan	Ruán

	Current Name	Irish Translation
Road	Beechville Heights	Arda Bhaile na Feá
Townland	Stiloga	Na Stiallóga

	Current Name	Irish Translation
Road	Sandymount	Cnocán na Gainimhe
Townland	Town Parks of Magherafelt	Páirceanna Baile Mhachaire Fíolta

	Current Name	Irish Translation
Road	Cappagh Road	Bóthar na Ceapóige
Townlands	Altmore alias Barracktown Dernanaught	An tAllt Mór Doireanach

	Current Name	Irish Translation
Road	Mullaghmore Park	Páirc an Mhullaigh Mhóir
Townland	Lisnahull	Lios an Choill

	Current Name	Irish Translation
Road	Lodge Villas	Bailtíní an Lóiste
Townland	Annaghbeg	An tEanach Beag

	Current Name	Irish Translation
Road	Charlemont Street	Sráid Achadh an Dá Chora
Townlands	Drumcoo	Droim Cuach

	Current Name	Irish Translation
Road	Mossband Road	Bruach na Móna
Townland	Drumconvis Coagh	Droim Chonnmhaigh An Chuach

	Current Name	Irish Translation
Road	Lough Mews	Eachlann an Locha
Townland	Ballyronan More	Baile Uí Rónáin Mór

	Current Name	Irish Translation
Road	Garden Street Mews	Eachlann Shráid an Ghairdín
Townland	Town Parks of Magherafelt	Páirceanna Baile Mhachaire Fíolta

	Current Name	Irish Translation
Road	Oakvale Drive	Céide Ghleann Darach
Townlands	Town Parks of Magherafelt	Páirceanna Baile Mhachaire Fíolta

	Current Name	Irish Translation
Road	Wellbrook Manor	Mainéar Shruth an Tobair
Townland	Lisnahull	Lios an Choill

	Current Name	Irish Translation
Road	Silverhill	Cnoc an Airgid
Townland	Craigmore	Creag Mhór

	Current Name	Irish Translation
Road	Castleview	Radharc an Chaisleáin
Townlands	Benburb	An Bhinn Bhorb

	Current Name	Irish Translation
Road	Ferry Road	Bóthar an Pheire
Townland	Aghamullan Derryloughan	Achadh Uí Mhaoláin Doire Locháin

	Current Name	Irish Translation
Road	Innishmore Heights	Arda Inis Mhór
Townland	Annagher	Eanachar

	Current Name	Irish Translation
Road	Innishmore Park	Páirc Inis Mhór
Townland	Annagher	Eanachar

	Current Name	Irish Translation
Road	Ardmore Terrace	Ardán Ard Mór
Townlands	Gortgonis	Gort an Ghamhna

	Current Name	Irish Translation
Road	Ardmore Park	Páirc Ard Mór
Townland	Gortgonis	Gort an Ghamhna

	Current Name	Irish Translation
Road	Glen Road	Bóthar an Ghleanna
Townland	Annagher	Eanachar

	Current Name	Irish Translation
Road	Bracken Court	Cúirt an Raithnigh
Townland	Brackaville	Bréachmhaoil

	Current Name	Irish Translation
Road	Chestnut Hill	Cnoc an Chrainn Chnó Capaill
Townlands	Brackaville	Bréachmhaoil

	Current Name	Irish Translation
Road	Lisnastrane Court	Cúirt Lios na Sriain
Townland	Lisnastrane	Lios na Sriain

	Current Name	Irish Translation
Road	Columbas Villas	Bailtíní Cholm Cille
Townland	Annagher	Eanachar

	Current Name	Irish Translation
Road	Mourne Crescent	Corrán Mhúrn
Townland	Gortgonis	Gort an Ghamhna

Report on	Environmental Health Update Report
Date of Meeting	9 th June 2020
Reporting Officer	Fiona McClements, Head of Environmental Health

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update elected members on the Environmental Health service that has been provided during the COVID-19 pandemic between 1 st April and 16 th May 2020.
2.0	Background
2.1	In line with government and corporate guidance, the Environmental Health Service has revised its service delivery model to deliver the Environmental Health services across its core function areas. For Health and Safety reasons, unless in emergency situations, no visits are taking place inside domestic or commercial premises. However, some visits have been made without properties being entered to verify information and complaints.
3.0	Main Report
3.1	From the start of the COVID-19 "lock down", Environmental Health maintained a level of service well above that contained within its Business continuity plan. New methods of working have been put in place and all complaints received have been responded to and dealt with. In significant situations, visits have been made to properties without going inside premises. The Food Standards Agency and Health and Safety Executive have also provided guidance on inspections and inspection schedules.
3.2	<p>The Environmental Health department has a number of key areas and in the period 1st April until 16th May the follow work has been dealt with:</p> <p>Food Control and consumer safety</p> <ul style="list-style-type: none"> • 264 contacts made with food businesses and advice and information forwarded • 37 butchers have been contacted specifically mentioning traceability information • 33 specific coronavirus service requests have been received relating to the food function • 6 consumer protection service requests have been received • 84 retailers have been contacted re fuel stamp scheme updates • 58 fuel suppliers have been contacted re addition of new fuel stamp

- Fuel stamp deliveries have continued on a 1-2 deliveries per week basis
- Contact being made with 37 category A&B food premises that are due an inspection
- 5 infectious disease notifications have been dealt with
- 6 new food business applications have progressed.

Public health, housing and Health and well being

- 190 public health service requests were received in comparison to 137 in same period 2019.
- 14 private tenancy service requests were received which was the same as the previous year.
- 33 of the above service requests related in some way to Coronavirus.
- New ways of remote working for the Health and Well Being programmes continue to be developed. There have been discussions with the PHA and NIHE. Staff have been included in the rota within the Community Hub and support has been provided to Agewell with on average approximately 20 Agewell calls being made and reported on to Agewell each day.
- Home accident prevention (HAP) advice and guidance has been given over the phone to approximately 50 domestic residents, approximately 15 energy efficiency advisory calls made, some HAP equipment has been delivered, 37 Affordable Warmth queries have been responded to and documentation gathered for a number of applications and follow ups. Contact has been made through the Make a Change programme to provide support for previous clients during the lock down.
- A number of Environmental Health related messages have also been shared via the Council's social media platforms. Work has been completed to support the Council internal Health and Wellbeing team including the preparation of Take 5 messages.
- As in previous years, Council continues to support the Live Here, Love Here, Small Grants Scheme. In light of COVID-19, the grants scheme has made funding available to community groups enabling them to respond according to local need for people impacted through reduced contact with society. In response, an additional criterion has therefore been added to the Live Here, Love Here, Small Grants Scheme this year: "Support actions that help care for those in need as a result of COVID-19."

Environmental protection, animal welfare and dog control

- 47 fly-tipping complaints have been received over this period in comparison to 13 fly-tipping complaints for the same period last year.
- 89 dog complaints have been received, (excluding barking) for this period compared to 203 in the same period last year.
- 27 Dog Fouling Complaints for this period have been received which is the same as last year.
- 49 noise complaints have been received for this period which is similar to 46 last year. Complainants continue to be contacted and warning letters continue to be sent out. Complainants can submit recordings through the Noise App. Some monitoring visits which do not involve social contact are now being conducted.

	<ul style="list-style-type: none"> • 48 Planning consultations responded to. • 38 Odour/Environmental protection complaints responded to. • 43 air quality monitoring tubes replaced. • Approximately 200 calls made following up on expired dog licences. • All Animal welfare complaints responded to . <p>Health and safety, public safety and licensing</p> <ul style="list-style-type: none"> • In order to support businesses, specific tailored information and guidance was forwarded to: <ul style="list-style-type: none"> ➢ 38 funeral directors ➢ 23 Garden Centres ➢ 5 Golf Courses • 90 complaints and requests for support have been received and actioned in relation to COVID -19 legislation and social distancing. A number of the complaints were complex in nature and required work with premises over the course of many days to resolve. • All annual licensing applications under street trading and amusement permit legislation have been progressed on receipt and issued where appropriate. • Reported accidents continue to be investigated. A fatal incident has recently been notified, requiring a complex investigation in tandem with other enforcement agencies. • Work on the regulation and certification of sports grounds and stands continues with officers supporting clubs with relevant information and advice. • Caravan licensing work has continued with one new application being processed and licence drafted. • Over 400 desktop assessments have been undertaken to rate premises on the Environmental Health database. • Work on a number of legal cases continues in advance of various hearings and a company recently convicted of health and safety offences was sentenced to a fine of £24,000 and £8,000 costs awarded to Council. • Work has been undertaken to update web related information and support in association with the Communications team. • Responsibilities for sections of the COVID-19 regulations now include EHOs (see attached protocol). • https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-northern-ireland-regulations-2020
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Savings on travel costs
	Human: Within existing resources
	Risk Management: As identified.

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	Members to note the work carried out by Environmental Health staff from 1st April and 16 th May 2020 during the current COVID-19 lock down and recent authorisation for the enforcement of Coronavirus Regulations for permitted business activity .
6.0	Documents Attached & References
6.1	Appendix 1 – Protocol in relation to the approach to the COVID-19 regulations by the EH department.
6.2	https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-northern-ireland-regulations-2020

The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020

Business Restrictions and Closures Guidance for district council enforcement officers

Environmental Health Northern Ireland (EHNI), a Heads of Service advisory group of the Society of Local Authority Chief Executives in Northern Ireland (SOLACE NI), has developed this guidance in consultation with the Department of Health (DoH).

This guidance is intended to assist Council enforcement officers in the consideration and implementation of requirements and restrictions imposed by The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 ('the Regulations'), in so far as they relate to businesses.

In offering this advice it must be clearly understood that:

- legislation may change over time and the advice given is based on the information available at the time the guidance was produced – it is not necessarily comprehensive and is subject to revision in the light of further information;
- only the courts can interpret statutory legislation with any authority; and
- this guidance is advisory only and councils should seek their own legal advice where appropriate.

Version 6: 20 May 2020

Business Restrictions and Closures Enforcement Guidance

1. Introduction

1.1. This guidance provides advice to Councils on the enforcement of the Regulations and includes information on:

- the designation of Councils to enforce the Regulations;
- how councils will support businesses to comply with their obligations;
- enforcement powers; and
- role of PSNI.

1.2. Councils are designated under the Regulations to enforce the requirements in respect of business closures and those businesses which can remain open subject to certain restrictions.

1.3. Employers duties to protect the health, safety and welfare of their employees and members of the public under existing Health and Safety legislation is outside the scope of this guidance.

2. Business and Venues Closures and Restrictions

2.1. The Regulations support the public health response to the coronavirus disease (COVID-19) pandemic. These require the closure of certain businesses; impose restrictions on the conduct of business; impose restrictions on the movement of individuals, and gatherings of persons.

2.2. The Department of Health (DoH) must review the restrictions contained within the Regulations at least every 21 days. As the measures contained in the Regulations cut across the policy responsibilities of a number of NI Government Departments, any changes to the restrictions and requirements are a matter for the NI Executive. The Regulations cease to have effect after six months of the date of coming into operation.

2.3. While the Regulations are broad - covering not only certain businesses but also restrictions on the movement of individuals, gatherings and non-business premises and venues (including places of worship and crematoria) – the focus of this guidance is the enforcement role of councils.

2.4. Councils will need to:

- Understand the requirements for business closures and restrictions (see section 3 below)

- Consider updating their Scheme of Delegation and authorise appropriate officers to enforce the requirements (see section 4 below)
- Support local businesses to ensure compliance (see section 5 below)
- Understand the role of PSNI (see section 6 below)
- Tackle any business failures to comply with the requirements (see section 7 below)
- Record and manage information on enforcement activities (see section 8 below)

3. The requirements for business closures and restrictions

- 3.1. Specified businesses and venues must close while these restrictions are in place. Some specified businesses may remain open and others can continue to trade but only online, by telephone or by post. The businesses covered by the Regulations fall primarily into the retail and service sectors. Sectors such as manufacturing and construction are not covered by the Regulations.
- 3.2. A list of the businesses and venues that are required to close, and the exceptions to these requirements, can be found here:
<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-restrictions-businesses-and-services>
- 3.3. The Regulations require specified types of businesses, business premises (or parts of business premises) and venues to close, as set out in Regulations 3 and 4 and Schedule 2.

4. Authorising relevant and competent officers to enforce the requirements

- 4.1. Councils will need to ensure their relevant officers are specifically authorised to act under The Regulations.
- 4.2. Councils should ensure that the officers they authorise are competent to exercise the powers provided for in the Regulations and are properly supported to do so.

5. Supporting local businesses to comply

- 5.1. Councils will be using existing communication channels to disseminate information and guidance and may wish to co-ordinate with partner organisations. Councils will also provide advice to businesses on the requirements of the Regulations upon request.
- 5.2. Additional guidance for businesses can be found here:
<https://www.gov.uk/coronavirus/business-support> and includes advice on:
 - business closures;
 - managing businesses during coronavirus;
 - employers' responsibilities; and
 - funding and financial support.
- 5.3. The government guidance is being kept updated and you should use this to answer queries from businesses about what they should do.

5.4. Where queries arise in relation to the interpretation of the Regulations, officers should direct these to the Lead Officer in the Environmental Health team within their Council for resolution. Where such queries cannot be resolved, the matter should be referred to the council's legal advisors. The Health and Safety Liaison Group (HSLG) provides an appropriate forum for councils to share information and consider consistency. The HSLG may also seek and consider the views of the CEHO within the DOH. However, it is recognised that enforcement decisions remain the responsibility of each individual council.

5.5. Further information on business restrictions including examples of businesses that can and cannot operate can be found here:

<https://www.nibusinessinfo.co.uk/content/coronavirus-business-closures-and-restrictions>

6. Role of PSNI

6.1. Councils will deal with enforcement in relation to requirements placed on businesses only (Regulations 3 and 4) and PSNI will continue to deal with enforcement in relation to certain types of premises, individuals, gatherings and non-business premises and venues. It is expected that DoH, PSNI and Councils will work closely to develop an MOU to clarify enforcement roles, mechanisms to support each other, including data sharing arrangements, so as to ensure the effective enforcement of these Regulations.

7. Tackling failures to comply

7.1. The Northern Ireland Executive anticipates that the vast majority of businesses will understand why the restrictions have been brought into place and will follow the requirements. Councils are expected to take a reasonable and proportionate approach, consistent with their existing enforcement policies, encouraging and persuading businesses to comply with the requirements.

7.2. However, where businesses do not act responsibly and fail to comply, Councils will be able to use the following enforcement powers:

Taking such action as is necessary (see Regulation 7(1))

A 'relevant person' may '*take such action as is necessary to enforce any requirement*' imposed by Regulation 3 or Regulation 4 of the Regulations. This is a widely drawn power but it must be exercised in a proportionate and reasonable manner. It is recommended that specific legal advice is sought before taking formal action.

Prohibition notices (Regulation 7(2))

A 'relevant person' may issue a prohibition notice, where this is necessary and proportionate, to prevent a person responsible for carrying on a business or providing a service from continuing to contravene Regulation 3 or Regulation 4.

- As with the Regulation 7(1) power, a ‘relevant person’ is a district council, or an officer authorised by a district council.
 - **Annex A** includes a template **prohibition notice** that may be adapted and used by Councils.

Fixed penalty notices (Regulation 9(1))

An ‘authorised person’ may issue a fixed penalty notice in relation to an offence of contravening, without reasonable excuse, a requirement of Regulation 3 or Regulation 4 of The Regulations.

- As with Regulation 7 powers, an ‘authorised person’ is an officer duly appointed by a district council.
- A fixed penalty notice is intended for use in relation to an individual and the individual must be aged 18 or over.
- A fixed penalty notice may only be issued to a person responsible for carrying on a business or providing a service as defined in The Regulations. This includes the owner, proprietor or manager of the business.
- The amount of the fixed penalty is £60, reduced to £30 if paid within 14 days. If a person has already received a fixed penalty notice, the amount of the fixed penalty is £120 doubling on each further repeat offence up to a maximum of £960, and there will be no discount for repeat offenders paying within 14 days.
- **Annex B** includes a template **fixed penalty notice** that may be adapted and used by councils. Legal advice should be sought if you intend to adapt the template as the Regulations require specific information to be provided within the notice.

Criminal proceedings

Prosecution should usually only be taken where a business operator has failed to comply with advice and warnings provided by officers.

The Regulations set out a number of offences:

- Contravening, without reasonable excuse, a requirement or restriction of Regulation 3 or Regulation 4 (see Regulation 8(1));
- Failure to comply, without reasonable excuse, with a prohibition notice (see Regulation 8(3));
- Obstructing, without reasonable excuse, any persons carrying out a function under the Regulations (see Regulation 8(2)).

Service of Notices

Normal provisions regarding service on an individual require documents to be physically served on the person.

In the case of a limited company, the notice must be served upon a director of the company at its registered address.

However, in light of COVID-19 social distancing requirements, officers should place the document at a reasonable distance from the individual and use pragmatic steps to record how this has been done.

Officers must carry out sufficient enquiries so as to satisfy themselves as to the identity of the person upon whom the notice has been served.

If personal service cannot be effected then legal advice should be sought as other methods of service may be permissible depending upon the individual circumstances.

8. Record and manage information on enforcement activity

- 8.1. Councils should maintain accurate and up to date records of queries and complaints received and enforcement action taken in relation to business closures and restrictions. The Department of Health may request information in relation to such records and any such requests should be processed in accordance with data protection legislation.

Annex A. Template Prohibition Notice



[Name of Local Authority]
[Address of Local Authority]

[Reference Number]

Notice

Prohibition Notice

The Health Protection (Coronavirus, Restrictions) Regulations
(Northern Ireland) 2020
Public Health Act (Northern Ireland) 1967

Part A: Recipient

Name
[Full Name of Recipient. NB If limited company insert name of company not an individual]

Trading as
[Trading name(s)]

Address
[Full Address and Postcode of Recipient NB if limited company must be registered address]

Part B: Relating to

[Address of premises subject to the prohibition]

Part C: Basis for service

This Prohibition Notice is served under Regulation 7(2) of The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 (the Regulations) and has immediate effect.

The Regulations impose certain restrictions to protect against the risks to public health arising from coronavirus. Failure to comply with the requirements of the Regulations, without reasonable excuse, is a criminal offence.

I, [insert name of designated council officer], being duly authorised to enforce the Regulations pursuant to [insert name of local authority] being designated by the Department of Health as an authorised person under the Regulations, have reasonable grounds for believing that you are contravening a requirement in the Regulations as set out in Part D below and that it is necessary and proportionate to issue this Prohibition Notice to prevent continued contravention of the requirement.

Part D: Contravention of the restrictions

[Detail the regulation that has been breached (Regulation 3 or 4) and outline the grounds for the reasonable belief that there has been a contravention and why it is considered necessary and proportionate to issue the notice]

Part E: Action required

This Prohibition Notice requires that you immediately cease the activities giving rise to contravention of the Regulations. The activities must not resume before the end of the emergency period. The measures specified below must be taken to prevent continued contravention of the Regulations:

[Detail the action(s) that need to be taken to prevent continued contravention of the requirement. Sample text is provided overleaf that summarises the requirements that may be breached by businesses and the associated actions that would be required. The action should be no more than what is required to comply with the Regulations. The action

required is not to be confused with any obligations under the Health & Safety at Work (NI) Order 1978 or guidance in relation to the health and safety of employees.]

Part F: Consequences of non-compliance

Failure to comply with this Prohibition Notice, without reasonable excuse, is an offence punishable by a fine on summary conviction in a Magistrates Court.

Part G: Challenging this Prohibition Notice

This Notice remains in force even if you have raised a challenge.

Should the local authority's review of your challenge determine that the Notice should be revoked, you will be notified in writing that the Notice has been revoked.

If you consider that the Notice should not have been issued, you can make representations to [insert name of local authority] in writing outlining your reasons for challenging the Notice, within [insert number of days] of the date on this Notice.
Contact: [insert contact details]

You also have the right to be tried in relation to the alleged offence. That request must be made within 28 days of the date of this notice by contacting the authorised officer whose details are set out below.

If you notify the Council that you wish to be tried in respect of the alleged offence the council may issue proceedings against you in the Magistrates Court.

**This Notice remains in force even if you have raised a challenge.
Should the local authority's review of your challenge determine that the Notice should be revoked, you will be notified in writing that the Notice has been revoked and any payment made will be refunded.**

Part H: Officer

Signature:
[Signature of Authorised Officer]

Name:
[Name of Authorised Officer]

Title:
[Title of Authorised Officer]

Date:
[Date of Signature]

Contact address:
[Full address and postcode of Office]

Email:
[Email address of Office]

Telephone:
[Telephone Number of Office]

Notes

Failure to comply with the requirements of the requirements of The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 is an offence and on prosecution can attract a fine.
An authorised officer may issue a fixed penalty notice for a breach of the Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020.
Any officer of a company in breach of the Regulations shall also be liable for the offence if the offence was committed through the consent, connivance or default of any such officer.

Advice

If you do not understand the contents of this notice or would like to know more about it please contact the local authority. You may also wish to seek independent legal advice.

The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 can be found here: <https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-northern-ireland-regulations-2020>

Guidance on the regulations can be found here:
<https://www.nibusinessinfo.co.uk/content/coronavirus-business-closures-and-restrictions>

Privacy Notice

The Council Privacy Notice can be found here: [\[insert link to Privacy Notice on Council website\]](#)

Suggested text that can be used to complete Part D of the Prohibition Notice

In relation to a breach of Regulation 3(1) (Business listed in Schedule 2 Part 1):

Actions required:

- Close the premises, or part(s) of the premises, in which food or drink are sold for consumption on the premises; and
- Cease selling food or drink for consumption on the premises

In relation to a breach of Regulation 3(4) (Business or service listed in Schedule 2 Part 2)

Actions required:

- Cease to carry on the business or provide the service listed in Part 2 of Schedule 2

In relation to a breach of Regulation 4(1) (Business or service, not listed in Schedule 2 Part 3, of offering goods for sale or for hire in a shop, or providing library services):

Actions required:

- Cease to carry on the business or provide the service except as permitted by Regulation 5(1)(a) which permits the business to make deliveries or otherwise provide services in response to orders received through a website, or otherwise by online communication; by telephone, including orders by text message; or by post;
- Close any premises which are not required to carry out its business or provide its service in a manner permitted by Regulation 5(1)(a);
- Cease to admit any person to its premises who is not required to carry on the business or provide the service in a manner permitted by Regulation 5(1)(a).

In relation to a breach of Regulation 4(3) (Business consisting of the provision of holiday accommodation):

Actions required:

- Cease to carry on the business except as permitted by Regulation 5(4) which permits the business to provide accommodation in specified circumstances; to host blood donation sessions; or for any purpose requested by the Secretary of State or a local authority.

Annex B. Template Fixed Penalty Notice



[Name of Local Authority]
[Address of Local Authority]

[Reference Number]

Notice

Fixed Penalty Notice

The Health Protection (Coronavirus, Restrictions) Regulations
(Northern Ireland) 2020
Public Health Act (Northern Ireland) 1967

Part A Offender

Name

[Full Name of Alleged Offender NB If limited company insert name of company]

Address

[Full Address and Postcode of Alleged Offender NB use registered address if limited company]

Part B Location of offence [Description of the location of the offence]

Part C Offence

This Fixed Penalty Notice is served under Regulation 9 of The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 (the Regulations). The Regulations impose certain restrictions to protect against the risks to public health arising from coronavirus. Failure to comply with the requirements of the Regulations, without reasonable excuse, is a criminal offence.

I, [insert name of authorised officer] being duly authorised to enforce the Regulations pursuant to [insert name of Local Authority] being designated by the Department of Health as an authorised person under the Regulations have reason to believe that on [insert date of offence] you committed the following offence :.

On [insert date] you, being the owner/manager/ proprietor of [insert name and address of business] failed to comply with [[Regulation 3] [Regulation 4] of the Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020, which is an offence contrary to Regulation 8(1) of the said Regulations, in that you [describe details of the offence]]

On [insert date] you, being the owner/manager/ proprietor of [insert name and address of business] failed to comply with [Regulation 8(2) of the Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 in that you obstructed an authorised officer, without reasonable excuse, while that officer was carrying out a function under the said Regulations.]

Part D Fixed Penalty

This notice offers you the opportunity to discharge any liability to conviction for the above offence by payment of a fixed penalty. If you pay the penalty of £[60][££] within twenty eight days no further proceedings will be taken. [The amount of this fixed penalty notice is higher than the standard amount as this is not the first time that you have been issued with a notice.]

[You may pay the lesser amount of £30 if you do so within fourteen days of receiving this notice.]

Payment must be made to [Insert name and address of officer to whom payment should be sent]

The permissible methods of payment are [payment methods allowed]

If you do not pay the fixed penalty within that time, the council may ask the court to register the fixed penalty as an enhanced sum equating to one and a half times the fixed penalty. Payment of that enhanced sum will be enforced as if it were a fine issued by the Magistrates Court.

Alternatively you may be prosecuted for the offence described above and, if convicted, could receive a much larger fine; up to £5,000.

Part E Challenging this Fixed Penalty Notice

If you consider that the Notice should not have been issued, you can make representations to [insert name of local authority] in writing outlining your reasons for challenging the Notice, within [insert number of days] of the date on this Notice.
Contact: [insert contact details]

You also have the right to be tried in relation to the alleged offence. That request must be made within 28 days of the date of this notice by contacting the authorised officer whose details are set out below.

If you notify the Council that you wish to be tried in respect of the alleged offence the council may issue proceedings against you in the Magistrates Court.

This Notice remains in force even if you have raised a challenge. Should the local authority's review of your challenge determine that the Notice should be revoked, you will be notified in writing that the Notice has been revoked and any payment made will be refunded.

Officer

Signature:
[Signature of Authorised Officer]

Name:
[Name of Authorised Officer]

Title:
[Title of Authorised Officer]

Date:
[Date of Signature]

Contact address:
[Full address and postcode of Office]

Email:
[Email address of Office]

Telephone:
[Telephone Number of Office]

Advice

If you do not understand the contents of this notice or would like to know more about it please contact the local authority. If you would like to receive independent advice about the contents of this notice, your rights and obligations then please contact The Citizens Advice Bureau (or other similar type advice service). Alternatively you may wish to speak to a solicitor.

The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 can be found here: <https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-northern-ireland-regulations-2020>

Guidance on the regulations can be found here:
<https://www.nibusinessinfo.co.uk/content/coronavirus-business-closures-and-restrictions>

Privacy Notice

The Council's Privacy Notice can be found here: [\[insert link to Privacy Notice on Council website\]](#)

Reference number: [Insert]

This slip must accompany your payment.

To: [Insert name and address of officer to whom payment should be sent]

I enclose with this letter the amount of £[Insert amount of penalty paid]

Signature:	
Date:	
Name (CAPITAL LETTERS):	
Address (CAPITAL LETTERS):	

Please make cheques payable to [insert name of local authority].

[*Alternatively, you can pay by credit or debit card:

Credit Card/ Debit Card

Card number: _____

Start date (if applicable): _____

Expiry date: _____

Issue number (debit card only): _____

Signature of cardholder: _____]

*Delete if not applicable

The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020

FIXED PENALTY NOTICE (REVERSE)

NOTES on Part D. Amount of Penalty and period to pay

The Regulations specify the amount of the Fixed Penalty as follows:

- £60, where the person has not previously received a fixed penalty notice under the Regulations;
- £120, where the person has previously received one fixed penalty notice under the Regulations;
- £240, where the person has previously received two fixed penalty notices under the Regulations;
- £480, where the person has previously received three fixed penalty notices under the Regulations; or
- £960, where the person has previously received four fixed penalty notices under the Regulations

NOTES on Part C. Grounds for imposing the Penalty

In relation to a breach of Regulation 3(1) (Business listed in Schedule 2 Part 1):

- Failed, without reasonable excuse, to close the premises, or part(s) of the premises, in which food or drink are sold for consumption on the premises during the emergency period; and/ or
- Sold, without reasonable excuse, food or drink for consumption on the premises

In relation to a breach of Regulation 3(4) (Business or service listed in Schedule 2 Part 2):

- Carried on a business or providing a service which is prohibited by virtue of Part 2 of Schedule 2, namely [insert detail of business/service] during the emergency period without reasonable excuse.

In relation to a breach of Regulation 4(1) (Business or service, not listed in Schedule 2 Part 3, of offering goods for sale or for hire in a shop, or providing library services):

- Carried on a business of offering goods for sale or hire in a shop (or providing a library service) other than through a website, on-line communication, by telephone, or by post, namely [insert detail]; during the emergency period without reasonable excuse: and/or
- Failed to close premises, namely [insert details] which are not required to carry on a business or provide a service through a website, on-line communication, by telephone, or by post, during the emergency period without reasonable excuse; and/or
- Admitted a person to premises who is not required to carry on the business or provide the service through a website, on-line communication, by telephone, or by post, during the emergency period without reasonable excuse.

In relation to a breach of Regulation 4(3) (Business consisting of the provision of holiday accommodation):

- Carried on a business consisting of the provision of holiday accommodation except as permitted by Regulation 4(4) during the emergency period without reasonable excuse.

In relation to a breach of Regulation 4(5), 4(7) or 4(8) (Places of worship, community premises or crematorium):

- Failed, without reasonable excuse, to operate a place of worship in accordance with the requirements of Regulation 4(6), namely that you did [insert details] during the emergency period;
- Failed, without reasonable excuse, to operate a community premises in accordance with the requirements of Regulation 4(7), during the emergency period;
- Failed, without reasonable excuse, to operate a crematorium in accordance with the requirements of Regulation 4(8), namely that you did [insert details] during the emergency period.

In relation to a breach of Regulation 8(2) (Obstruction of an authorised officer):

- Obstructed, without reasonable excuse, any person carrying out a function under these Regulations in that you did [insert details].

Report on	Tree Planting Scheme at Magheraglass Landfill Site
Date of Meeting	9 th June 2020
Reporting Officer	Mark McAdoo, Head of Environmental Services
Contact Officer	Karl McGowan, Waste Facility Service Manager

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update members on the establishment a new native broadleaf woodland at the former landfill site at Magheraglass, Cookstown.
2.0	Background
2.1	Magheraglass Landfill Site stopped accepting waste in May 2017 and was subsequently capped in the Autumn and Winter of 2018/19. The capped area along with other unused areas of the old sand pit provided 5.6 hectares of available space suitable for tree planting.
2.2	The Forest Expansion Scheme, which is operated by the Forest Service, provides up to 100% of the approved woodland creation costs in addition to a further 2 years of maintenance costs. The scheme is open to all landowners with a minimum of 5 hectares of available space.

3.0	Main Report
3.1	The Council partnered with the consultants Indiwoods to establish a new native broadleaf woodland at the former Magheraglass Landfill Site using locally sown and grown trees. The woodland covers an area of 5.6 hectares as shown within the red boundary on the accompanying map. The area adds to existing areas of regrowth forest already on-site and potential future wetlands. Planting was carried out in early April over a period of 2 weeks. Indiwoods had previously been involved with the establishment of a similar woodland at Ballymacombs Landfill Site.
3.2	<p>The following species of trees were planted:</p> <ul style="list-style-type: none"> ➤ Downy Birch ➤ Silver Birch ➤ Alder ➤ Rowan ➤ Wild Cherry ➤ Aspen ➤ Hazel ➤ Crab Apple ➤ Guelder Rose ➤ Willow ➤ Scots Pine ➤ Oak
3.3	The trees were specifically chosen to have shallow roots so as to prevent damage to the capping membranes. The only exception is the Oak will only be planted at the entrance to the woodland, outside the cap, to avoid penetration by the deep tap roots.
3.4	In total approximately 11,200 stems were planted. In terms of climate change mitigation this will equate to a future saving of around 1,866 tonnes of CO2 (1 tonne per 6 trees).
3.5	
3.6	The trees were planted in single species circular clusters (2,000 stems per ha) with varied spacing to make the woodland look as natural as possible, with meandering paths throughout and perimeter access retained. Trees are protected with recycled clear plastic spiral guards and a cane with the Scots Pine protected using mesh guards with two canes. There is approx. 20% open space within the woodland that will incorporate access tracks and open glades throughout the woodland.
3.7	<p>The trees were spot sprayed with glyphosate on completion of planting and there will be an ongoing maintenance for the next 3 years after including replacement of dead or dying trees where necessary and glyphosate spray application.</p> <p>Plans were in place for local schools to participate in the tree planting on specially supervised days. Unfortunately however, the closure of the schools due to the COVID-19 lockdown restrictions meant that this was not possible at the time of planting.</p>

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial:</p> <p>The costs for the scheme are as follows (100% funded by the Forest Expansion Scheme)</p> <p>Tree Planting - £18,550</p> <p>Year 1 Maintenance - £2,870</p> <p>Year 2 Maintenance - £2,560</p> <p>Total - £23,980</p>
	<p>Human:</p> <p>Some officer time on the Council side was required for project management duties</p>
	<p>Risk Management:</p> <p>None</p>
4.2	Screening & Impact Assessments
	<p>Equality & Good Relations Implications:</p> <p>None</p>
	<p>Rural Needs Implications:</p> <p>None</p>
5.0	Recommendation
5.1	Members are requested to note the content of this report.
6.0	Documents Attached & References
6.1	Appendix 1 – Site photographs
6.2	Appendix 2 – Site drawing

Appendix 1 – Site Pictures





General Notes

Survey created in Jan 2018 for Mid Ulster District Council by Aquila UAS Ltd using a UAV System. The topographical survey data contained within has been produced from a digital surface model derived from UAV photogrammetric modelling. Caution should be adopted near dense vegetation, tall buildings and narrow ditches. This survey should not be used for setting out. Use dimensioned data only.

Proposed Area
= 56,000 m²

No.	Revision/Issue	Date



Project Name and Address
Magheraglass LFS

UAV Survey 26-01-2018
Potential Tree Planting Areas

Project	Sheet
Date 12/08/19	
Scale 1:500 @ A1	

Report on	Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for October - December 2019
Date of Meeting	9 th June 2020
Reporting Officer	Mark McAdoo, Head of Environmental Services
Contact Officer	Mark McAdoo, Head of Environmental Services

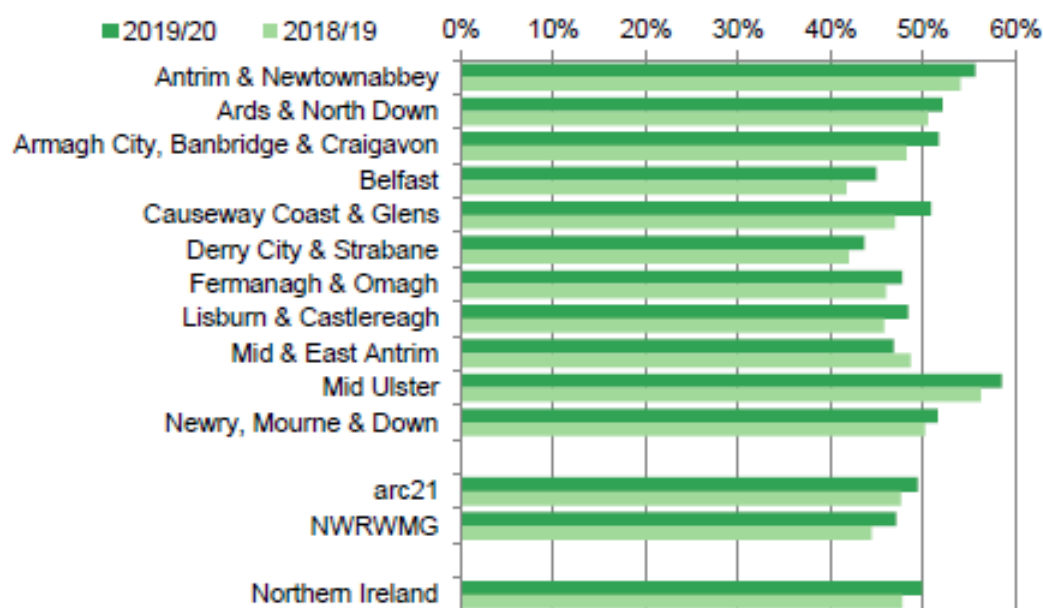
Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update Members on the Council's performance in relation to recycling and landfill diversion targets as outlined in the NIEA Northern Ireland Local Authority Waste Management Statistics Report for Quarter 3 of 2019/20, October to December 2019.
2.0	Background
2.1	<p>The above (provisional) report was published on 23rd April 2020 by the Department of Agriculture, Environment and Rural Affairs (DAERA). The data in the report is based on quarterly returns made to Wastedataflow, a web-based system, used by all local authorities throughout the UK to report on local authority collected municipal waste (LACMW). A full copy of the report (including appendices) can be accessed via below:</p> <p>https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-october-december-2019</p>
3.0	Main Report
3.1	<p><u>Waste Arisings:</u></p> <p>Northern Ireland's Councils collected 234,266 tonnes of Local Authority Collected Municipal Waste (LACMW) during October – December 2019, 1.3% higher than the 231,320 tonnes collected during the same three months of 2018.</p> <p><u>Recycling and Composting:</u></p> <p>The Northern Ireland household waste only preparing for reuse, dry recycling and composting rate was 49.9% during October - December 2019, a 2.1% increase on the 47.8% recorded during the same three months of 2018. The proportion of household waste sent for preparing for reuse was 0.1 per cent, dry recycling made up 25.5 per cent and composting was 24.3 per cent.</p>

At individual Council level, household waste recycling rates varied from 43.6% in Derry City & Strabane Council to **58.5% in Mid Ulster**. For Mid Ulster, this is a 2.2% increase on the 56.3% household recycling rate achieved for the same quarter in 2018. (Please see Fig. 1 below).

Fig. 1. Household waste preparing for reuse, dry recycling and composting rate by council and waste management group

Northern Ireland, Comparing October - December 2018 and October – December 2019

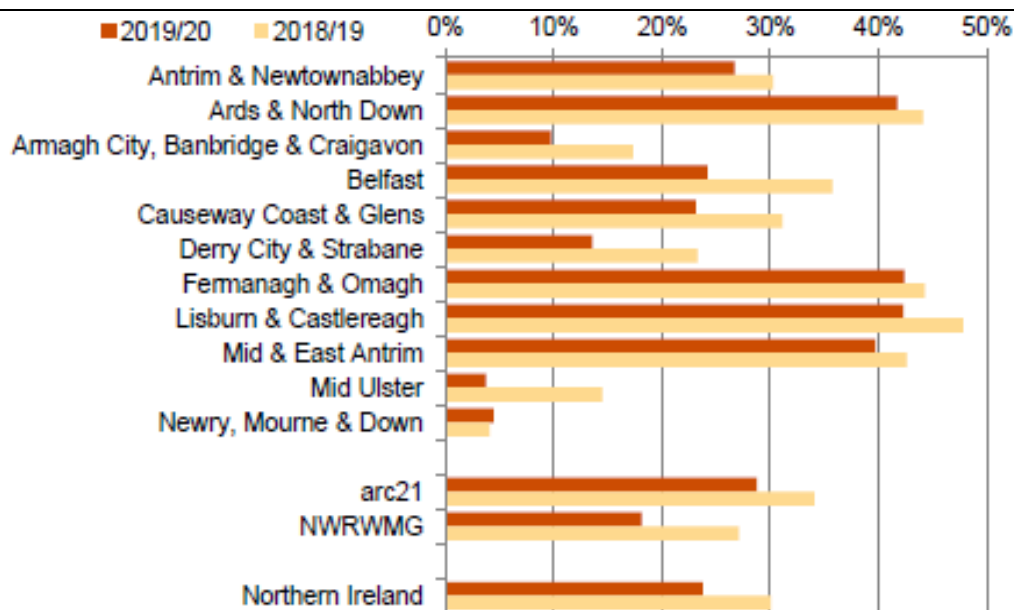


Waste to Landfill:

The quantity of Local Authority Municipal waste sent to landfill decreased by a fifth, from 70,928 tonnes during October – December 2018 to 56,559 tonnes between October and December 2019. This gave a quarterly landfill rate for Northern Ireland of 24.1%, which was lower than the 30.7% recorded during the same quarter of 2018 and the lowest landfill rate ever for the October to December quarter.

Mid Ulster recorded a household waste landfill rate of only 3.8%. Mid Ulster's landfill rate is the lowest of all 11 Councils (please see Fig. 2 below):

Fig. 2. Household waste landfilled by council and waste management group,
Northern Ireland, comparing October to December 2018 and October to December 2019.



Biodegradable Waste to Landfill:

The Landfill Allowance Scheme (NI) Regulations 2004 (as amended) place a statutory responsibility on Councils, in each scheme year, to landfill no more than the quantity of biodegradable LAC municipal waste (BLACMW) for which they have allowances.

With regard to the Northern Ireland Landfill Allowance Scheme (NILAS) allocation Mid Ulster District Council utilised only 2.2% of the available annual allowance (16,932 tonnes) during the October – December quarter i.e. landfilled only 369 tonnes of Biodegradable Local Authority Collected Biodegradable Municipal Waste (BLACMW). This was the lowest utilisation of all eleven Councils (as illustrated in Fig. 3 below). This brings the total allocation used by Mid Ulster during April - December 2019 to 6.1% of the 2019/20 annual allowance.

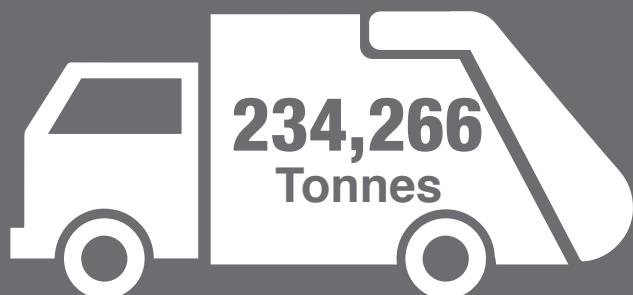
Fig. 3. Biodegradable LAC municipal waste allowance sent to landfill by Council, Northern Ireland, October - December 2019.

	<div>■ Apr to Jun 2019 ■ Jul to Sep 2019 ■ Oct to Dec 2019 □ remaining 2019/20 allowance</div> <div>Thousands of tonnes</div> <div><table><tr><td></td><td>0</td><td>10</td><td>20</td><td>30</td><td>40</td><td>50</td></tr><tr><td>Antrim & Newtownabbey</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Ards & North Down</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Armagh City, Banbridge & Craigavon</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Belfast</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Causeway Coast & Glens</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Derry City & Strabane</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Fermanagh & Omagh</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Lisburn & Castlereagh</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Mid & East Antrim</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Mid Ulster</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr><tr><td>Newry, Mourne & Down</td><td colspan="6"><div><div></div><div></div><div></div><div></div></div></td></tr></table></div>		0	10	20	30	40	50	Antrim & Newtownabbey	<div><div></div><div></div><div></div><div></div></div>						Ards & North Down	<div><div></div><div></div><div></div><div></div></div>						Armagh City, Banbridge & Craigavon	<div><div></div><div></div><div></div><div></div></div>						Belfast	<div><div></div><div></div><div></div><div></div></div>						Causeway Coast & Glens	<div><div></div><div></div><div></div><div></div></div>						Derry City & Strabane	<div><div></div><div></div><div></div><div></div></div>						Fermanagh & Omagh	<div><div></div><div></div><div></div><div></div></div>						Lisburn & Castlereagh	<div><div></div><div></div><div></div><div></div></div>						Mid & East Antrim	<div><div></div><div></div><div></div><div></div></div>						Mid Ulster	<div><div></div><div></div><div></div><div></div></div>						Newry, Mourne & Down	<div><div></div><div></div><div></div><div></div></div>					
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	Financial: Failure to meet NILAS targets could result in NIEA fines and EU infraction proceedings.																																																																																				
	Human: A significant amount of time is spent by the Recycling Officers in gathering, collating and submitting the necessary data for quarterly WDF and NILAS returns																																																																																				
	Risk Management: Failure to meet NILAS targets could result in NIEA fines and EU infraction proceedings.																																																																																				
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6.1	Local Authority Collected Municipal Waste Infographic Q3 2019/20																																																																																				

Waste Collections by NI Councils

October to December 2019

Waste collected by NI Councils



Recycling

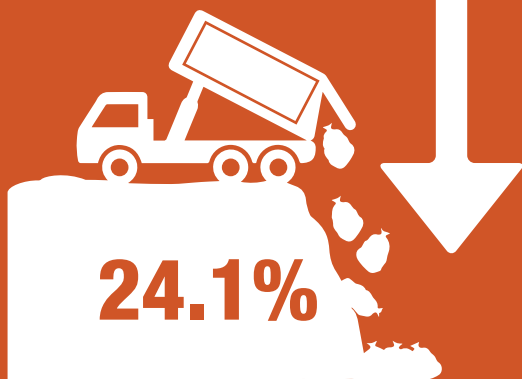


49.0%
up from 47.2%
Oct - Dec 2018



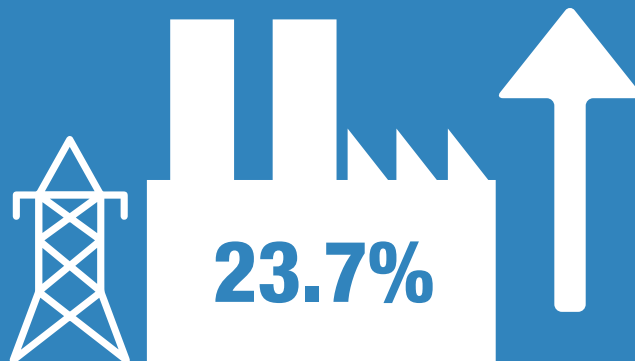
Recycling, energy recovery and landfill
rates of LAC municipal waste
October to December 2019
compared to
October to December 2018.

Landfill



down from 30.7%
Oct - Dec 2018

Energy Recovery



up from 19.4%
Oct - Dec 2018

Sustainability at the heart of a living, working, active landscape valued by everyone.



Department of
**Agriculture, Environment
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Northern Ireland
**Environment
Agency**

