

Report on	Bus Shelters Procedural Guide
Date of Meeting	9th February 2021
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 consider further the Councils Procedural guide for installations of Bus Shelters within the District.
2.0	Background
2.1	Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the department to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.
2.2.	Members will note that the previous Procedural guide was presented to Env Committee in May 2015 and during this period members have sought it should be reviewed and necessary revisions made that will improve the delivery of Shelter applications in the District
2.3	To progress this review it was agreed to hold a series of Members workshops to discuss all aspects of the process.
3.0	Main Report
3.1	<p>Members will note that two workshops were held virtually on Tuesday 24th November 2020 and 11th January 2021 with elected members to review the existing Bus Shelter procedural guide / policy. It was agreed as follows;</p> <ul style="list-style-type: none"> • All applications that presently do not meet the current criteria are to be put "On Hold" until procedure guide has been reviewed and approved by Council. • Report on a Draft Procedural Guide to be brought to next available Environment Committee for members for consideration.

3.2	<p>The review of the Bus Shelter procedural guide set out to cover the following headings:</p> <ol style="list-style-type: none"> 1. Essential criteria for acceptance of shelter 2. Stakeholder engagement response times 3. Consultation process with adjoining properties 4. Anti-social Activities. 5. Bus Shelter Design 6. Removal of Shelters
3.3	Following the members workshops documents have been revised and included in the Appendices of this report as “drafts” for consideration / comments
3.4	The workshops enabled members to express their views and make appropriate suggestions for consideration in the review process. Officers have reflected on the comments and have now revised the procedures to reflect the necessary improvements in the procedural guidance.
3.5	Members to note that this report covers the installation of shelters and does not cover the ongoing maintenance of the existing shelter stock already installed throughout the District.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Within budget for Technical Services and Property services to action provision / installation costs within their budget.
	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	Members to note the content of this report and approve the revised Bus Shelter Procedural Guide.
6.0	Documents Attached & References
6.1	Appendix 1 – Bus Shelter Procedural Guide - Draft
6.2	Appendix 2 – Neighbour Survey correspondence - Draft
6.3	Appendix 3 – Bus Shelters Procedural Stages - Draft