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Report on	Off Street Car Parking Strategy
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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	The purpose of this report is to seek the Committee's approval in relation to the implementation of the Off Street Car Parking Strategy and Action Plan.
1.2	Furthermore the report sets out the Timescale for Implementation of the Proposed Revised Arrangements for Off Street Car Parking within the Mid Ulster Council District.
2.0	Background
2.1	The Off Street Car Parking Function transferred to the Council from the then Department for Regional Development (DRD) on 1 April 2015 as a consequence of the Review of Public Administration and Local Government Reform
2.2	Members will recall that Aecom had been appointed to develop a draft Off Street Car Parking Strategy and Action Plan for consideration by the Council.
2.3	Members will further recall that they received an update on the development of the Off Street Car Parking Strategy from the Director of Environment and Property at the Environment Committee meeting of 14 March 2107.
2.4	<p>The Off Street Car Parking Strategy was developed by following four stages:</p> <ol style="list-style-type: none"> 1. Stage 1 – Preparation and Information Gathering 2. Stage 2- Analysis and Assessment 3. Stage 3 – Strategy Development 4. Stage 4 – Development of the Action Plan
2.5	The strategy and action plan have been developed following completion of Stages 1 and 2 which considered the existing baseline conditions in terms of car parking provision / policies and assessment and review of usage, operation, tariffs etc. This also outlined examples of best practice in management and operation and any current or future car parking needs.
2.6	<p>These preliminary stages also included consultation with a number of key stakeholders including Transport NI (within DfI) and Translink, but mainly via presentations to and discussions with the following groups during March 2017:</p> <ul style="list-style-type: none"> ➤ Cookstown Town Centre Forum (7 March) ➤ Dungannon Regeneration Partnership (10 March)

	➤ Magherafelt Town Centre Partnership (29 March).
2.7	Current Operational Management
2.7.1	Mid Ulster District Council has entered into an agency agreement with DfI Transport NI for the management of their car parks. In turn, Transport NI employ NSL through a contract to carry out the majority of the management, monitoring and enforcement functions associated with the off street parking charging regime. Under the agency agreement, Transport NI continue to process the Parking Control Notices (PCNs) which are issued by NSL traffic attendants.
2.7.2	Financial data for a number of years was supplied to Aecom. This detailed both revenue and expenditure. It is apparent that the charged parking regime currently has a revenue to cost ratio of around 4 to 1. The number of Penalty Charge Notices that are issued also cover the administration costs associated with enforcement.
2.7.3	When the car parks are examined on an individual basis in tandem with the usage data collected by Aecom in September 2016 and February 2017, calculations have shown that revenues per space per hour per day ranges between 7 pence to 20 pence per space, per car park. This is compared to a tariff of 40 pence per hour (standard) or 20 pence per hour if the £1 for 5 hours offer is used.
2.7.4	It is evident that some of the busier car parks subsidise the less busy sites. Also, the lower tariff at Central car park in Magherafelt can be seen to encourage high occupancies by all day parkers.
2.7.5	There is no discernible difference between the amount of morning only and afternoon only parkers. In other words the data does not particularly suggest that the morning is busier than the afternoon and vice versa.
2.7.6	The number of PCNs issued at the Rainey St car park in Magherafelt is more than double the number at any of the other six car parks. Rainey St appears to be the busiest car park however the high number of PCNs may be related to very short stay parking where a fee is not paid, and/or the amount of vehicle servicing within the environs of the car park.
2.7.7	Other than the issues at Rainey St, the level of PCNs issued and therefore enforcement currently appears to be commensurate.
2.7.8	Furthermore it can be concluded that reducing the number of patrols from three to two per day, which commenced on 1 October 2016, did not have a proportionate detrimental effect on the number of PCNs issued and appears to be a more efficient means of carrying out enforcement.
3.0	Main Report
3.1	Existing Car Park Provision
3.1.1	Mid Ulster District Council operates 23 off street car parks in the following towns and villages throughout the District: <ul style="list-style-type: none"> ➤ Castledawson 1 car park ➤ Clogher 1 car park ➤ Coalisland 2 car parks ➤ Cookstown 4 car parks

	<ul style="list-style-type: none"> ➤ Dungannon 5 car parks ➤ Fivemiletown 2 car parks ➤ Maghera 2 car parks ➤ Magherafelt 6 car parks
3.1.2	There is a mixture of free and charged car parks throughout the District with free parking in the majority i.e. 1,293 free parking spaces and 703 charged spaces. The Council-operated off street parking is free in all towns and villages except for Dungannon and Magherafelt, where there are seven charged sites.
3.1.3	The current parking provision in Dungannon, Cookstown and Magherafelt is shown in Figures 1 – 3 respectively of Appendix 2.
3.1.4	Car parking charges are almost consistent across the Council area, with a different tariff regime in place at Central car park in Magherafelt. Generally the tariff across the majority of charged Council car parks is set at 40p per hour, however a special rate of £1.00 for up to 5 hours is available. Central car park in Magherafelt is subject to an alternative parking tariff of 40p for each three hour period.
3.1.5	Disabled parking provision varies across car parks with some locations providing no specifically marked disabled parking provision. Three percent of the current off street parking provision is designated for disabled users.
3.1.6	An audit was completed of each of the Council controlled car parks and it was noted that there was a generally good standard in terms of surfacing, lighting and space size.
3.1.7	However all of the car parks were found to lack dedicated CCTV, with some not having gates / barriers and / or appropriate signage. It was also noted that the majority of car parks included servicing or private accesses for businesses and residences.
3.1.8	In relation to car ownership, all areas within Mid Ulster display similar levels of car ownership with nominal differences noted between Cookstown, Dungannon and Magherafelt.
3.1.9	The District generally displays higher levels of car ownership in comparison with Northern Ireland; especially in terms of multiple cars per household. Between 60% and 61% of the working population travel to work by car compared to 58% in Northern Ireland. All other methods of travelling to work are comparable to the Northern Ireland figures with the exception of travelling by bus which is low within the Mid Ulster District.
	Assessment of Usage
3.2	There is a need to assess the turnover within the off street car parks controlled by the Council in order to further understand the characteristics of each individual town and village. AECOM carried out surveys at the car parks during September 2016 and February 2017.
3.2.1	Cookstown
3.2.2	There are four free of charge off street car parks available in Cookstown, each with occupancies of 50% or more. <u>The Orritor Street and Burn Road car parks are typically full</u> , with the other two car parks around two thirds full.
	Overall, around 80 – 85% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 20 – 60% in the four car parks.

	Dungannon
3.2.3	Dungannon has seven car parks, four of which are charged. Occupancies at the individual car parks range between 20 – 60%, although the Perry Street East and Anne Street West (free) car parks were recorded as being full. Overall, around 55 – 65% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 20 – 70% in the seven car parks.
	Magherafelt
3.2.4	Magherafelt has four car parks, two of which are a mix of free and charged spaces and the remaining two are charged spaces. Occupancies at the individual car parks range between 40 – 110%. <u>The King Street, Central and Union Road car parks are typically near to capacity or full.</u> Overall, around 65 – 75% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 10 – 70% in the four car parks.
3.2.5	Most of the private car parks that are available in Cookstown, Dungannon and Magherafelt appear to be in reasonably high demand from the occupancy levels recorded during the surveys. For example the Supervalu car park in Cookstown showed 98% occupancy, and the two charged car parks on either side of Meeting Street in Magherafelt showed occupancies of 80-90%. In Dungannon the Lidl/Argos car park was 80% full. The majority of the private car parks are associated with retail offerings within each town.
3.2.6	The surveys have shown that the most popular car parks in the three main towns of Cookstown, Dungannon and Magherafelt, based on occupancy levels are: <ul style="list-style-type: none"> ➤ Burn Road, Cookstown; ➤ Union Place, Cookstown; ➤ Anne Street West, Dungannon; ➤ Perry Street East, Dungannon; ➤ Central, Magherafelt; ➤ King Street, Magherafelt; and ➤ Union Road, Magherafelt.
3.2.7	It was also noted that parking volumes recorded in the February 2017 fieldwork in Cookstown, Dungannon and Magherafelt were slightly higher than those recorded in September 2016. In particular, parking volumes in Magherafelt had increased and this is worthy of note as the A31 Magherafelt Bypass opened in October 2016. Despite the Bypass opening and reducing traffic volumes in the town centre, this does not seem to have discouraged people from coming into the town and parking.
3.2.8	The car parks in the smaller towns and villages are generally well utilised with occupancy levels typically around 50% although the Cornmill/Lineside car park in Coalisland is approaching capacity.
3.2.9	It was noted that there was reasonable use of the charged car parks within the District, which suggests that tariff costs are not the primary concern for users and that convenience and location are the key considerations for those wishing to park.
3.2.10	A review of the parking tariffs in similar locations was carried out and it was found that the tariffs in Mid Ulster are comparable with other towns in Northern Ireland. Some of the other councils also offer a special tariff of £1 for 5 hours of parking.

3.2.11	Both Coleraine and Omagh have varying tariffs depending on car park location and the proximity to amenities, with a slightly higher tariff of 50p per hour in some car parks. In similar towns in the Republic of Ireland such as Clonmel, Athlone and Carlow, tariffs are higher in comparison to the Mid Ulster District i.e. equivalent to £1 per hour (more than double the price). Furthermore, maximum stay restrictions in the Council owned car parks in these towns range from a 2 to 4 hour maximum stay, these being implemented in order to encourage increased space turnover.
3.2.12	It was noted that some of the Council's car parks operate with an informal layout i.e. no marked spaces which can lend itself to untidy parking. This is apparent at Anne Street West in Dungannon which is designated as having 25 spaces but yet surveys showed in excess of 60 vehicles parked at one time due to the informal layout.
3.3	Best practice in Management and Operation
3.3.1	A review of best practice was carried out which considered how car parks should be designed in terms of layout, signage, lighting, security and access.
3.3.2	<p>In overall terms, this review highlighted the following key features which could be considered applicable in developing the parking strategy:</p> <ul style="list-style-type: none"> ➤ Ease of use in relation to payment options where applicable ➤ Improved signage would aid in the redistribution of vehicles wishing to park and provide variance in preferred location ➤ Improving access for pedestrians and those with mobility issues will improve the attractiveness of some car parks; ➤ The perception of safety in car parks is vital for continued use therefore creating defined areas with perimeter fencing, CCTV and improving the feeling of isolation at some car park locations could increase occupancy ➤ The setting of parking tariffs can be set to influence parking activity including the level of usage, and hence the traffic generated, the type of user and also length of stay i.e. space turnover and therefore increase revenue. <p>Comparable tariffs outlined from surrounding facilities and towns are also important to consider in order to improve usage.</p>
3.3.3	A key consideration in the parking strategy will be achieving parity in terms of parking charges across the council area. This needs to be carefully developed to achieve the best solution going forward.
3.3.4	Similarly the associated action plan will ensure that specific actions are developed for a range of stakeholders. This will ensure that clear lines of responsibility are developed and defined, maximising the potential for delivery of the respective actions.
3.4	Current and Future parking Needs
3.4.1	<p>It is important that consideration is given to how parking needs will change in the near future. The brief requested that both current and future needs and demand are considered. For the purposes of this study, this is for the next 5-10 years.</p> <p>In light of the usage data collected by AECOM, an exercise was carried out to determine the overall level of parking demand and how this would compare with parking supply (both council and privately owned) in the future within Cookstown, Dungannon and Magherafelt.</p>

3.4.2	Indicative demand forecasts were produced for 2021 and 2026, based on nominal growth rates of 1% and 5% per annum. The estimates suggested that with these growth rates there would be sufficient capacity in terms of the overall parking supply at 2021. At 2026 however, demand would be approaching capacity in the three main towns.															
3.4.3	As a result of discussions with key stakeholders, it was considered valuable to set out a number of options for how the parking strategy could potentially be developed; the key focus being the towns of Magherafelt, Cookstown and Dungannon.															
3.4.4	It is important to note that these options consider approaches to parking charging and timing restrictions in relation to the Council's car parks. Charging for parking represents a key management approach to influencing where people park and for how long.															
3.4.5	Given the outcomes of Stage 2, the provision of additional or reduced parking supply has not been considered at this juncture. It is considered that the private sector will take the lead on providing increased parking supply, mainly associated with development or as the market dictates in the future.															
3.5	Options															
3.5.1	These strategy options are set out in Table 1. There are eight options presented, and in general they progress upwards in terms of the level of intervention to the level of paid/restricted parking.															
3.5.2	<p>The options are:</p> <ol style="list-style-type: none">1. Doing Nothing2. Making all car parks free3. Make all car parks have between the first 1 – 3 hours free4. Bring in charging in all three towns, but not at all sites5. Bring in charging in all three towns, at all sites6. Make all day tariffs comparably cheaper than short stay tariffs7. Make short stay tariffs comparably cheaper than all day tariffs8. Rearrange parking tariffs to provide a stronger link between location and price															
3.5.3	<p>The following Table sets out the advantages and disadvantages of each of the eight options.</p> <table><tr><th>Explanation</th><th>Pros</th><th>Cons</th></tr><tr><td>Option 1: Do Nothing</td><td></td><td></td></tr><tr><td>Leave car parks as they are i.e. mix of paid/free in Magherafelt and Dungannon, all free in Cookstown</td><td><ul style="list-style-type: none">➤ No change for customers➤ Current arrangements understood➤ May be positively received</td><td><ul style="list-style-type: none">➤ Issues apparent in Cookstown with capacity➤ Disparity between Cookstown and the other two towns➤ Can only influence some of the behaviour➤ Parking not performing as well as it could</td></tr><tr><td>Option 2: Make all Car Parks free</td><td></td><td></td></tr><tr><td>Make all car parks in the three main towns free</td><td><ul style="list-style-type: none">➤ Makes all parking 'fair' across the District</td><td><ul style="list-style-type: none">➤ No revenue generated to cover running costs, maintenance or legislation</td></tr></table>	Explanation	Pros	Cons	Option 1: Do Nothing			Leave car parks as they are i.e. mix of paid/free in Magherafelt and Dungannon, all free in Cookstown	<ul style="list-style-type: none">➤ No change for customers➤ Current arrangements understood➤ May be positively received	<ul style="list-style-type: none">➤ Issues apparent in Cookstown with capacity➤ Disparity between Cookstown and the other two towns➤ Can only influence some of the behaviour➤ Parking not performing as well as it could	Option 2: Make all Car Parks free			Make all car parks in the three main towns free	<ul style="list-style-type: none">➤ Makes all parking 'fair' across the District	<ul style="list-style-type: none">➤ No revenue generated to cover running costs, maintenance or legislation
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		<ul style="list-style-type: none"> ➤ Removes negative perception of enforcement, although some enforcement still required 	<ul style="list-style-type: none"> ➤ Impacts on Council budgets ➤ No control over duration of stay ➤ No ability to control demand; extra free provision may be required in the future yet with no revenue to cover it ➤ Associated congestion, pollution implications ➤ Previous pilots of making car parks free have not been successful; e.g. Castle Hill in Dungannon was full of all day parkers with no free spaces
	Option 3: 1, 2 or 3 hours free in car parks		
	Make all paid car parks have a 1-3 hour free period to encourage short stay parking	<ul style="list-style-type: none"> ➤ Perception that it could encourage retail trips which are generally of this duration ➤ Reduce perception of over-zealous enforcement ➤ May encourage overall space turnover 	<ul style="list-style-type: none"> ➤ All day parkers pay, whereas short duration do not – issue of fairness as the former are mainly town workers ➤ Difficulties with enforcement and proving that driver has definitely stayed over the period stated without paying ➤ Impacts on Council budgets ➤ Raises questions about how payment would work beyond this period, e.g. how would people know that they would need to stay over the time? ➤ Points towards an expensive technological solution which would probably not be balanced by reduced revenues arising from free 1-3 hour parking. ➤ The surveys show that some car parks already perform a key 'short stay' function, they have good utilisation yet they are charged sites, so questionable as to why this should be removed ➤ The 'free' period may discourage people from shopping/staying for any longer
	Option 4: Charging in all towns (portion)		

	<p>Implement some charging in Cookstown to make it comparable with current provision in Magherafelt and Dungannon</p>	<ul style="list-style-type: none"> ➤ Would ensure parity between towns in the District ➤ May encourage space turnover in Cookstown ➤ Enables management of demand in Cookstown ➤ Also enables management of location i.e. shorter stay in locations closest to key attractions in Cookstown ➤ Introduces the concept of usage and payment within Cookstown, providing a revenue stream that is currently absent ➤ Encourages 'fair' behaviour, links usage with payment i.e. no usage, no payment ➤ Could encourage consideration of alternative transport modes in Cookstown 	<ul style="list-style-type: none"> ➤ Potential for overspill into adjacent streets in Cookstown ➤ Perception that parking is 'not broken' in Cookstown, so why intervene, even though occupancies are high ➤ The remaining free sites in each town are likely to remain full ➤ May be a need to ensure that the proportion of paid and free sites are similar in the three towns
	<p>Option 5: Charging in all towns (all sites)</p>		
	<p>Make all council car parks charged in all three towns</p>	<ul style="list-style-type: none"> ➤ Ensures a completely consistent provision across the towns in the District ➤ Consistent pricing and enforcement ➤ Provides better management of demand overall within towns ➤ Provides a revenue stream to reflect usage of all car parks ➤ Could encourage consideration of alternative transport modes in the towns, depending on tariffs 	<ul style="list-style-type: none"> ➤ Likely to be negatively received and opposed at the moment ➤ Perception that could cause more issues than it solves at the moment ➤ Could cause overspill onto adjacent streets ➤ Additional parking equipment and enforcement would be required
	<p>Option 6: All day cheaper than short stay tariffs</p>		
	<p>Make it comparably cheaper to park all day than it is to park short stay</p>	<ul style="list-style-type: none"> ➤ Ensures that workers (who would generally park all day) pay less 'per hour' than short stay e.g. shoppers, appointments ➤ Prioritise provision towards all day parkers e.g. town workers ➤ May be possible to allocate permits/badges to bona fide local workers to benefit from lower parking rates 	<ul style="list-style-type: none"> ➤ May need to allocate certain car parks accordingly ➤ Could be used by non-workers to park all day for a low price, which is not the intention ➤ Could detract from attractiveness of towns for short stay parking ➤ May result in a high degree of all day parking, leaving fewer

			<p>opportunities for short stay</p> <ul style="list-style-type: none"> ➤ Could lower revenues as fewer parking acts for shorter durations
	Option 7: All day more expensive than short stay tariffs		
	<p>Make it comparably cheaper to park for short durations than all day</p>	<ul style="list-style-type: none"> ➤ Ensures that short stay parking acts pay 'less per hour' than all day parking acts ➤ Prioritises provision towards short stay parkers e.g. shoppers ➤ Could reduce the extent of all day parkers, thereby increasing turnover 	<ul style="list-style-type: none"> ➤ Could be viewed negatively by local businesses/employees ➤ May be difficult to allocate car parks accordingly ➤ Some users could park all day but just pay for two 'short stay' tickets one after the other ➤ Could reduce space for all day parking ➤ Could lower revenues as fewer parking acts for longer durations
	Option 8: Rearrangement of parking according to location		
	<p>Maintain current arrangement, except introduce some charges to Cookstown. Generally make the most desirable car parks paid, and further out free/cheaper</p>	<ul style="list-style-type: none"> ➤ Ensures that short stay acts occur closest to key attractors, long stay acts are further out ➤ Provides a better match between price and desirability ➤ Improves turnover in key sites ➤ Reduces unsightly swathes of cars parked all day in key locations 	<ul style="list-style-type: none"> ➤ Deciding on which sites should be treated differently could be difficult or contentious ➤ Individual town layouts may not be conducive to this approach; there could be local issues ➤ Need to introduce a second set of tariffs
3.6	Consideration of Parking Control Options		
3.6.1	<p>In relation to the first option, doing nothing, this option is not considered feasible, primarily because of the evident capacity issues in Cookstown and the need for consistency in approach across the District. Whilst users would not have to accommodate any changes in a 'Do Nothing' scenario, user inertia is not considered a significant enough reason for inaction.</p>		
3.6.2	<p>Similarly, making all of the car parks free which is the second option, which might appear 'fair' across the towns would actually create inequalities amongst people who were unable to find a space and those who could, simply because they arrived first. This would remove any revenue and influence over parking and has been tried and tested before and found to be unworkable. It would also have a significant impact on Council budgets.</p>		
3.6.3	<p>There would be inherent difficulties with allowing between one to three hours free within the car parks. Whilst it could encourage usage for short term parking, it would be difficult to monitor and could be open to abuse and would reduce revenues significantly.</p>		

3.6.4	Implementing charging in some or all of the car parks in the towns (Options 4 and 5 respectively) would provide greater control over parking acts, enable better management of the car parks and facilitate ongoing monitoring. There is a need to rearrange park acts by location in order to make the towns function better, and charging is the most appropriate mechanism for doing this. Whilst there is potential for overspill onto adjacent streets, this is likely to reduce in future as users would prefer to park in a car park. The main benefits would likely be increased turnover, management and parity between the towns. It would also provide a link between parking use and payment.
3.6.5	Charging at all sites would likely be negatively perceived, particularly in Cookstown, so it is suggested that partial charging could be implemented initially. This would provide the benefits listed above without a significant level of expenditure (P&D machines, signage and enforcement costs).
3.6.6	Options six and seven consider variable tariffs to prioritise long or short stay parking respectively. This is considered potentially viable in the long term, although more work would be needed to understand user needs more fully. Either of these options could inadvertently discourage some types of parking which could have an overall negative impact on how the towns perform. At this moment in time it is not recommended that tariffs are adjusted to reflect user type.
3.6.7	The final option proposes a rearrangement of parking according to location, with the most desirable locations again costing the most. This is also theoretically viable, however the three town centres are geographically compact so it may be difficult to allocate car parks appropriately. In other words, the car parks in some towns are all located within a similar distance of the centre of the town. However, this may be an option for the future.
3.7	Conclusion
3.7.1	Taking all of these options into account, it is concluded that the introduction of charging in Cookstown to ensure parity with the other two towns is of critical importance. More control of parking acts is also considered necessary in some of the other existing car parks in Dungannon and Magherafelt.
3.7.2	This approach will provide greater control over parking acts, enable better management of the car parks and facilitate ongoing monitoring. There is a need to rearrange park acts by location in order to make the towns function better, and charging is the most appropriate mechanism for doing this.
3.7.2	It is therefore considered that Option 4 provides the preferred approach.
3.8	Action Plan
3.8.1	Objectives The objectives for the Mid Ulster Parking Strategy are as follows: <ol style="list-style-type: none"> 1. Ensuring a consistency of approach to parking across the District 2. Providing an appropriate level of parking to support economic vitality 3. Ensuring that parking takes place in appropriate locations 4. Minimising the potentially negative impacts of parking on residential communities 5. Providing high quality parking and information, ideally through technology

	<p>6. Providing parking for all types of users</p> <p>3.8.2 Car Park Features</p> <p>It is recommended that the Council review each of their car parks in respect of ensuring that:</p> <ul style="list-style-type: none"> ➤ the car park layouts are adequate for vehicles to circulate ➤ parking space size is appropriate ➤ car parks are regularly maintained and cleaned ➤ safety for users for addressed i.e. no unobstructed views, adequate lighting etc ➤ there is adequate signage on approach to the car parks to reduce unnecessary circulation ➤ internal signage is appropriate ➤ payment systems (where applicable) are easy to use ➤ operation through 'pay on foot' (i.e. barriers) should be implemented where possible ➤ cashless parking is promoted. <p>There are two nationally recognised car park accreditation 'standards' which can be sought to reflect high quality in provision. The first is the 'Park Mark' standard which examines how car parks can be improved to reduce crime and the fear of crime, and how provision can be improved for disabled users and parents with children, including increasing the number of dedicated spaces set aside for disabled users and families.</p> <p>The second is the Disabled Parking Accreditation (DPA). The DPA focuses on improving the personal mobility of disabled motorists and recognises off-street parking facilities which are more accessible to disabled people.</p> <p>It is noted that the Meadowlane car park in Magherafelt has already met both the Park Mark standard and the DPA. It is recommended that the Council investigates the process and investment required to achieve these two standards for their car parks.</p> <p>3.8.3 Parking Supply & Demand</p> <p>It is important to assess the level of parking demand on a regular basis. Demand ebbs and flows throughout the year, so it is important to monitor at comparable times each year to identify trends. This monitoring should record occupancy and duration of stay on weekdays in the first instance, with data also recorded on Saturday if necessary. The increase of parking supply is not advocated as part of this strategy as there is adequate supply in Magherafelt and Dungannon based on the survey data. The capacity issues in Cookstown can be addressed to an extent through the introduction of a management regime via a change in parking behaviour through the introduction of charging.</p> <p>There are also some localised issues which could be addressed. It should be noted that private sector input may provide additional parking provision as the market dictates.</p> <p>There are however forthcoming changes to parking supply that are coming forward as part of development.</p> <p>3.8.4 Parking for Disabled Users</p> <p>In addition to seeking DPA accreditation as detailed above, it is recommended that the Council review the number of disabled spaces provided in each of their car parks and</p>
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3.8.5	compare them with guidance to ensure that a suitable number of spaces is required. This should also consider individual space size.		
	Magherafelt		
	Current Arrangements	Proposed Arrangements	Reasoning
	King Street		
	Free to Users	Free Paring Maintained	Located further out of the town centre, better suited to all day parkers. This will encourage these users to park here rather than other sites.
	Central		
	36 free spaces 80 charged spaces	All spaces to become charged Tariff charged to be consistent with other car parks Pay on Foot to be implemented	This is a key town centre site, and desirability should be reflected by charging. The lower tariff in Central does not align with desirability and should be changed. Introducing pay on foot will remove the need for enforcement and provides a better way of operating the car park.
	Union Road		
	91 free spaces 101 charged spaces	The number of free spaces should be reduced. The area between Union Road and the bus station should be reallocated as disabled and parent & child spaces. Pay on foot to be piloted.	There are a high number of all-day parkers in the free section and a better balance is needed. The area of the car park mentioned is located closest to the attractors, which is a key consideration for disabled users and parents with children. The layout of Union Road lends itself to a pay on foot pilot and this should be investigated. This would reduce the need for enforcement.
	Rainey Street		
	241 charged spaces	Implement pay on foot within the car park through redesign, including access/egress with shopping centre car park. Reallocate more spaces around the car park as disabled, parent & child spaces. Any remaining	This is a high turnover car park, and implementing pay on foot would provide a better user experience and reduce/remove parking tickets. It would require a redesign however. Providing more spaces for disabled users and parents

3.8.6		spaces to be Pay & Display.	with children is necessary in this key location.
	<p>The above proposed arrangements should be implemented in the short term (1-2 years) and then reviewed in light of usage data. If parking demand continues to require management then the King Street site and remainder of Union Road should both be converted to charged parking within the timescales of the strategy (2026).</p>		
	Cookstown		
	Current Arrangements	Proposed Arrangements	Reasoning
	Loy Street		
	54 free spaces	Free parking maintained	This car park is located further out from the centre of the town and all day parkers should be encouraged to park here.
	Union Place		
	117 free spaces	Charging introduced Possibly a pay on foot layout	Union Place is a key site, located adjacent to William Street. Its desirability should be reflected by charging. A pay on foot layout would provide a better user experience. It would require a redesign.
	Orritor Street		
	129 free spaces	Free parking maintained	Orritor Street has spare capacity to accommodate transfer from the adjacent Burn Road. Further away from William Street than Burn Road, which is reflected in free provision.
	Burn Road		
	106 free spaces	Charging introduced Likely to be a pay on foot arrangements Link through to Orritor Street maintained	Burn Road has the highest proportion of all day parkers and is located adjacent to William Street and therefore is slightly more desirable than Orritor Street. This would be reflected in charging. Layout would require redesign if pay on foot is to be implemented.
	<p>The above proposed arrangements should be implemented in the short term (1-2 years) and then reviewed in light of usage data. If parking demand continues to require management then the Orritor Street and Loy Street sites should both be converted to charged parking within the timescales of the strategy (2026).</p>		

3.8.7

Dungannon

Current Arrangements	Proposed Arrangements	Reasoning
Scotch Street		
161 free spaces 97 charged spaces	Unchanged	Car park performs reasonably well with adequate spare capacity.
Perry Street		
56 free spaces 346 charged spaces	Make all spaces charged (Pay & Display) Note – site may be redeveloped as part of Masterplan	This is a desirable location adjacent to Market Square. Its desirability should be reflected by charging.
Castle Hill		
100 charged spaces	Unchanged – all spaces to be charged (Pay & Display). Note – additional space to be provided by the Council through land purchase.	This is a desirable location adjacent to Market Square. Its desirability is already reflected by charging and this should be maintained.
Anne Street		
25 free spaces 48 charged spaces	Anne Street E arrangement maintained (48 charged spaces). Anne Street W (25 free spaces) likely to be redeveloped. Replacement space to be provided – arrangement to be confirmed.	Anne Street E has low occupancies due to adjacent free site, however this will close as part of redevelopment opportunity. As a result occupancies may increase, therefore current arrangement should be maintained. Arrangement for Anne Street W to be confirmed as part of development.

The above proposed arrangements should be implemented in the short term (1-2 years) and then reviewed in light of usage data. If parking demand continues to require management then the remaining free spaces in Scotch Street should be converted to charged parking within the timescales of the strategy (2026).

3.8.8

Smaller Towns and Villages

There are a further eight Council car parks located in Castledawson, Clogher, Coalisland, Fivemiletown and Maghera. It should be noted that the Council does not currently have responsibility for car parks in other towns such as Moneymore, Augher and Ballygawley and therefore these have not been considered within this strategy.

Analysis of the usage of the eight car parks that the Council is responsible for has shown that the majority of them operate with ample spare capacity. The exception to this would appear to be the Cornmill/Lineside site in Coalisland which may be approaching capacity.

In Maghera and Coalisland, which are the next two largest towns after Magherafelt, Cookstown and Dungannon, there are forthcoming Public Realm schemes which should consider both on and off-street parking provision.

3.9	<p>As such, it is considered that the actions detailed above (Car Park Features) are also carried out for these eight car parks, with a particular focus on regular monitoring in order to identify any particular issues.</p> <p>Implementation Timescales</p> <p>A draft implementation timescale is detailed in the following table;</p> <table border="1" data-bbox="264 450 1318 1070"> <thead> <tr> <th>Timescale</th><th>Event</th></tr> </thead> <tbody> <tr> <td>July 2017</td><td>Adoption of Option 4 by Environment Committee for Public Consultation</td></tr> <tr> <td>August-October 2017</td><td>12 week Public Consultation period</td></tr> <tr> <td>November 2017</td><td>Report to Environment Committee on the outcome of Public Consultation with agreement on the final preferred option</td></tr> <tr> <td>December 2017</td><td>Report to Policy & Resources Committee requesting permission to modify the Off Street Car Parking Administrative Order</td></tr> <tr> <td>January-February 2018</td><td>Consultation on the Amended Off Street Car Parking Administrative Order</td></tr> <tr> <td>March 2018</td><td>Report to Policy & Resources Committee to agree the amended Off Street Car Parking Administrative Order</td></tr> <tr> <td>April-June 2018</td><td>Implementation of the Actions as set out in this Report following adoption of the amended Off Street Car Parking Administrative Order</td></tr> </tbody> </table> <p>The above timetable is indicative and clearly dependent on the agreement of Council.</p>	Timescale	Event	July 2017	Adoption of Option 4 by Environment Committee for Public Consultation	August-October 2017	12 week Public Consultation period	November 2017	Report to Environment Committee on the outcome of Public Consultation with agreement on the final preferred option	December 2017	Report to Policy & Resources Committee requesting permission to modify the Off Street Car Parking Administrative Order	January-February 2018	Consultation on the Amended Off Street Car Parking Administrative Order	March 2018	Report to Policy & Resources Committee to agree the amended Off Street Car Parking Administrative Order	April-June 2018	Implementation of the Actions as set out in this Report following adoption of the amended Off Street Car Parking Administrative Order
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April-June 2018	Implementation of the Actions as set out in this Report following adoption of the amended Off Street Car Parking Administrative Order																
4.0	Other Considerations																
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: There are no immediate financial implications in the current financial year (2017/2018). Final Agreement of the Strategy will be supported by a costed Implementation Plan in relation to the proposed actions contained within this report.</p> <p>Human: Considerable Officer time in developing the Strategy.</p>																
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>DCAN 11: Access for People with Disabilities; In order to comply with DCAN 11 it will be necessary to increase the number of Disabled Parking Spaces by 43 spaces across the 23 Off Street Car Parks.</p>																
4.3	<p><u>Risk Management Implications</u></p> <p>The Council has agreed to harmonise service delivery across the whole of the Mid Ulster District. The implementation of this Off Street Car Parking Strategy is therefore reducing the risk of the Council being challenged in this regard.</p>																

5.0	Recommendation(s)
5.1	That the Committee recommends to Council that Option 4 as detailed in this report is adopted as the Preferred Strategy Option and that the Council agrees to enter into a twelve week Public Consultation period in relation to the Preferred Option and associated actions.
6.0	Documents Attached & References
6.1	Appendix 1: Stage 1 & 2 Baseline Report (Aecom)
6.2	Appendix 2: Mid Ulster Parking Strategy and Action Plan

Mid Ulster District Council Off Street Car Parking Strategy and Action Plan

Stage 1 & 2 Baseline and Assessment Report

Mid Ulster District Council

Project Reference: 60520722

28 February 2017

Quality information

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Revision History

Revision	Revision date	Details	Authorized	Name	Position
V1	25/11/16	Draft report for internal review	T Robinson	Tim Robinson	Regional Director
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V3	08/12/16	Updated Draft Report for Client Comment	T Robinson	Tim Robinson	Regional Director
V4	03/02/17	Updated following client comments	T Robinson	Tim Robinson	Regional Director
V5	28/02/17	Updated to account for Feb survey data	T Robinson	Tim Robinson	Regional Director

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1. Introduction

1.1 Background

AECOM have been appointed by Mid Ulster District Council to develop an off street car parking strategy and action plan which will apply to eight towns and villages within the Council area. An important strand of this is to ensure the appropriate strategy, provision and location of off street car parking in the Mid Ulster District Council area; this includes Castledawson, Clogher, Coalisland, Cookstown, Dungannon, Fivemiletown, Maghera and Magherafelt.

Mid Ulster District Council was formed on the 1 April 2015 and assumed responsibility for the former Cookstown, Dungannon & South Tyrone and Magherafelt Councils. As a result of Local Government Reform the Department for Infrastructure (DfI previously DRD) transferred all its off-street car parks (excluding Park and Ride/Park and Share) to local councils on 1st April 2015. The Council is therefore now responsible for the operation of the 23 car parks previously operated by the DfI.

The purpose of the Parking Strategy will be to address the overall requirement for car parking within the District in terms of availability, accessibility and convenience. Furthermore the Strategy will take account of the performance of the district's principle settlements i.e. Cookstown, Dungannon and Magherafelt as places to work, visit and invest.

The key focus of the Strategy will evaluate and assess alternative options for consistent car parking operation throughout the District as currently there are varying tariffs and operational policies in each town and village.

1.2 Parking Strategy Stages

The study is split into the following 4 stages:

- Stage 1 – Preparation and Information Gathering;
- Stage 2 – Analysis and Assessment;
- Stage 3 – Develop the Strategy; and
- Stage 4 – Develop the Action Plan

This report focuses on both Stage 1 and Stage 2 of the parking strategy development and therefore details the existing baseline conditions in terms of car parking provision / policies and assessment and review of usage, operation, tariffs etc. This report also outlines examples of best practice in management and operation and any current or future car parking needs.

1.3 Report Structure

This report is made up of the following chapters:

- Chapter 2 sets out the existing car parking provision;
- Chapter 3 reviews the current car parking policies and studies as outlined in relevant policy documents;
- Chapter 4 outlines the assessment of usage;
- Chapter 5 reviews current management and operations including operational hours and tariffs;
- Chapter 6 sets out key examples of best practice in management and operation; and
- Chapter 7 identifies current and future parking needs within the District.

2. Existing Car Parking Provision

2.1 Introduction

The control of off street parking commenced on 1 April 2015 with the transfer of the function from DfI (previously DRD) to Mid Ulster Council; subsequently the Council now operate 23 off street car parks in the following towns and villages throughout the District:

- Castledawson;
- Clogher;
- Coalisland;
- Cookstown;
- Dungannon;
- Fivemiletown;
- Maghera; and
- Magherafelt.

2.2 Existing Car Parking Provision

Mid Ulster District Council provided AECOM with information relating to the recently transferred off street car parks. AECOM also completed on site surveys to confirm spaces within car parks. Table 1 below details the off street car parks within each town and village in the Mid Ulster District controlled by the Council; seven of the car parks detailed in Table 1 contain charged spaces and two located in Magherafelt, are a mixture of charged and free spaces. There are a total of 1,996 car parking spaces i.e. 703 are charged and 1,293 free spaces. It should also be noted that 59 of the stated spaces are designated disabled parking bays. Details on the charging regimes in operation within the Council owned car parks are further discussed in Section 5.2 of this report.

Table 1 – Existing Car Parking Provision

Town / Village	Car Park	No. of Standard Spaces	No. of Disabled Spaces	Total Number of Spaces	Charging Regime
Castledawson	Hillhead Road	21	3	24	Free
Clogher	Main Street	38	2	40	Free
Coalisland	Cornmill	51	3	56	Free
	Lineside	80	1	19	Free
Cookstown	Burn Road	100	6	106	Free
	Loy Street	53	1	54	Free
	Orritor Street	129	0	129	Free
	Union Place	115	2	117	Free
Dungannon	Anne Street East	46	2	48	Charged
	Anne Street West	25	0	25	Free
	Castle Hill	98	2	100	Charged
	Perry Street East	54	2	56	Free
	Perry Street West	36	0	36	Charged
	Scotch Street North	93	4	97	Charged
	Scotch Street South	158	3	161	Free

Town / Village	Car Park	No. of Standard Spaces	No. of Disabled Spaces	Total Number of Spaces	Charging Regime
Fivemiletown	Edfield Road	97	3	100	Free
	The Commons	41	0	41	Free
Maghera	Fairhill	20	1	21	Free
	St Lurach's Road	115	4	119	Free
Magherafelt	Rainey Street	232	9	241	Charged
	King Street	39	3	42	Free
	Central	36	0	36	Free
	Central	74	6	80	Charged
	Union Road	91	0	91	Free
	Union Road	97	4	101	Charged
Total		1937	59	1996	

Source: AECOM Site Survey – September 2016

In summary:

- There is a mixture of free and charged car parks throughout the Council District with free parking in the majority i.e. 1,293 free parking spaces and 703 charged spaces.
- Council operated off street parking is free in all towns and villages except for Dungannon and Magherafelt, where there are some charged sites.
- Car parking charges are consistent across the Council area however a varying tariff regime is in place at Central car park in Magherafelt.
- Generally the tariff across the majority of charged Council car parks is set as 40p per hour, however a special rate of £1.00 for up to 5 hours is available.
- Central car park in Magherafelt is subject to an alternative parking tariff of 40p for each three hour period.
- Disabled parking provision varies across car parks with some locations providing no disabled parking provision. In total for the Council District, 3% of the current off street parking provision is designated for disabled users.

2.3 Car Park Audit

AECOM completed an audit of the 23 off street car parks within the Mid Ulster District Council area during September 2016 which considering the following:

- Number of spaces – Standard, disabled and electric charging spaces;
- Lighting;
- Surfacing;
- White Lining;
- Car Park Design;
- Circulating layout;
- Signage;
- Minimum space requirements;
- Perimeter fencing on site;
- Restricted views for users;
- CCTV on site;
- Isolation;
- EV charging points available;
- Gated / barrier access; and

- Staff on site.

Results of the car park audit are available in Appendix 1 and a summary of the findings and observations are outlined below:

- With the exception of Hillhead Road car park in Castledawson, all car parks had lighting on site;
- All surveyed car parks had a standard level of surfacing;
- All car parks had white lining defining spaces with the exception of Anne Street West;
- Nineteen car parks followed conventional car park design however Anne Street West (informal layout), Castlehill in Dungannon, Fairhill in Maghera and Cornmill in Coalisland were highlighted as not following conventional or best practice design;
- Twenty one car parks were considered to have adequate circulating layouts. Both Cornmill in Coalisland and Anne Street West in Dungannon experience circulating issues due to layout and design;
- It was observed that 18 car parks had signage on the surrounding approach roads, both car parks in Coalisland were noted with no approaching signage;
- All car parks have adequate standard spacing with the exception of Anne Street West in Dungannon as there are no formalised marked spaces;
- Four car parks did not have perimeter fencing and six had restricted views due to landscaping and hedges;
- Only four car parks had CCTV operational near to or within the perimeter (e.g. situated on adjacent buildings), although it should be noted that this is not operated by the Council but by third parties. These sites included Edfield Street in Fivemiletown, Cornmill car park in Coalisland, Orritor Road and Burn Road in Cookstown. This is considered to improve the perceived safety of these car parks even though the CCTV may not be in place to specifically monitor the car park.
- Seven car parks including Scotch Street North / South, Anne Street West, Perry Street East / West, Loy Street and Central car park were considered to have an isolated feel possibly due to high surrounding, walls or fencing and it was also noted that none of the car parks had on site staff;
- Several car parks have height restriction barriers at the entry points including Anne Street West in Dungannon, Loy Street in Cookstown, St Lurach's in Maghera and Hillhead Road in Castledawson.; and
- Seven car parks provided electric car charging points with a total of 9 ecar spaces.
- It was also noted that the majority of car parks included servicing or private accesses for businesses and residences.

2.4 Sub Regional Transport Plan Technical Supplement Baseline Data

The 2015 Sub Regional Transport Plan (S RTP) was first published in June 2007 and outlines the transport needs for the whole of Northern Ireland, it also includes Technical Supplements for Cookstown, Dungannon and Magherafelt outlining parking provision, occupancy and principal parking constraints. Details relating to provision, availability and illegal parking acts from the Technical Supplements are outlined in Table 2.

Table 2 – S RTP Baseline Data – Cookstown, Dungannon and Magherafelt

Town	On Street	Off Street	Total
Cookstown			
Available Spaces	643	414	1057
Maximum Spaces Occupied (% of Available Spaces)	541 (84%)	303 (73%)	844 (80%)
Daily Parking Acts (Daily Space Turnover)	3454 (5.4)	1010 (2.4)	4464 (4.2)
Illegal Parking Acts (% of Daily Acts)	387 (11%)	65 (6%)	452 (10%)
Dungannon			
Available Spaces	541	692	1233
Maximum Spaces Occupied (% of Available Spaces)	504 (93%)	243 (35%)	747 (61%)
Daily Parking Acts (Daily Space Turnover)	2881 (5.3)	1317 (1.9)	4198 (3.4)

Illegal Parking Acts (% of Daily Acts)	1051 (36%)	n/a	1051 (25%)
Magherafelt			
Available Spaces	239	957**	1196
Maximum Spaces Occupied (% of Available Spaces)	207 (87%)	682 (71%)	unavailable
Daily Parking Acts (Daily Space Turnover)	1697 (7.1)	4364 (4.6)	6061 (5.1)

Source: Sub Regional Transport Plan 2015 Technical Supplements – Cookstown, Dungannon and Magherafelt

***It should be noted that it is not stated in the SRTP whether the off street spaces are solely Council owned, it further states that the information provided for Magherafelt off street spaces includes 367 privately owned spaces. The number of spaces shown for Cookstown and Dungannon do not include private spaces. Also it is not known what year the survey data was collected.*

As shown in Table 2, at the time of the SRTP Cookstown had 1,057 publically available parking spaces, 414 were off street and 643 were on street spaces. On a typical day the spaces were 80% occupied and more people utilised on street parking facilities.

Table 2 would also suggest that those parking in Cookstown did so for short stay purposes as space turnover on street is more than double than what is detailed for off street spaces. Eleven percent of the on street daily parking acts were considered as illegal parking compared to 6% noted for the off street facilities.

There were a total of 1,233 parking spaces available within Dungannon and South Tyrone, 692 were off street spaces and 541 were on street spaces. On street spaces were generally nearing full capacity on a typical day i.e. 93% utilised whereas off street spaces were under-utilised with 35% occupancy on a typical day.

Table 2 would suggest that those parking in Dungannon / South Tyrone did so for short stay purposes as space turnover on street is more than double than what is detailed for off street spaces. 36% of the on street daily parking acts were considered as illegal parking. Statistics regarding illegal parking activity was not available for off street parking facilities.

There were a total of 1,196 parking spaces available within Magherafelt at the time of the SRTP, 957 were off street spaces and 239 as on street spaces. However it should be noted that 367 privately owned spaces were also included within the off street spaces stated within the table. Both on street and off street parking spaces were considered well utilised detailing 87% and 71% maximum occupancy on a typical weekday.

There were a total of 6,061 daily parking acts with more off street parking acts completed on a typical weekday i.e. 4364. Furthermore Magherafelt experienced a higher turnover of spaces when compared to Cookstown or Dungannon.

Key parking issues in the study areas as detailed within the relevant SRTP technical supplements include:

- All three town centres had congestion at peak times due to high traffic volumes or substantial through movements. Furthermore it was considered that there were poor town pedestrian links and crossing points;
- Cookstown experienced collisions from through traffic conflicting with local manoeuvring (parking and reversing) traffic;
- Dungannon and Cookstown experienced significant levels of illegal parking particularly in the town centre core; and
- Magherafelt experienced an imbalance of parking activity.

2.5 Masterplan Information

2.5.1 Cookstown Masterplan 2012

A masterplan was developed for Cookstown in May 2012 by AECOM as a non-statutory document aiming to provide the basis and justification for any future development or regeneration initiatives. The masterplan included observations and possible solutions to various issues within Cookstown. In terms of parking the Masterplan highlighted the following:

- Generally on-street kerbside parking was the most convenient place to park in Cookstown, particularly for those with a disability or mobility issues.
- Publically available off-street parking spaces were provided and operated by Transport NI by private operators.
- Areas of on street parking were restricted to a one hour waiting limit ensuring a high turnover of approximately 240 spaces. These were well utilised and whilst high turnover ensured availability, parking outside a particular shop for single purchase trips was hard to achieve.
- Three off-street car parks detailed stock of 406 spaces located at Burn Road / Orritor Road, Union Place and Loy Street. All these car parks were free and unrestricted providing long-stay stock for commuters and local workers.
- Some key stakeholders expressed concerns about parking tariffs and were of the opinion that free car parking remains in Cookstown for the foreseeable future.
- Near the town centre there was a stock of publically available, privately operated car parking at Molesworth Place and Supervalu, which had a limited period of free car parking.
- There was a perception amongst retailers and shoppers in Cookstown that demand for spaces exceeded supply. However, on-street parking and off-street parking, including private parking, were considered together as complementary parts of total parking stock available.
- TransportNI conducted 'snap-shot' surveys which also suggested some capacity was available in the Burn Road / Orritor Road and Loy Street car parks during weekdays. However, it was widely accepted that it could be very difficult to find parking on a Saturday.

2.5.2 Dungannon Masterplan 2010

Dungannon Masterplan was developed by Scott Wilson (now AECOM) in March 2010 as a non-statutory document aiming to provide the basis and justification for any future development or regeneration initiatives. The masterplan was developed due to the acknowledged decline of Dungannon town centre in terms of footfall, vacant buildings and retail offerings. Two existing car parks were highlighted within the document as areas for potential improvements and are detailed below:

2.5.2.1 Area 3 – Scotch Street Car Park

Scotch Street Car Park was detailed as the largest car park within Dungannon Town Centre with 270 parking spaces and also accessible from Park Road.

A number of potential options were presented to the local community during the consultation exercise which included the following:

- Option 1 - Retention of the current car park;
- Option 2 - Development of a landmark building within the site; and
- Option 3 - Development of a mixed use scheme as well as an underground decked car park.

The Masterplan noted that whilst there was support for Options 1 and 3; Option 3 was clearly the more favoured, receiving 66% of public support.

2.5.2.2 Area 5 – Church Street / Perry Street

Perry Street Car Park was identified as a very significant site within Dungannon Town Centre; it was viewed as strategically important due to its proximity to Market Square. It had several well established linkages to Market Square / Perry Street and Northland Row. This car park would have the ability to service and compliment the redevelopment of surrounding sites, including the 7-11 Market Square and the Royal Mail Sorting Office site.

The approved renovation of Perry Street would improve the visual attractiveness of the area and help bring it back to life. The proposal included the regeneration of the retail frontage onto Perry Street with an active residential frontage onto Perry Street Car Park. This would help transform the Car Park from a 'backland' site to an active area.

2.5.3 Magherafelt Masterplan 2011

Magherafelt Masterplan was developed by URS Scott Wilson (now AECOM) in July 2011 as a non-statutory document aiming to provide the basis and justification for any future development or regeneration initiatives. In terms of parking the Masterplan highlighted the following:

- Generally on-street kerbside parking is the most convenient place to park in Magherafelt. In the Town Centre on-street parking was restricted to one hour between 8:30am and 6:30pm ensuring a high turnover of approximately 141 spaces. The majority of on-street spaces were located parallel to the kerb. However, reversing from oblique parking bays on Market Street was noted as conflicting with traffic exiting the Diamond Roundabout in the centre of the town causing blocking back to the roundabout.
- Publicly available off-street parking spaces were provided and operated by the TransportNI and by private operators.
- There were a number of private non-residential spaces in the town available only to authorised users incorporated within commercial buildings.
- Four off-street car parks had stock of 597 spaces located at Rainey Street, Union Road, Central (off King Street) and King Street. The most convenient to the Town Centre were Rainey Street, Union Road and Central car parks. The King Street car park located on the outskirts of the Town Centre and was free of charge, therefore serving well as stock for all-day parking.
- There was an imbalance in parking activity in the remaining public car parks located closest to the retail core. Rainey Street and 80% of Union Road car parks were Pay and Display whilst the remainder of Union Road and all of Central car park was free. Therefore the east of the town was occupied from early morning by all-day parkers whilst late morning shoppers found it more convenient to use Pay and Display bays on the west side of the town.
- The car park occupancy data demonstrated that the free car parks were often fully occupied whilst Pay and Display car parks at Rainey Street and Union Road had significant spare capacity.
- The DRD Draft Budget 2011-15 contained Savings Delivery Plans (SDPs). One of these saving measures detailed increasing parking charges and penalties.
- The extension of charging hours for all car parks and on-street Pay and Display could also be considered.

2.6 Car Ownership and Travel to Work Census Data

In order to more fully appreciate the background to the areas under consideration within the control of Mid Ulster Council, datasets from Northern Ireland Statistics and Research Agency (NISRA) and Northern Ireland Neighbourhood Information Service (NINIS) have been analysed as car ownership levels are a consideration with respect to levels of car parking usage.

Therefore the 2011 Northern Ireland Census provides details of car ownership levels and data has been extracted for Cookstown, Dungannon, Cookstown, the Mid Ulster District and also Northern Ireland as a whole. The data is summarised in Table 3 below.

Table 3 – Census 2011 Car Ownership Statistics

LGD AREA	TOTAL NO. OF HOUSEHOLDS	% OF CARS					TOTAL VEHS
		NO CAR	1 CAR	2 CARS	3 CARS	4 OR MORE	
Cookstown	12,904	15.2%	38.9%	31.4%	9.2%	5.3%	19,713
Dungannon	20,270	16.0%	40.2%	30.9%	8.2%	4.7%	29,905
Magherafelt	15,037	14.3%	36.7%	33.7%	9.7%	5.7%	23,845
Mid Ulster	47,772	15.4%	38.8%	31.9%	8.9%	5.1%	72,698
Northern Ireland	703,275	22.7%	41.4%	27%	6.3%	2.6%	884,589

Source: NI Census 2011 – Please note that the information provided for Cookstown, Dungannon and Magherafelt is based on previous LGD areas as updated information is currently not available regarding car ownership.

In relation to car ownership, all areas within Mid Ulster display similar levels of car ownership with nominal differences noted between Cookstown Dungannon and Magherafelt. Mid Ulster district generally has higher levels of car ownership than Northern Ireland as a whole; especially in terms of multiple cars per household.

In Mid Ulster local government districts, between 14% and 16% of households do not have a car and between 36% and 40% have one car both of which are lower than Northern Ireland as a whole i.e. 22 - 42%. However households with more than 1 car i.e. 2-4 cars are consistently higher than Northern Ireland as a whole.

The statistics outlined in Table 3 suggest that Mid Ulster District displays higher levels of car ownership than the Northern Ireland figure and that multiple car ownership levels are high per household, likely due to the rural nature of the District and therefore reliance on a private vehicle.

The Census Travel to Work Data 2011 Table WP701NI has also been extracted and is detailed in Table 4. In the relevant wards, the proportion of the working population who work from home is consistent throughout Mid Ulster i.e. between 15 and 16% which is higher than Northern Ireland as a whole i.e. 11%.

Between 60% and 61% of the working population travel to work by car compared to 58% in Northern Ireland. All other methods of travelling to work are comparable to the Northern Ireland figures, with the exception of travelling by bus which is low within the Mid Ulster district i.e. 1 - 2% compared to 5% for Northern Ireland as a whole. This may be due to the rural nature of the district compared to larger districts and cities in Northern Ireland.

Table 4 – Census 2011 Travel to Work Data

MODE OF TRANSPORT	Cookstown		Dungannon		Magherafelt		Mid Ulster		Northern Ireland	
	People aged 16-74	%	People aged 16-74	%	People aged 16-74	%	People aged 16-74	%	People aged 16-74	%
Work from Home	2,107	16%	3,565	15%	2,311	15%	5,382	16%	76,226	11%
Train	9	0%	18	0%	15	0%	27	0%	8,764	1%
Bus	87	1%	367	2%	161	1%	284	1%	34,514	5%
Motorcycle	20	0%	36	0%	11	0%	35	0%	2,877	0%
Driving	7,801	60%	13,991	60%	9,639	61%	20,308	60%	419,157	58%
Passenger in Vehicle	644	5%	1,372	6%	885	6%	1,822	5%	35,893	5%
Car Pool	1,319	10%	2,325	10%	1,652	10%	3,506	10%	71,079	10%
Taxi	23	0%	241	1%	39	0%	79	0%	9,890	1%
Bicycle	59	0%	77	0%	22	0%	108	0%	6,081	1%
Foot	854	7%	1,172	5%	953	6%	1,983	6%	55,956	8%
Other	158	1%	250	1%	211	1%	445	1%	4,436	1%
Total	13,081	100%	23,414	100%	15,899	100%	33,979	100%	724,873	100%

Source: NI Census 2011 Table WP701NI – Method of Travel to Work (Working Population) Admin Geographies LGD

2.7 Summary

This chapter has outlined the existing provision of car parking within the Mid Ulster Council District detailing both on and off street parking provision, from which the following can be concluded:

- As of 1st April 2015, Mid Ulster Council operates 23 off street car parks in eight towns and villages throughout the District.
- The Council provided AECOM with information relating to the recently transferred off street car parks which concludes that there are a mixture of free and charged car parks throughout the District.
- Car parking tariffs are consistent in all car parks with the exception of one; the fees are £1.00 for up to 5 hours and 40p per additional hour thereafter. Central car park in Magherafelt is subject to an alternative car parking tariff of 40p for each three hour period.
- AECOM completed an audit of each of the 23 Council controlled car parks and it was noted that there was a general good standard in terms of surfacing, lighting and space size. However all of the car parks were found to lack dedicated CCTV, with some not having gates / barriers and / or appropriate signage.

- It was also noted that the majority of car parks included servicing or private accesses for businesses and residences.
- Key parking issues in the study areas are detailed within the relevant SRTP technical supplements and conclude that all three town centres have congestion at peak times due to high traffic volumes or substantial through movements and there are poor town pedestrian links and crossing points. Furthermore Cookstown experiences collisions from through traffic conflicting with local manoeuvring (parking and reversing) traffic, Dungannon and Cookstown experience significant levels of illegal parking particularly in the town centre core and Magherafelt experiences an imbalance of parking activity.
- Masterplans have been developed by AECOM in 2010 and 2011 (previously URS) for Cookstown, Dungannon and Magherafelt which all detailed parking practices and possible proposals in relation to parking including:
 - On street parking in Cookstown was more convenient for visitors and currently free of charge. Spare capacity was also noted.
 - Dungannon experienced a decline in terms of retail offering and footfall. The Masterplan identified potential proposals for both Scotch Street and Perry Street car parks.
 - On street parking in Magherafelt was more convenient for visitors. PNR spaces in the town associated with commercial buildings were identified. Magherafelt experiences an imbalance of parking i.e. one side of the town is at full capacity whilst the other is low level use due to parking regime.
- In relation to car ownership, all areas within Mid Ulster display similar levels of car ownership with nominal differences noted between Cookstown Dungannon and Magherafelt. Mid Ulster districts display generally higher levels of car ownerships than Northern Ireland as a whole; especially in terms of multiple cars per household.
- Between 60% and 61% of the working population travel to work by car compared to 58% in Northern Ireland. All other methods of travelling to work are comparable to the Northern Ireland figures with the exception of travelling by bus which is low within the Mid Ulster District.

3. Existing Car Parking Policy

3.1 Background

There are a series of documents that set the scene for transport policy in Northern Ireland and within these numerous specific parking policy references are detailed to which cognisance should be given when developing a Parking Strategy. Relevant information on parking policy available in the following Planning Policy Statements, Transport Policies and Area Plans has been considered:

- Strategic Planning Policy Statement for Northern Ireland (SPPS);
- PPS3 – Access, Movement and Parking;
- PPS13 – Transportation and Land-Use;
- Regional Development Strategy (RDS);
- Regional Transport Strategy (RTS);
- Sub-Regional Transport Strategy (S RTP);
- Cookstown Area Plan;
- Dungannon and South Tyrone Area Plan;
- Magherafelt Area Plan; and
- Mid Ulster Local Development Plan 2030 – Preferred Options Paper.

3.2 Policy Detail

3.2.1 Strategic Planning Policy Statement for Northern Ireland (SPPS) – September 2015

The SPPS reflects the Dept. of Environment's planning policies which must be taken account of in the preparation of Council Local Development Plans (LDPs). The aim of the SPPS in regard to transportation is to secure improved integration with land-use planning and to facilitate safe and efficient access movement and parking. The SPSS sets out regional objectives which are aimed at reducing congestion, promoting sustainable transport and reducing dependence on the private car. These objectives can then be actioned through LDPs and in particular to car parking LDPs should:

- Identify existing and any proposed town centre car parks;
- As part of preparing an overall car parking strategy, councils should bring forward local policies to ensure adequate provision for car parking within new and appropriate servicing arrangements;
- Consider and identify park and ride / park and share sites where appropriate;
- Recognise the role of car parking in influencing modal choice between private car and public transport; and
- Consider a range of initiatives such as designating areas of parking restraint, reducing the supply of long term parking spaces, pricing policy, land use measures and innovative work practices.

3.2.2 Planning Policy Statements

Planning Policy Statements (PPSs) set out the policies of the Department of the Environment in particular land-use planning and in relation to parking the following PPSs are considered applicable:-

1. PPS3 – Access, Movement and Parking

Key policies to be considered are:

- AMP7 – Car Parking and Servicing Arrangements – any development proposal will have to provide adequate provision for car parking and servicing arrangements. Provision will be dependent on the specific characteristics of the development proposal and surrounding area.
- AMP8 – Cycle Provision – Planning permission will be granted for developments providing jobs, services, shopping, leisure and commercial facilities that also detail cycling provision.
- AMP9 – Design of Car Parking – The Department expects high standards of car park design, layout and associated landscaping which respects the town's character, minimises negative visual amenity and includes security provisions.

- AMP10 – Provision of Public and Private Car Parks – Planning permission for developments or extension of car parks will only be provided when it is demonstrated that congestion will not increase, the provision meets needs, if in an area of parking restraint is centred on short stay turnover and / or is compatible with adjacent land uses.

2. PPS13 – Transportation and Land Use

Key principles to be considered are:-

- General Principle 2 – Accessibility by modes of transport other than the private car should be a key consideration;
- General Principle 6 – Controls on parking should be employed to encourage more responsible use of the private car and bring about a change in travel behaviour;
- General Principle 7 – P&R should be developed in appropriate locations to reduce the need to travel by car and encourage use of public transport;
- General Principle 9 – Reliance on the private car should be reduced through a modal shift to walking, cycling and public transport;
- General Principle 11 – Innovative measures should be developed for the safe and effective management of traffic (e.g. Residents Parking Schemes);

3.2.3 DRD Regional Development Strategy 2035 Building Better future

The RDS 2035 was approved by the NI Executive on 26 January 2012. The RDS has a statutory basis. It sets out the framework for the spatial development for the Region up to 2035. The RDS is cross-cutting with linkages to other key government policies and statutory legislation.

Despite their geographies; Cookstown, Dungannon and Magherafelt are identified as towns which could potentially form a cluster as each of the towns are important centres for retailing, commerce and business within the Mid Ulster Council area. Cookstown, Dungannon and Magherafelt currently serve a number of surrounding dispersed small settlements and are experiencing continued growth which further enhances the potential of clustering i.e. surrounding villages in the area centred around the focal points of the main towns allowing the sharing of services. Furthermore Cookstown, Dungannon and Magherafelt are identified in the RDS as hubs and the framework actively promotes throughout the co-operation between places and encourages clustering of Hubs so that services do not need to be duplicated but rather shared.

This potential cluster is well positioned on both the North West and South West Key Transport Corridors connecting to Belfast, Londonderry and Enniskillen respectively and the close proximity to both Lough Neagh and the Sperrins provide opportunities in the Tourism sector.

The Strategy details key guidance in relation to hubs and clusters including;

- SFG10 - Identify and consolidate the roles and functions of settlements within the clusters;
- SFG11 - Promote economic development opportunities at Hubs; and
- SFG12 - Grow the population in the Hubs and cluster of Hubs.

3.2.4 Regional Transportation Strategy for Northern Ireland 2002-2012 (RTS)

The Regional Transportation Strategy (RTS) for Northern Ireland 2002 – 2012 (the latest available) identifies strategic transportation investment priorities and considers potential funding sources and affordability of planned initiatives over the next 10 years. The RTS is a 'daughter document' of the Regional Development Strategy (RDS), which sets out the spatial development framework for Northern Ireland up to 2025. The purpose of the RTS is to support the RDS and significantly contribute to delivering the longer term vision for transport.

Within the RTS there is no specific section on parking however there is a theme of demand management within the document. The RTS set the tone for a number of area specific strategies including Cookstown, Magherafelt and Dungannon and South Tyrone Area Plans. The Strategy highlights that in towns across the region, urban bus service frequencies could be improved and some bus priority measures introduced in tandem with reduced commuter parking provision and environmental improvement schemes in town centres.

3.2.5 Sub - Regional Transport Policy for Northern Ireland (S RTP) – June 2007

The Sub-Regional Transport Plan (S RTP June 2007 which is the latest available) has been prepared by the Department for Regional Development (DRD) based upon the guidance provided by the Regional Development Strategy (RDS) and the Regional Transportation Strategy (RTS).

The S RTP deals with the transport needs of the whole of Northern Ireland, with the exception of the Belfast Metropolitan Area and the rail, motorway and trunk road networks, which are covered in earlier Transport Plans. In line with the Regional Transportation Strategy, the S RTP notes the highway linkages with the Regional Strategic Transport Network and identifies separate packages of measures for the period 2002 – 2015 by the following modes of transport:

- Walking;
- Cycling;
- Bus;
- Rail; and
- Highways.

The Sub-Regional Transport Plan is concerned with two quite distinct areas, designated by the Regional Transportation Strategy:

- Other Urban Areas (OUA) – the towns and cities; and
- Rural Areas – the smaller settlements and the dispersed population living in the open countryside.

A draft parking strategy should be developed for each of the 29 towns/cities to take advantage of the improved enforcement that will result from the decriminalising of parking enforcement. The strategies may be refined or further developed in due course, in line with future changes in parking demand and accessibility.

In general, the draft parking strategies should be devised to provide:

- Convenient short stay parking close to the town or city centre;
- Longer stay parking located further from the town or city centre;
- Appropriate additional exclusive provision for loading vehicles, taxi stands and
- Blue Badge vehicles; and
- Where practical, parking has also been proposed convenient to bus and rail stations to encourage public transport use by commuters.

3.2.6 Cookstown Area Plan 2010

Within Cookstown town centre there are a number of public car parks that help to relieve the on-street car parking situation and contribute to the overall accessibility and attractiveness of the town centre to car-borne shoppers. Accordingly, three car parks are specifically detailed within the area plan as important to the vitality and success of the town centre; Policy TRAN 3 states that they should be retained in their current use applicable to existing providers and any future operators in the event of disposal.

Plan Policy TRAN 3 Retention of Car Parks in Cookstown Town Centre

Car parks to be retained in Cookstown town centre are identified at the following locations:

- Loy Street,
- Union Street, and
- Burn Road/Orritor Street.

The Area Plan states that any development proposals which would result in the loss of parking spaces at the aforementioned car parks will normally be refused, except in the following situations:

- A limited number of car parking spaces are to be lost due to an environmental improvement or other town centre enhancement scheme; or
- The car parking spaces are to be replaced either by a more efficient car parking arrangement or in another location that is conveniently located to the Primary Retail Core of the town centre.
- Where replacement parking is permitted at another location, Planning Service will require that this be provided prior to the alternative use or development of any part of the existing site.

3.2.7 Dungannon and South Tyrone Area Plan 2010

Within Dungannon and Coalisland town centres, there are a number of public car parks that help to relieve the on-street car parking situation and contribute to the overall accessibility and attractiveness of the town centre. Accordingly, seven car parks are specifically detailed within the area plan as important to the vitality and viability of the town centre and Policy TRAN 2 states that should be retained in their current use applicable to existing providers and any future operators in the event of disposal.

Plan Policy TRAN 2 Retention of Car Parks in Dungannon and Coalisland Town Centres Car parks

Car parks are to be retained at the following locations:

Dungannon

- Anne Street West,
- Anne Street East,
- Castle Hill,
- Perry Street; and
- Scotch Street.

****It should be noted that Perry Street car park is currently split into charged and free parking sections.**

Coalisland

- Lineside; and
- Cornmill.

The Area Plan states that any development proposals that would result in the loss of parking spaces at these car parks will normally be refused except in the following situations:

- When a limited number of car parking spaces are to be lost due to an environmental improvement or other town centre enhancement scheme; or
- The car parking spaces are to be replaced either by a more efficient car parking arrangement or in another location that is conveniently located to the Primary Retail Core of Dungannon or the town centre of Coalisland.

3.2.8 Magherafelt Area Plan 2015

Key elements of the Plan's Transportation Strategy are set out below. Implementation of the Transportation Strategy will assist in the realisation of broader transportation objectives contained in the RDS and RTS.

- 1. Integration of transportation and land use** - The Plan addresses strategic guidance on this issue through the spatial allocation of housing growth over the District and within individual settlements.
- 2. Development of the transport infrastructure** - The Plan seeks to safeguard routes which are important to the continual development of the transport infrastructure.
- 3. Reduction of traffic congestion** - The delivery of the proposed Magherafelt A31 (Bypass) will assist in the reduction of traffic congestion in Magherafelt town centre.
- 4. Promotion of public transport use** - In accordance with the vision and guidance within the RDS and the RTS and in order to encourage modal shift from private car to public transport, sites offering potential as Park and Ride or Park and Share sites are identified in Part 3 of the Plan along key commuter corridors. These sites will be subject to feasibility studies, taking account of factors such as location, site availability, service capacity and frequency to determine their suitability for development.
- 5. Promotion of walking and cycling** - The RDS and RTS recognise the importance of walking and cycling as economical, environmentally friendly and healthy means of transport that can provide a realistic alternative to the car for short journeys. The Plan addresses this issue, for example through the zoning of sites for housing within the urban footprint.
- 6. Car Parking** - The Plan does not make provision for additional public car parking areas with the exception of park and ride and / or share facilities.

3.2.9 Magherafelt Local Transport Study 2005

AECOM were commissioned to undertake a Local Transport Study for Magherafelt by Roads Service in 2005 to support the delivery of the Sub Regional Transport Plan for Northern Ireland. The salient points relating to parking at that time included:

- Car parking occupancy levels were considered high in Magherafelt both on-street and off-street and in many instances maximum occupancies exceeded 85%.
- Whilst traffic wardens patrolled Magherafelt regularly, it was observed that parking on single yellow lines in the vicinity of the Broad Street/ Market Street/Queens Street/Rainey Street led to congestion and delays, particularly on the Market Street and Queen Street approaches and between Market Street and Meeting Street.
- In general less than 10 per cent of parkers exceeded the waiting restrictions and whilst this was not considered a major problem at the time it did reduce the turnover of on street locations.
- There were a number of areas within the town centre where there was unrestricted parking. This discouraged parkers from using off street car parks and added to congestion in the town centre. Examples include Market Street and Rainey Street.

The transport study also highlighted three principal problems experienced within Magherafelt which included excessive queueing and delays at junction, imbalance of parking activity and poor pedestrian environment within the town centre. In relation the key potential solutions outlined in the 2005 study regarding the imbalance of parking activity are detailed below:

- Review of existing controls as part of the decriminalisation of car parking;
- Replacement of all unrestricted on street car parking;
- Introduction of further on street control options in the town centre;
- Introduction of on street charges at targeted locations;
- Charging at off street car parking locations;
- Additional disabled parking provision;
- Improvements to pedestrian accesses;
- Additional off street parking provision;
- Residents parking schemes;
- Park and Ride schemes and locations;
- Improved signage;
- Improved lighting; and
- Walking routes.

3.2.10 Mid Ulster Local Development Plan Preferred Options Paper 2030

The publication of the Preferred Options Paper is the first formal stage in the preparation of the Mid Ulster Local Development Plan and it is considered as a consultation paper to promote debate on issues of strategic significance which are likely to influence the shape of future development within Mid Ulster.

The paper identifies that transportation within the Mid Ulster District is an important consideration for the Plan and further discusses that Mid Ulster has a high reliance on the private car, which is explained in part by the high proportion of rural dwellers within the district. While there is a high reliance on the car it is important to note that 75% of employed people living within Mid Ulster also work within Mid Ulster making connectivity across the District a significant issue.

In preparing the Local Development Plan (LDP) an important consideration is transport and connectivity requirements within the District particularly in the allocation of land for future development. The paper sets out three options on how the council can approach transportation provision within Mid Ulster including:

- Option 1 - Focus on Cycling, Walking and Public Transport;
- Option 2 – Focus on Roads and Private Transport; and
- Option 3 – Focus on Roads and more Sustainable Modes of Transport.

Option 3 is identified as the preferred option and takes a more balanced approach to transportation development within Mid Ulster. Given the high reliance on the private car within this area this approach will provide choice to the public. The use of public transport will be encouraged through measures such as designing for buses within our towns and settlements. It will also encourage the use of Park and Ride facilities through concepts such as car-pooling and also encourage the provision of these facilities at key locations across the district. Furthermore it is anticipated that this option will ensure that those living in rural and urban Mid Ulster will be provided with a choice of travel modes and that all people are treated fairly and equitably.

The preferred options paper also highlights the approach of the Local Development Plan in relation to transport and the existing policy detailed within the Strategic Planning Policy statement (SPPS).

Car parks within town centres should be identified within LDP's according to the SPPS. It also requires the council to provide local policies that ensure adequate provision for car parking within new developments (including spaces for people with disabilities, and parent and child parking spaces) with appropriate servicing arrangements. Park and ride/share sites should be identified and a range of initiatives such as designating areas of parking restraint, reducing the supply of long term parking spaces, pricing policies and land use measures and innovative work practices.

PPS 13, General Principle 6 states that controls on parking should be employed to encourage more responsible use of the private car and to bring about a change in travel behaviour. Car parking and servicing arrangements can be taken forward in the General Principles Planning Policy in the Plan similar to PPS 13.

Presently car parks in town centres are identified for protection within the Dungannon and Cookstown Area Plans however the Magherafelt Area Plan does not include such protection.

The key policy areas which the plan strategy needs to address is as follows:

- Policy for protecting new transportation schemes;
- Protection of disused Transport Routes;
- Protection of Town Centre car parks; and
- Access to protected routes and other roads.

The settlement limits of Cookstown and Dungannon currently contain both Phase 1 and Phase 2 housing land zonings. No phase 2 land has been developed while approximately 74% and 69% of phase 1 land is still available respectively (according to 2015 Housing Monitor reports). Based on housing allocation tables it is considered that Cookstown requires an additional 1,029 houses and Dungannon requires an additional 1,226 new houses over the incoming plan period. Calculations also show that there is potential for 1,445 houses in Cookstown and 2,766 houses in Dungannon still to be built in the form of unimplemented planning approvals. This would suggest that there is no need for additional housing land to be zoned within the settlement.

Housing land in Magherafelt is not defined as either phase 1 or phase 2 and the larger parcels are mainly located at the edge of the settlement although there are some smaller zonings located in and around the town centre also. There is approximately 93% of the zoned housing land still available (according to 2015 Housing Monitor reports). It is anticipated that Magherafelt will require 745 new dwellings and calculations also show that there is potential to develop 1,859 houses from unimplemented approvals which would suggest that there is no additional housing requirement in Magherafelt.

Mid Ulster Council however wish to retain a phased approach to housing land and therefore wish to retain Phase 2 land to allow for long term expansion as it can be held in reserve or released in full or part if housing needs change.

3.2.11 Summary

As set out by the policy reviewed, the development of a parking strategy for Mid Ulster towns and villages should be based on applying demand management interventions that better manage the existing car parking provision and tackle the congestion experienced in the towns during peak times.

On street parking provision and illegal parking are issues within the Council areas and the parking strategy shall seek to tackle peak car use with promotion of alternative sustainable modes, whilst still providing for car journeys outside peak periods.

Furthermore the relevant area plans identify car parks that are considered key to the success of maintaining the vitality and viability of the market town centres with policies in place to retain those identified. Future development proposals are to be reviewed accordingly in order to prevent loss of spaces at the identified locations.

Wider regional policies i.e. RDS, RTS, SRTP and SPPS detail key themes of demand management, the importance of economic activity and growth to the success of hubs and clusters i.e. towns such as Cookstown, Dungannon and Magherafelt. The area plans for Magherafelt, Dungannon and Cookstown have been prepared in the context of the Regional Development Strategy and the Region Transportation Strategy which promote the shared vision of a “modern, sustainable and safe transportation system which benefits society, the economy and the environment and which actively contributes to social inclusion and everyone’s quality of life”.

Section 2.4 of this report outlines the current issues as outlined within the SRTP with emerging key transport issues within Mid Ulster towns including town centre congestion, illegal and/or an imbalance of parking, poor linkages and collisions.

The development of draft parking strategies aims to take advantage of the improved enforcement that resulted from the decriminalising of parking enforcement and tackle any future changes in parking demand and accessibility within towns and villages.

Therefore in the context of the study objectives, the development of the draft parking strategy must take account of the outlined policy and statutory documents. The requirements of the parking strategy include addressing the overall requirement for car parking in the Mid Ulster District and accounting for the performance of the District's principal settlements as places to work, visit and invest. This key project objective is in line with regional and strategic policy.

4. Assessment of Usage

4.1 Introduction

An element of Stage 2 of the parking strategy development involves assessing the turnover of short stay and long stay parking in the off street car parks controlled by the Council in order to further understand the characteristics of each individual town and village. The peak periods of demand are identified and the resultant impact on car parking provision is considered.

4.2 Current Usage

AECOM conducted parking duration surveys from 20th to 22nd September 2016 in both the morning i.e. between 09:00 and 12:00 and afternoon between 15:00 and 18:00 at the three main towns within the Mid Ulster District i.e. Cookstown, Dungannon and Magherafelt in order to ascertain occupancy levels and to estimate the extent of all day parking.

In early 2017, the Council requested a repeat survey of the town centre sites and these were carried out between 8th and 9th February.

The results of the occupancy and duration surveys are detailed for each main town in Tables 5 – 16. These survey-derived duration estimates were made from vehicle registration matching carried out mid-morning and mid-afternoon.

The matching enabled a differentiation between individual vehicles which were only seen in the morning or afternoon, and those that were present in both periods i.e. all day parkers. It is emphasised that this survey technique is an estimate e.g. some 'morning only' and 'afternoon only' parking acts will have been missed if the people arrived and left before the mid-morning check or after the mid-afternoon check.

Table 17 details the spot check occupancy survey results carried out in September 2016 for the remaining towns and villages within the Council area.

4.2.1 Cookstown Off Street Car Park Usage

Table 5 – Cookstown Occupancy Survey Results – September 2016

Off Street Car Parks	Loy Street	Union Place	Orritor Street	Burn Road
Tariff	Free	Free	Free	Free
No. of Spaces	54	117	129	106
AM Count	31	103	75	110
AM Occupancy	57%	88%	58%	104%
AM Total Vehs Parked	319			
AM Total Occupancy	79%			
PM Count	27	116	87	105
PM Occupancy	50%	99%	67%	99%
PM Total Vehs Parked	335			
PM Total Occupancy	83%			

Source: AECOM Site survey - September 2016

Table 6 – Duration Survey Results – September 2016

Off Street Car Parks	Loy Street	Union Place	Orritor Street	Burn Road
Tariff	Free	Free	Free	Free
Matched in AM Only	15	38	40	34
Percentage	36%	25%	32%	25%
Matched in PM Only	11	51	52	29
Percentage	26%	33%	41%	21%
All Day Parkers	16	65	35	76
Percentage	38%	42%	28%	55%

Source: AECOM Site survey – September 2016

Table 7 – Cookstown Occupancy Survey Results – February 2017

Off Street Car Parks	Loy Street	Union Place	Orritor Street	Burn Road
Tariff	Free	Free	Free	Free
No. of Spaces	54	117	129	106
AM Count	41	120	58	110
AM Occupancy	76%	103%	45%	104%
AM Total Vehs Parked	329			
AM Total Occupancy	81%			
PM Count	33	103	93	109
PM Occupancy	61%	88%	72%	103%
PM Total Vehs Parked	338			
PM Total Occupancy	83%			

Source: AECOM Site survey – February 2017

Table 8 – Duration Survey Results – February 2017

Off Street Car Parks	Loy Street	Union Place	Orritor Street	Burn Road
Tariff	Free	Free	Free	Free
Matched in AM Only	23	53	30	30
Percentage	41%	34%	24%	22%
Matched in PM Only	15	36	65	29
Percentage	27%	23%	53%	21%
All Day Parkers	18	67	28	80
Percentage	32%	43%	23%	58%

Source: AECOM Site survey – February 2017

All car parks within Cookstown are currently free of charge. The Union Place and Orritor Street car parks are the largest with 117 and 129 spaces respectively. The car parks within Cookstown display similar characteristics between the September and February survey periods and are therefore outlined below in relation to occupancy and extent of AM parking, PM parking and all day parking.

1. Occupancy - All of the four car parks were well utilised and displayed occupancy levels above 50% in both the morning and afternoon. Two of the four car parks operated with limited or no spare capacity in both the morning and afternoon i.e. Union Place and Burn Road. It should also be noted that an element of illegal parking occurred in these car parks, which is reflected in occupancy levels over 100%. Loy Street and Orritor Street car parks displayed the lowest occupancy levels of the four car parks but these

were still between 50 – 75%. Lower occupancy rates at these locations could be attributed to location within the town when compared to other car parks i.e. walking distance to amenities etc. Furthermore overall occupancy levels were slightly higher in the afternoon than the morning at 83%.

2. AM Parking – Short stay parking in the morning ranged between 22% and 41% in the car parks.
3. PM Parking – Short stay parking levels in the afternoon ranged from 21% to 53%.
4. All Day Parking – Elements of all day parking occurred in all of the surveyed car parks ranging from 23% to 58% (this latter figure being seen in Burn Road).

4.2.2 Dungannon Off Street Car Park Usage

Table 9 – Dungannon Occupancy Survey Results – September 2016

Off Street Car Parks	Scotch St South	Scotch St North	Perry St West	Perry St East	Castle Hill	Anne St East	Anne St West
Tariff	Free	Charged	Charged	Free	Charged	Charged	Free
No. of Spaces	161	97	36	56	100	48	25
AM Count	71	29	13	61	85	15	65
AM Occupancy	44%	30%	36%	109%	85%	31%	260%
AM Total Vehs Parked	362						
AM Total Occupancy	65%						
PM Count	93	25	8	57	40	14	61
PM Occupancy	58%	26%	22%	102%	40%	29%	244%
PM Total Vehs Parked	298						
PM Total Occupancy	57%						

Source: AECOM Site survey – September 2016

Table 10 – Dungannon Duration Survey Results – September 2016

Off Street Car Parks	Scotch St South	Scotch St North	Perry St West	Perry St East	Castle Hill	Anne St East	Anne St West
Tariff	Free	Charged	Charged	Free	Charged	Charged	Free
Matched in AM Only	34	15	6	23	67	10	22
Percentage	27%	38%	32%	29%	63%	42%	27%
Matched in PM Only	56	11	11	19	22	9	18
Percentage	44%	28%	58%	24%	21%	38%	22%
All Day Parkers	37	14	2	38	18	5	43
Percentage	29%	35%	11%	48%	17%	21%	52%

Source: AECOM Site survey – September 2016

Table 11 – Dungannon Occupancy Survey Results – February 2017

Off Street Car Parks	Scotch St South	Scotch St North	Perry St West	Perry St East	Castle Hill	Anne St East	Anne St West
Tariff	Free	Charged	Charged	Free	Charged	Charged	Free
No. of Spaces	161	97	36	56	100	48	25
AM Count	89	20	8	63	51	13	44
AM Occupancy	55%	21%	22%	113%	51%	27%	176%
AM Total Vehs Parked	288						
AM Total Occupancy	55%						
PM Count	81	23	9	61	62	12	53
PM Occupancy	50%	24%	25%	109%	62%	25%	212%
PM Total Vehs Parked	301						
PM Total Occupancy	58%						

Source: AECOM Site survey – February 2017

Table 12 – Dungannon Duration Survey Results – February 2017

Off Street Car Parks	Scotch St South	Scotch St North	Perry St West	Perry St East	Castle Hill	Anne St East	Anne St West
Tariff	Free	Charged	Charged	Free	Charged	Charged	Free
Matched in AM Only	46	8	6	12	24	9	15
Percentage	36%	26%	40%	16%	28%	43%	22%
Matched in PM Only	38	11	7	10	35	8	24
Percentage	30%	35%	47%	14%	41%	38%	35%
All Day Parkers	43	12	2	51	27	4	29
Percentage	34%	39%	13%	70%	31%	19%	43%

Source: AECOM Site survey – February 2017

There are currently seven off street car parks in Dungannon, four of which operate a charging regime including Scotch Street North, Perry Street West, Castle Hill and Anne Street East. Scotch Street South is the largest car park, with 161 spaces. The car park survey results from September and February are outlined below in relation to occupancy and extent of AM parking, PM parking and all day parking.

1. Occupancy – The majority of car parks in Dungannon operate with spare capacity, typically between 20 – 60% in the morning or afternoon. During both surveys, the Perry Street East and Anne Street West were recorded as operating over capacity and both of these sites are free car parks. However at Anne Street West there is a large undesignated area available for parking and therefore the stated 25 space capacity is not accurate. At Perry Street it can be seen that the free side of the car park is oversubscribed whereas the charge side sits at under a third occupancy. Overall occupancy levels in Dungannon were between 55 – 65%.
2. AM Parking – Short stay parking in the morning ranged between 16% and 63%. This latter figure was seen at Castle Hill car park.
3. PM Parking – Short stay parking levels in the afternoon were generally similar to those recorded in the morning and range from 14% to 58% across all of the car parks. This latter figure was seen at Perry Street West car park.
4. All Day Parking – Elements of all day parking occurred in all of the surveyed car parks ranged widely from 11% to 70%. Between 40 – 70% of those who parked in the Perry Street East and Anne Street West car parks were considered to be all day parkers. Generally higher proportions of all day parking occurred in the three free of charge car parks in Dungannon, with none of these three sites having lower

than 30% of all day parkers. However some of the charged sites showed high levels of all day parking e.g. Scotch Street North (35-39%).

4.2.3 Magherafelt Off Street Car Park Usage

Table 13 – Magherafelt Occupancy Survey Results – September 2016

Off Street Car Parks	Union Road		Rainey St	Central	King St	
Tariff	Free	Charged	Charged	Charged	Free	Free
No. of Spaces	91	101	241	80	38	42
AM Count	99	63	104	69	37	43
AM Occupancy	109%	62%	43%	86%	97%	102%
AM Total Vehs Parked	415					
AM Total Occupancy	70%					
PM Count	93	46	106	63	38	38
PM Occupancy	102%	46%	44%	79%	100%	91%
PM Total Vehs Parked	384					
PM Total Occupancy	64%					

Source: AECOM Site survey – September 2016

Table 14 – Magherafelt Duration Survey Results – September 2016

Off Street Car Parks	Union Road		Rainey St	Central	King St	
Tariff	Free	Charged	Charged	Charged	Free	Free
Matched in AM Only	25	46	82	32	10	15
Percentage	21%	50%	44%	34%	21%	28%
Matched in PM Only	19	29	84	26	11	10
Percentage	16%	32%	45%	27%	23%	19%
All Day Parkers	74	17	22	37	27	28
Percentage	63%	19%	12%	39%	56%	53%

Source: AECOM Site survey – September 2016

Table 15 – Magherafelt Occupancy Survey Results – February 2017

Off Street Car Parks	Union Road		Rainey St	Central	King St	
Tariff	Free	Charged	Charged	Charged	Free	Free
No. of Spaces	91	101	241	80	38	42
AM Count	100	84	113	77	37	37
AM Occupancy	110%	83%	47%	96%	97%	88%
AM Total Vehs Parked	448					
AM Total Occupancy	76%					
PM Count	93	65	133	73	35	32
PM Occupancy	102%	64%	55%	91%	92%	76%
PM Total Vehs Parked	431					
PM Total Occupancy	73%					

Source: AECOM Site survey – February 2017

Table 16 – Magherafelt Duration Survey Results – February 2017

Off Street Car Parks	Union Road		Rainey St	Central		King St
Tariff	Free	Charged	Charged	Charged	Free	Free
Matched in AM Only	32	56	83	17	6	12
Percentage	26%	46%	38%	19%	15%	27%
Matched in PM Only	25	37	103	13	5	7
Percentage	20%	31%	48%	14%	12%	16%
All Day Parkers	68	28	30	60	30	25
Percentage	54%	23%	14%	67%	73%	57%

Source: AECOM Site survey – February 2017

Magherafelt has four off street car parks, two of which operate a mixed charged and free parking regime i.e. Union Road and Central car parks. Rainey Street car park is the largest with 241 spaces and operates on a charged basis and King Street car park is the smallest of the car parks operating as free of charge.

1. Occupancy – In relation to occupancy levels, Rainey Street despite being the largest car park had the greatest spare capacity in both the morning and afternoon i.e. 40-55%. Union Road (free) and both sections of Central car parks had very limited spare capacity in the morning and afternoon, with occupancy levels of 86% and above. King Street also showed high occupancies. The lowest occupancy observed at a free car park was 76% in the afternoon at King Street. This compares with a lowest occupancy recorded of 43% in the morning at Rainey Street. Furthermore overall occupancy levels were similar in the morning and afternoon, with the morning being slightly busier than the afternoon.
2. AM Parking – Short stay parking in the morning ranged between 15% and 50%, with this latter figure recorded at the charged portion of Union Road.
3. PM Parking – Short stay parking levels in the afternoon were generally lower to those recorded in the morning and ranged from 12% to 45%, with this latter figure recorded at Rainey Street.
4. All Day Parking – Elements of all day parking occurred in all of the surveyed car parks ranging from 12% in Rainey Street to 73% in the free section of Central. At the free sites, all day parking rates were between 50 to 75%. In the charged sites they ranged between 12% and 67%.

4.2.4 Town / Village Off Street Car Park Usage

Table 17 – Remaining Town / Village Occupancy Spot Check Survey Results

Town	Car Park	No. of Spaces	Spot Count	Occupancy
Fivemiletown	The Commons	41	27	57%
	Edfield Road	100	27	27%
Clogher	Main Street	40	31	78%
Maghera	St Lurachs Road	119	86	72%
	Fairhill	21	10	48%
Castledawson	Hillhead Road	24	7	29%
Coalisland	Cornmill	51	49	96%
	Lineside	80	43	54%
Total		476	280	59%

Source: AECOM Site survey – September 2016

There are a further eight free of charge car parks within the Mid Ulster District which were included in the occupancy surveys. A spot check was completed on occupancy levels and the majority of the car parks operated with spare capacity however some were nearly full i.e. occupancy above 75%.

Coalisland has two adjacent off street car parks comprising Cornmill car park and Lineside car park and the westerly Cornmill site has high occupancy (96%). Similarly in Clogher, Main Street car park is also the only off

street car park in the village also with high occupancy levels of 78%. Despite being the only off street car park in Castledawson, Hillhead Road car park occupancy are considered as low i.e. less than 30%.

Fivemiletown has two off street car parks; Edfield Road which is the larger of the two operates with spare capacity with only 27% occupancy recorded. The remaining car park, The Commons is smaller with 41 parking spaces but had a higher occupancy i.e. 57% at the time of the survey.

In Maghera, off street car park occupancy suggests that the car parks are well used with 72% and 48% occupancy noted in St Lurachs Road and Fairhill car parks respectively.

4.2.5 Private Car Park Usage

Spot check occupancy surveys were also completed in private car parks in Cookstown, Dungannon and Magherafelt and summarised in Tables 18 and 19 below. It should be noted that Magherafelt is detailed separately in Table 19 as a spot check was completed at one point during the survey day.

Table 18 – Cookstown and Dungannon AM and PM Private Car Park Occupancy Spot Check Survey Results

Car Park	Tariff	No. of Spaces	AM Spot Count	Occupancy	PM Spot Count	Occupancy
Cookstown Private Car Parks						
Supervalu	Free	100	92	92%	98	98%
Marks and Spencer	Free	55	30	55%	28	51%
Next /New Look/Tempest	Free	145	63	43%	59	41%
Homebase	Free	140	25	18%	27	19%
Lidl	Free	185	111	60%	126	68%
Molesworth Place	Charged	150	57	38%	74	49%
ASDA	Free	350	148	42%	142	41%
Tesco	Free	330	128	39%	138	42%
Total		1455	654	45%	692	48%
Dungannon Private Car Parks						
Tesco	Free	329	160	49%	226	69%
Lidl	Free	134	90	67%	110	82%
Anne Street	Charged	102	49	48%	28	27%
Total		565	299	53%	364	64%

Source: AECOM Site survey – September 2016

Table 19 – Magherafelt Private Car Park Spot Check Occupancy Survey Results

Car Park	Tariff	No. of Spaces	Spot Count	Occupancy
Meadow Lane Multi-storey	Charged	500	166	33%
Medical Centre / Church	Charged	100	97	97%
Opposite Church	Charged	55	43	78%
JC Stewart	Free	60	40	67%
Tesco	Free	115	55	48%
Total		830	401	48%

Source: AECOM Site survey – September 2016

The private car parks detailed in Tables 18 and 19 are generally associated with private use i.e. free parking as part of major retail offerings. However there are also some paid private car parks including Molesworth Place in Cookstown (pricing unavailable) and Anne Street in Dungannon charged at a flat rate of £1 per day. Magherafelt has three privately operated charged car parks including Meadow Lane multi-storey (first hour free, 30p for each additional hour up to 4 hours and £1 per hour thereafter), Ballyronan Road (50p per hour) and Meeting Street car park (£1 per hour).

In Cookstown the majority of privately owned car parks are free and well utilised particularly Supervalu car park as it approaches full capacity in both the morning and afternoon with 92% and 98% occupancy respectively. Lidl car park was also highly utilised at both survey time periods with occupancy levels between 60 and 70%. Homebase car park was the least used as occupancy levels were below 20%. The remaining car parks operate at half capacity with occupancy percentages fluctuating between 38 and 50%. It should be noted that despite Molesworth Place underground car park operating on a charged basis, it still maintains the same occupancy rates as the surrounding free car parks.

Spot counts were completed at three private car parks in Dungannon, two of which are free as part of retail offerings. Lidl car park is well utilised in both the morning and afternoon which could be attributed to the car parks location and its close proximity to other town amenities. Tesco car park is located further from the main town amenities and it is considered that those parking are associated with visiting the retail store, occupancy levels were 49% in the morning and 69% in the afternoon. Anne Street car park in Dungannon is privately owned and operates a charging regime managed by a barrier system. In the morning the car park operates at half capacity with 48% occupancy. In the afternoon, occupancy is considered low at 27%.

Three of the five car private car parks in Magherafelt operate a charging regime and are barrier controlled as shown in Table 13. Despite this in two of the three car parks i.e. Meeting Street Car Park and Ballyronan Road car park opposite the church, the occupancy spot checks show that they are well utilised at 97% and 78% occupancy levels. The spot check at Meadow Lane multi-storey detailed that the car park was at a third of its capacity but anecdotal evidence would suggest that use of this car park can often be higher than this.

The private free car parks in Magherafelt include JC Stewart which located close to town amenities and Tesco car park located within walking distance of the town. Location could attribute to the occupancy levels recorded with JC Stewart car park as occupancy levels were higher at 67% compared to Tesco at 48%.

4.2.6 Public and Private Car Park Demand

In order to provide an overall view of parking demand in each of the three main towns including private and public car parks, Table 20 below summarises the current occupancy levels at each of the surveyed car parks in each town further categorised by whether charges apply or they are free to use.

Table 20 – Overall Occupancy / Demand Levels

Car Park	No. Of Spaces	AM Survey Count	Occupancy	PM Survey Count	Occupancy
Cookstown Parking Demand					
Council Free Parking	406	324	80%	337	83%
Council Charged Parking	-	-	-	-	-
Private Free Parking	1305	517	46%	620	48%
Private Charged Parking	150	57	38%	74	49%
TOTAL	1861	898	48%	1031	55%
Dungannon Parking Demand					
Council Free Parking	242	197	81%	203	84%
Council Charged Parking	281	117	42%	97	34%
Private Free Parking	463	250	54%	336	73%
Private Charged Parking	102	49	48%	28	27%
TOTAL	1088	613	56%	664	61%
Magherafelt Parking Demand					
Council Free Parking	171	177	103%	165	96%
Council Charged Parking	422	255	60%	243	58%
Private Free Parking	175	95	54%*	95	54%*
Private Charged Parking	655	306	47%*	306	47%*
TOTAL	1423	833	59%	809	57%

***Please note that spot check surveys were undertaken in Magherafelt at noon and therefore comparable AM and PM demand is not available therefore the count undertaken at noon has been outlined within Table 14 to give some insight into overall occupancy levels within private car parks.*

For the Council car parks, the figures presented are an average of the September and February figures. For the remaining car parks, September data is presented.

It is apparent that free Council parking across the district is well used. Charged Council car parks currently operate at approximately 50% in all three main towns and free Council car park operate at around 80% capacity

Overall, it is apparent that the overall demand for off street spaces (including those privately owned) is approximately 50-60% during weekdays and as the car parks are not operating at full capacity this suggests there is spare parking supply within each of the three towns from both council owned and private car parks.

4.2.7 Parking Tariff Comparison – NI Towns

In terms of comparable towns in Northern Ireland, AECOM completed a desktop review of Council owned off street car park tariffs in Coleraine, Limavady, Omagh and Enniskillen Council owned car parks as shown in Table 21.

Table 21 – Comparable Tariff Review

Car Park	Tariff	Max Daily 8hours
Coleraine	50p per hour in 3 car parks	£4.00
	20p per hour in 2 car parks	£1.60
Limavady	30p per hour	£2.40
	5 hours for £1 (30p per hour thereafter)	£1.90
Omagh	50p per hour	£4.00
	40p per hour	£3.20
Enniskillen	40p per hour	£3.20
Mid Ulster	40p per hour	£3.20
	40p for 3 hours (Central Car Park)	£1.20
	5 hours for £1 (40p per hour thereafter)	£2.20

Mid Ulster towns are generally comparable with other towns in Northern Ireland with the current tariff of 40p per hour with the exception of Central car park in Magherafelt which details a tariff of 40p for each three hour period. Both Mid Ulster and Limavady councils also offer a tariff of £1 for 5 hours of parking.

Both Coleraine and Omagh have varying tariffs depending on car park location and proximity to amenities with a slightly higher tariff of 50p per hour in selected car parks. In Coleraine there are two car parks which operate a tariff of 20p per hour however both car parks are adjacent to the NIR station and the lower tariff could be an incentive to encourage rail usage.

Maximum daily tariffs in all of the comparable towns does not exceed £4.00 which when compared to other towns in Southern Ireland i.e. Clonmel in Tipperary (outlined in section 6.5.6 of this report) is similar for a maximum daily rate. However hourly charges would be considered low when compared to Clonmel i.e. (€1.20-€1.50 per hour which at current exchange rate prices this is the equivalent of £1.00 - £1.30 per hour.

4.2.8 Parking Tariff Comparison – Republic of Ireland Towns

4.2.8.1 Clonmel

AECOM were commissioned by Clonmel Borough Council (CBC) in 2012 to assess the financial viability of a proposed Multi-Storey Car Park (MSCP) as part of a mixed commercial redevelopment of the Clonmel Arms site in Clonmel, Co. Tipperary.

A review of car parking tariffs surrounding the proposed site was undertaken as part of this study and it was noted that tariffs were increased by 20% in July 2010 following a Revenue Department requirement for the addition of VAT. The off street parking charges were noted as €1.20 per hour with a maximum stay of 4 hours.

4.2.8.2 Athlone

In terms of comparable sized towns in Ireland, AECOM noted that Athlone Town had a recorded population of 20,138 in 2011 (including the environs) making it comparable to Clonmel and Environs, with retail in the centre and in various sites such as Golden Island on the edge of centre.

Q-Park provided data on the usage of the Athlone Town Centre mixed development car park (comparison retail shopping centre, residential, hotel and office development uses) which is accessed off Gleeson Street in the Town Centre. Q-Park manages this double basement car park for the owners of the shopping centre. The car park contains 1,120 'public' parking spaces and a further 179 reserved parking spaces.

Current tariffs at that time for the ATC car park were as follows:

- Up to 4 hours €2.00;
- Up to 6 hours €4.00;
- Up to 10 hours €5.00; and
- 10-24 hours €8.00.

Daily/long term parking was also provided for €3.00/day (in designated spaces in lower basement only). By comparison tariffs charged by Athlone Town Council for the Zone 1 area (short term core area, which includes on-street and the off-street pay and display Fairgreen car park opposite the ATC site) were as follows:

- 0-20 mins €0.40;
- 21-40 mins €0.80;
- 41-60 mins €1.20; and
- Max 2 hours €2.40.

This made it comparable with the existing tariffs in Clonmel, and therefore it was clear that the ATC car park had to offer a better value tariff structure to compete with the short-stay Town Council spaces.

4.2.8.3 Carlow

Carlow Town had a similar population and catchment to Clonmel, being 14,000 in the town and 22,000 overall including the wider environs (2006 census). In the core area of the town centre adjacent to the Potato Market is the Carlow Shopping Centre with a 520 space MSCP. The shopping centre is anchored by Superquinn and a cinema, with late evening retail opening on Thursday and Friday, and is accessed from Kennedy Avenue.

Tariffs in the town centre area core Zone A were €1.00 per hour, with a maximum stay of 2 hours. The tariffs in the MSCP were similar (although there was also an all-day offer), and it was noted during site visits at peak demand times on Saturday (mid-afternoon) that there was a maximum occupancy in the order of 70%, which is similar to the Athlone situation.

4.2.9 Seasonal Car Parking Information

Throughout the Mid Ulster Council District seasonal surges in parking demand occur mainly due to relevant town market days or public holidays such as Easter, Christmas etc. A desktop review of market days in each town was undertaken and the majority take place on a Saturday especially in the smaller towns such as Clogher. Dungannon holds a flower market on a Thursday and Magherafelt also holds a weekly market on a Thursday which currently takes place in Rainey Street car park due to ongoing public realm works at the Diamond.

It is considered that the markets occur for short periods of time and any associated increased demand can be accommodated in each town as various free and/or charged Council car parks have spare capacity. In 2015, Mid Ulster Council introduced Christmas parking tariffs which were in place from Saturday 28th November to Saturday 9th January in Dungannon and Magherafelt. The normal tariff was reduced from 40p to 10p per 3 hour period at the following car parks:

- Anne Street East;
- Castle Hill;
- Perry Street West;
- Scotch street North;

- Rainey Street;
- Union Road; and
- Central.

The purpose of the lower tariffs was to boost town centre trade and it is anticipated that the lowering of tariffs around the Christmas period within the District will be introduced yearly subject to Council approval. This was again repeated in 2016.

4.3 Data Summary

The information relating to car park usage in town and village detailed within this report chapter has been summarised below:

- There are four free of charge off street car parks available in Cookstown, each with occupancies of 50% or more. The Orritor Street and Burn Road car parks typically full, with the other two car parks around two thirds full. Overall, around 80 – 85% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 20 – 60% in the four car parks.
- Dungannon has seven car parks, four of which are charged. Occupancies at the individual car parks ranges between 20 – 60%, although the Perry Street East and Anne Street West (free) car parks were recorded as being full. Overall, around 55 – 65% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 20 – 70% in the seven car parks.
- Magherafelt has four car parks, two of which are a mix of free and charged spaces and the remaining two are charged spaces. Occupancies at the individual car parks range between 40 – 110%. The King Street, Central and Union Road car parks are typically near to capacity or full. Overall, around 65 – 75% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 10 – 73% in the four car parks.
- The smaller towns and villages have a lower number of off street car parks available however they are generally well utilised with occupancy levels above 48% with the exception of Edfield Road in Fivemiletown where there are two off street car parks available and Hillhead Road Castledawson.
- Private car parks are available in Cookstown, Dungannon and Magherafelt and appear to be in high demand from the occupancy levels recorded during the surveys. The majority of the private car parks are associated with retail offerings within each town. Charged private car parks are also on site some of which are barrier controlled.
- Overall the demand for car parking throughout the Council area including private car parks appears to be above 50% which coincides with the higher levels of car ownership within the towns noted from Census 2011 data.
- Despite the provision of free car parking areas with spare capacity in each town and villages, charged car parks are highly used suggesting that tariff costs are not the primary concern and that convenience and location could be the key attractors for those wishing to park in the Mid Ulster District.
- Illegal parking in some car parks is evident further suggesting that location and proximity to other town amenities is a key attraction for those parking daily.
- Mid Ulster towns are generally comparable with other towns in Northern Ireland with the current tariff of 40p per hour. Both Mid Ulster District Council and Causeway Coast and Glens Borough Council also offer a tariff of £1 for 5 hours of parking.
- Off street car parking tariffs currently operating in the Republic of Ireland towns including Clonmel, Athlone and Carlow are higher in comparison (more than double the price) to the Mid Ulster District i.e. equivalent to £1 per hour. Furthermore maximum stay restrictions in Council owned car parks ranging from 2 to 4 hours maximum stay have also been implemented in order to encourage increased space turnover. No all-day offers are available to those parking in Council owned car parks.
- Council parking across the District is well used. Current occupancy in the three towns' free council owned car parks is approximately 80% and above. Charged Council car parks currently operate at approximately 50% in all three main towns.
- Overall, private car park use throughout the District is below 55% regardless of whether it is charged or free.

4.4 Issues and Opportunities

From the 2011 Census Data relating to car ownership and method of travelling to work, the Mid Ulster District is considered to be more car dependant than other areas and therefore it is assumed that demand for car parking within towns would be high. However there is not an issue of a lack of parking throughout the District, as spare

capacity is generally available across most car parks shown through the occupancy surveys completed in September 2016. The issue is rather an imbalance of parking demand that can exist within the towns.

Currently several car parks in the District including Scotch Street and Anne Street in Dungannon as well as Union Road and Central in Magherafelt display somewhat confusing signage i.e. sections of car parks are free but adjacent to charged spaces separated only by white lining and general signage.

Furthermore some car parks operate with an informal layout i.e. no marked spaces which can lend itself to excessive illegal parking. This is apparent at Anne Street West in Dungannon which is designated as having 25 spaces but yet surveys showed in excess of 60 vehicles parked at one time due to the informal layout.

Tackling the imbalance of parking demand in Mid Ulster towns lies with identifying what the general 'customer' requires. Both free and charged car parks have reasonable occupancy levels across the District therefore suggesting that tariffs are not the main concern but rather location and proximity to required amenities.

A tariff comparison to similar towns showed that parking charges in Mid Ulster are competitive with other towns in Northern Ireland aimed at attracting shoppers and boosting the local economy. However when compared with Republic of Ireland towns of a similar nature, the hourly rates within the District are considered low in comparison but maximum daily charges are similar.

The key issue centres on parking 'hotspots' within each town despite overall sufficient supply. The most favoured car parks in three main towns of Cookstown, Dungannon and Magherafelt include:

- Burn Road, Cookstown;
- Union Place, Cookstown;
- Anne Street West, Dungannon;
- Perry Street East, Dungannon
- Central, Magherafelt;
- King Street, Magherafelt; and
- Union Road, Magherafelt.

The development of the car parking strategy action plan will aim to ameliorate the aforementioned issues as opportunities exist to improve signage, formalise layouts and match tariffs with car parks in high demand in order to create balanced parking activity within Mid Ulster towns.

Furthermore improving payment options i.e. pay on foot and inclusion of barriers at entry and exit points would improve the parking experience and ease any perceived issues for those parking for longer than initially anticipated.

5. Current Management and Operational Strategies

5.1 Introduction

As part of the Stage 2 development of the parking strategy, an assessment of the current operating and management model for the Councils off street car parks has been undertaken.

As a result of Local Government Reform the Department for Infrastructure (formerly DRD) transferred all its off-street car parks (excluding Park and Ride/Park and Share) to local councils on 1st April 2015. Mid Ulster District Council is now responsible for 23 car park sites throughout the District.

5.2 Current Management and Operation of Council Owned Car Parks

Mid Ulster District Council have entered into an agency agreement with DfI Transport NI for the management of the 23 car parks; In turn Transport NI employ, through a contract, NSL to carry out the majority of the management, monitoring and enforcement functions associated with the off street parking charging regime.

As stated previously, six of the seven charged car parks operate on a single tariff regime of 40p per hour, or £1 for a five hour period and 40p for each hour thereafter. The £1 for five hours tariff does not apply in Central Car Park in Magherafelt, which operates a 40p for each three hour period tariff. Seasonal charges are introduced with reductions in tariffs around the Christmas and New Year period; apart from this period, the existing tariff remains in place.

Under the agency agreement, TransportNI continue to process the Parking Control Notices (PCNs) which are issued by NSL traffic attendants. Furthermore the relationship between TransportNI and the Council is managed through a Regional Officer Off Street Car Parking Working Group led by Belfast City Council.

5.3 Current Financial Performance

5.3.1 Yearly Data

Financial data for a number of years has been supplied by Mid Ulster Council. This details both revenue and expenditure.

Revenue comprises receipts for parking acts themselves and from Penalty Charge Notices (PCNs) for parking infringements. This revenue is offset against costs from Transport NI for the Agency Agreement which consists of costs for:

- PCN enforcement;
- PCN processing;
- Cash collection;
- Pay & Display (P&D) machine maintenance;
- Grounds maintenance (although from Oct 2016 this will be carried out by the Council).

In broad terms, the seven car parks where charges apply brought in revenues from parking acts of £347,900 in 2014/15 and £348,300¹ in 2015/16. PCN receipts totalled £86,600 in 2015/16 from 2,303 PCNs. As such, total 'revenues' from parking were around **£434,900** in 2015/16.

In terms of costs the 'Agency Agreement' costs totalled **£105,800** in 2015/16. This means that the revenue to cost ratio is just over 4 to 1. The Agency Agreement costs are split as follows:

- PCN enforcement £29,000
- PCN processing £51,000
- Cash collection £13,500
- Pay & Display machine maintenance £9,700
- Grounds maintenance £2,500

¹ Adjusted total from council to account for Christmas and New Year promotion

In its simplest form, if we consider the enforcement of infringements only then the PCN revenue of £86.6k exceeds the £53.9k for enforcement patrols and PCN processing (i.e. revenue to cost ratio is 1.6 to 1). The balance effectively represents the 'deterrent' factor of PCNs which means that the revenue lost to people who do not pay to park is recovered to some extent. As such this is considered to be a reasonable figure.

However the other 'provision' costs need to be considered as part of the whole system. It would be unrealistic to assume that the current P&D based system could operate as well without the level of enforcement currently provided.

An alternative system such as 'pay on foot' or 'pay on exit' could potentially remove the need for enforcement whilst maintaining the level of parking revenue. This would have the benefit of maximising revenue streams (i.e. 100% of parking acts as users would not be able to leave until they had paid) whilst reducing costs and removing the negative perception of enforcement within the towns.

As such, if we remove the PCN element and assume that parking act receipts are the only source of revenue i.e. £348k in 2015/16, then running costs would comprise the balance of the Agency Agreement costs less PCN associated costs, i.e. £26k in 2015/16 (comprising cash collection and machine and grounds maintenance).

Therefore this would suggest that parking would make a net profit of around £322k, but a pay on foot or pay on exit system would be much more expensive system to operate than the existing P&D system. This point is noted and explored further in section 6 and will be discussed further with the Council in due course.

5.3.2 Most recent data

The Council also supplied year to date figures for 2016/17 between the six months of April and September 2016. The Council projected these forward for the full year to suggest that costs may possibly turn out to be 25% over budget, although these projections do not account for seasonality throughout the year and are therefore subject to confirmation from the final values.

In terms of the detail, the Council projected that there may be an increase in parking revenue of £45k or 13% more than budgeted for. Similarly, PCN revenues for the period suggest that the yearly figure could be £38k or 46% more than envisaged (£119k total). As such the Council expects that Agency Agreement costs could total £125k in the coming year

5.3.3 Revenues at individual car parks

It is possible to interrogate the revenue data to try to understand the parking behaviour at the individual car parks. Table 22 shows the total revenues for each of the seven charged car parks over the last two years. The lowest revenue is earned at Anne St East and the highest is at Rainey St.

Table 22 – Revenues at charged car parks

Town	Dungannon				Magherafelt			
Site	Anne Street East	Castle Hill	Perry St West	Scotch St North	Central	Rainey St	Union Road	TOTAL
Charged Spaces	48	100	36	97	80	241	101	703
14/15 Revenue	£11,433	£55,453	£13,003	£33,259	£23,815	£146,815	£64,121	£347,899
15/16 Revenue*	£10,555	£44,678	£12,292	£25,101	£22,472	£144,417	£62,286	£321,801*
15/16 R/S/D/H*	£0.07	£0.15	£0.11	£0.08	£0.09	£0.20	£0.20	-
Weighted Average across all spaces								£0.15
Tar/Hr	£0.40	£0.40	£0.40	£0.40	£0.13*	£0.40	£0.40	-
Tar/Hr/Sp	£0.20	£0.20	£0.20	£0.20	n/a	£0.20	£0.20	-

*Cash receipts only and excludes Council Contribution for the Christmas/New Year period (i.e. reduced tariff parking offered).

*Central car park has a 40p for 3 hours rate; therefore the effective hourly rate is 13.3p.

*Revenue per space/per charged day/per hour

Table 16 also shows the revenue per space, per charged day, per hour. This assumes 307 charged days per year (i.e. 365 days less 52 Sundays and 6 non-charge days consisting of 1 Jan, Easter Monday, 2x July days, 2x Dec days) between 8:30am – 6:30pm each day.

This calculation reveals that the lowest earning car park yields just 7 pence per space per hour per day. The highest earning sites are in Magherafelt at Rainey St and Union Rd at 20 pence per space per hour per day. On average, the 703 spaces earn 15 pence per space per hour per day.

This contrasts starkly with the equivalent hourly tariff rate of 40 pence per hour, although this reduces to 20 pence per hour if the '£1 for up to 5 hours' offer is utilised. If this is assumed then Rainey St and Union Rd appear to break-even. The above is shown graphically in Chart 1.

Chart 1 - Revenues per space per hour (2014 / 2015 and 2015 / 2016)

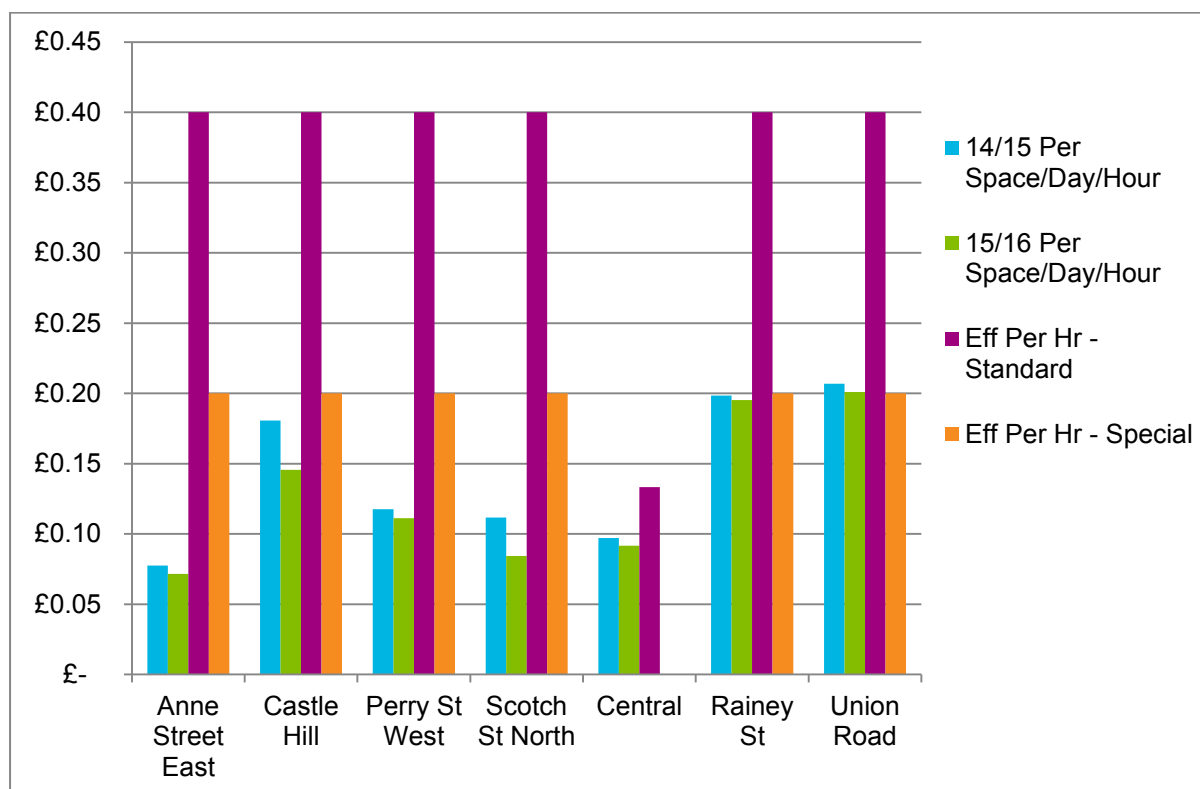


Chart 2 on the next page illustrates the 2015/16 revenue/space/hour/day with the car parks, sorted in terms of size from smallest to largest. What might be expected is that the largest car parks earn the most as they are perceived as the most attractive due to their size, and this is largely true in this instance although it is clearer that the smaller car parks are underperforming. An ideal situation – assuming common tariffs – would be equal earnings across all car parks.

So whilst in overall terms the parking provision operates to a profit, what appears to be happening is that the better performing car parks are cross-subsidising the others. This would not be unusual but it illustrates the benefit of common tariff setting across all sites as some will inevitably perform better than others.

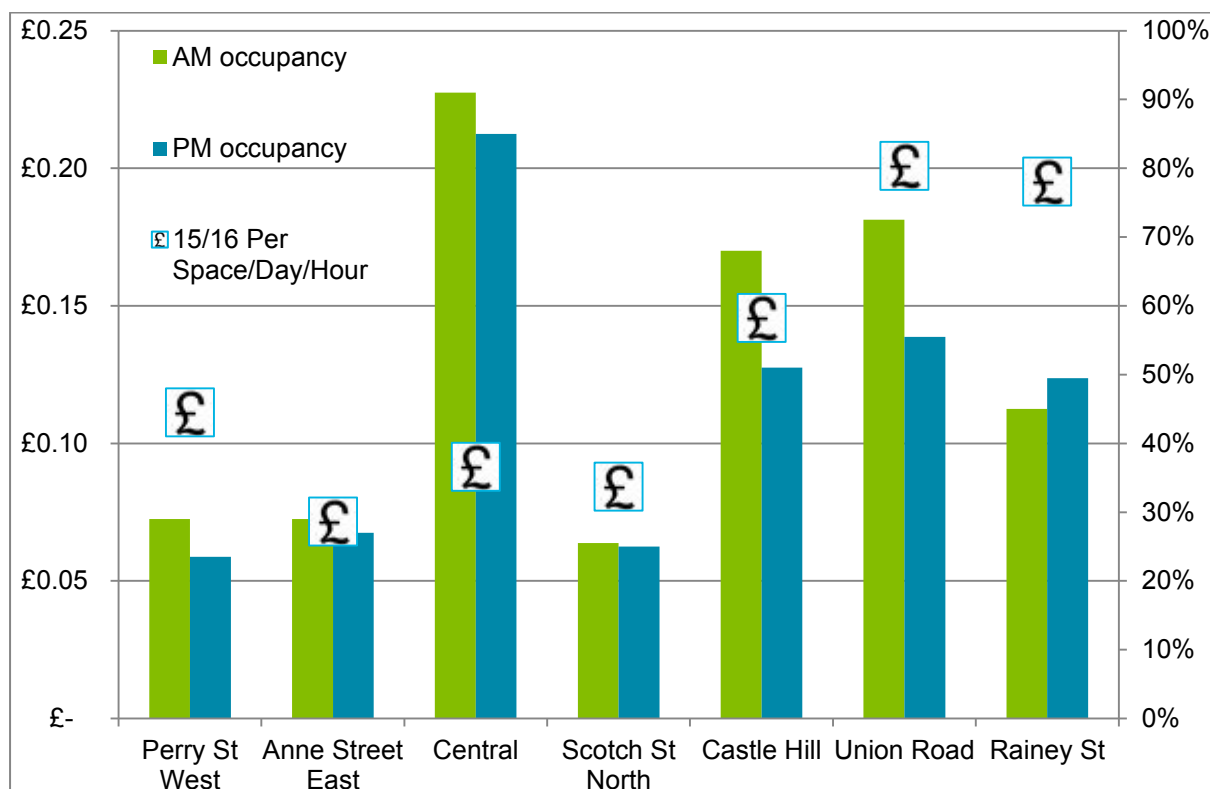
5.3.4 Occupancies and Durations of Stay

The performance of the car parks is also evidenced when looking at occupancies. Occupancies and durations of stay were surveyed by AECOM in September 2016 and February 2017, and average occupancies between these two surveys have been used in the analysis below. Note that surveys were carried out during these months as they were considered to be a more 'neutral' time of year and therefore more reflective of yearly averages than the summer months or the run up to Christmas.

Chart 2 shows that Central Car Park in Magherafelt is full yet its earnings per space are among the lowest. It earns 9 pence per space against a tariff of 13 pence per space. This would suggest that the lower tariff at the Central car park attracts greater use, particularly as occupancies at the nearby Union Rd and Rainey St sites are

so much lower. This shows the downfall of having a different tariff for Central as it unbalances demand within the town.

Chart 2 - Revenues per space per hour and occupancies



The ideal scenario would be for occupancies of around 85% at all sites and similar earnings per space across all sites. Lower tariffs encourage all day parking which reduces space turnover and means people find it harder to find a space to park during the rest of the day.

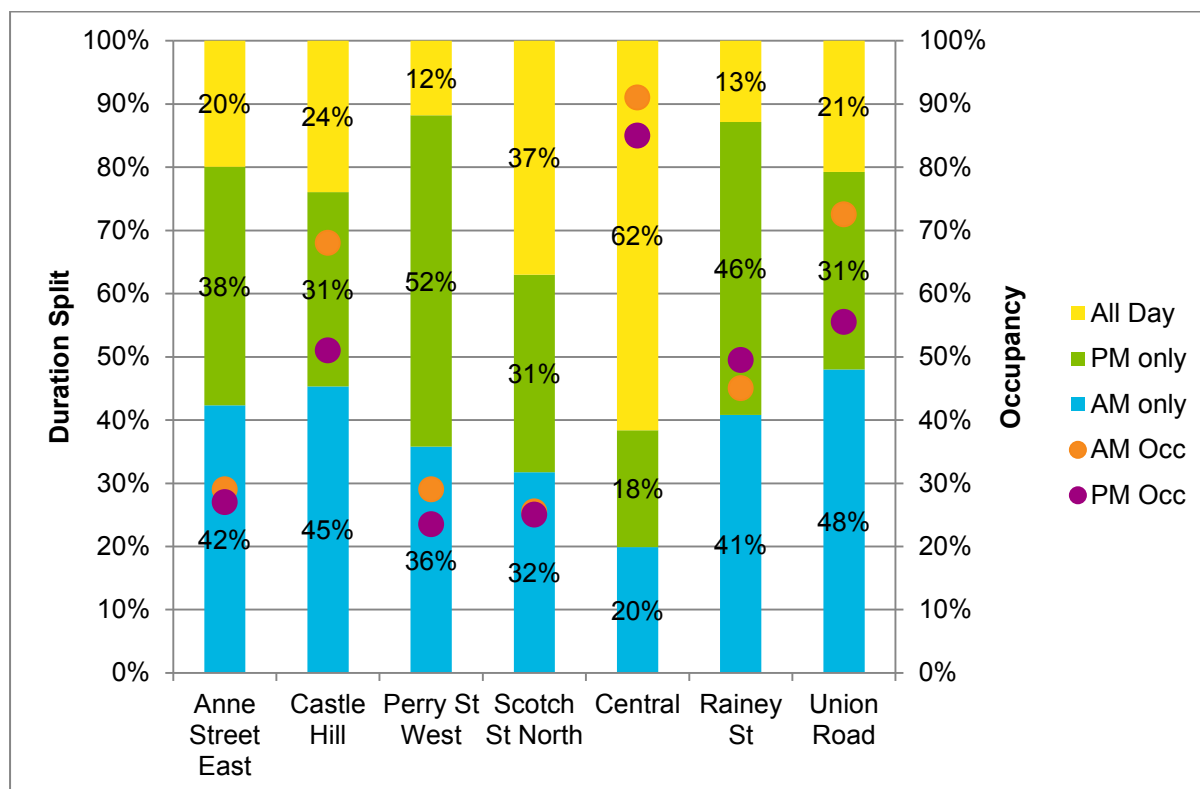
We next consider durations of stay, as this helps to determine the split of use type across each of the sites. These were captured from surveys, whereby duration estimates were made from vehicle registration matching.

The matching enabled a differentiation between individual vehicles which were only seen in the morning or afternoon, and those that were present in both periods i.e. all day parkers. It is worth repeating that this survey technique is an estimate e.g. some 'morning only' and 'afternoon only' parking acts will have been missed if the people arrived and left before the mid-morning check or after the mid-afternoon check.

Chart 3 shows the estimated split of AM only, PM only and all day parkers, based on an average of the September and February data. For instance it can be seen that in Magherafelt an estimated 62% of parkers parked all day in the Central car park (resulting in the associated full occupancies). Conversely no more than 20% of parkers parked all day at the nearby Rainey St and Union Rd car parks. Also it would appear that there are slightly more AM only than PM only parkers.

In Dungannon the picture is more mixed even though the tariffs are the same across the four car parks. The Scotch St North car park has the highest proportion of all day parkers at 37% although occupancies are low. Castle Hill also shows a large proportion of AM only parkers and a high AM occupancy. Again there is a suggestion that there might be slightly more AM only parkers than PM only parkers, and certainly AM occupancies are slightly higher.

Chart 3 - Estimated durations of stay and occupancies



5.3.5 Penalty Charge Notices

Of further interest is the number of PCNs issued at each site in 2015/16 (Chart 4). This is considered to be more relevant than the number of enforcement patrols, which are relatively uniform across all seven sites at around 900 visits per annum each (with the exception of Anne St East which had 600).

The total number of PCNs issued across all seven sites was 2,303 in 2015/16. In 2014/15 a total of 1,728 PCNs were issued (25% fewer).

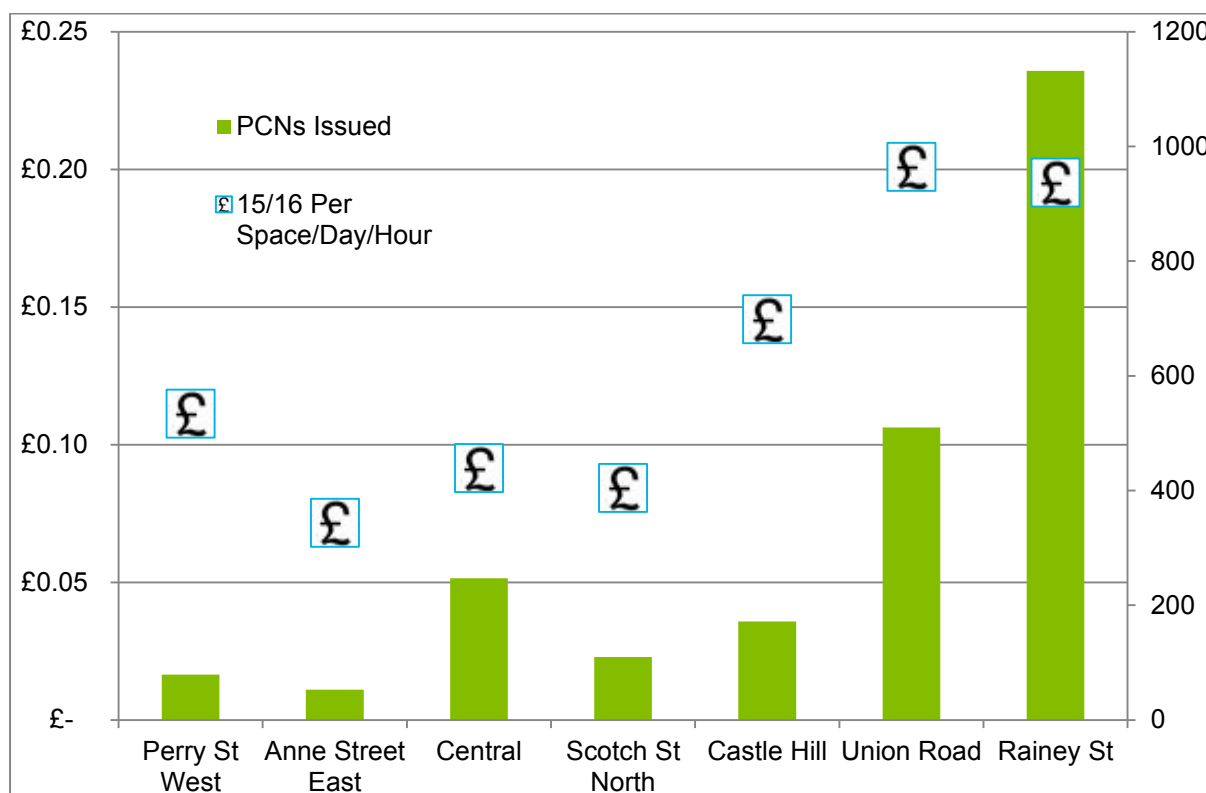
Rainey St clearly has the most PCNs (1,132), with over twice as many issued as the next highest car park. One in every two PCNs are issued at Rainey St. The same ratio is apparent in the Apr-Jun 2016/17 data, whereby 392 out of 761 PCNs issued were issued at Rainey St.

Rainey St receives parking revenue at least double of any of the other car parks. This suggests that it has significantly more parking acts than the other car parks (as shown by just 12% of parkers staying all day), and as such it would proportionately yield the most PCNs.

However there may also be other reasons for this anomaly at Rainey St such as (1) the number of amenities and shops directly fronting the car park and (2) the number of servicing points for businesses also fronting the car park. This high level of 'short duration' activity may result in people taking a chance to not pay for parking whilst they quickly nip in to the shops, or vehicles loading for a short period of time.

A potential way of reducing the number of PCNs at this car park may be to allow for a 'grace period' of say the first 20-30 minutes for free parking. As well as potentially reducing the number of PCNs issued, this would reduce the negative impression of enforcement in the area. Given its location and attractiveness this car park would probably still be the busiest car park in the town, therefore revenues should hold up despite this concession. This could also improve space turnover and provide more opportunities for people to park. However, if after review the measure was found not work then the grace period could be reduce to say 15 minutes, or removed altogether.

Chart 4 - PCNs issued compared to revenue



For the remaining six car parks, considered alongside the revenue/space/hour/day data there does seem to be a correlation with the number of PCNs issued i.e. both plots follow a similar curve. This would suggest that the level of compliance is the same across each of these six car parks. This would make sense given the lower number of amenities/shops/servicing fronting onto these car parks.

So in the round, having the PCN facility appears to ensure that the parking system functions effectively within Magherafelt and Dungannon. It can be seen that the PCN facility is largely cost neutral therefore it is commensurate to the overall parking offer. However it is worth considering interventions at Rainey St to address the high number of infringements and will be discussed further at Stage 3 of the parking strategy development.

5.3.5.1 Penalty Charge Notices – Recent changes

Effective from 1st October 2016, the Council reduced the number of TA patrols from three to two per day for each of the seven charged car park for a trial period of 12 months. This was achieved through a Change Control Notice agreed with Transport NI.

The Council have supplied data detailing the number of PCNs issued in 2015/16 (Q1-Q4) and 2016/17 (up to Q3). Table 23 shows the total number of PCNs issued and TA patrols over this period at the seven charged car parks.

Table 23 – PCNs issued and TA Patrols at charged car parks

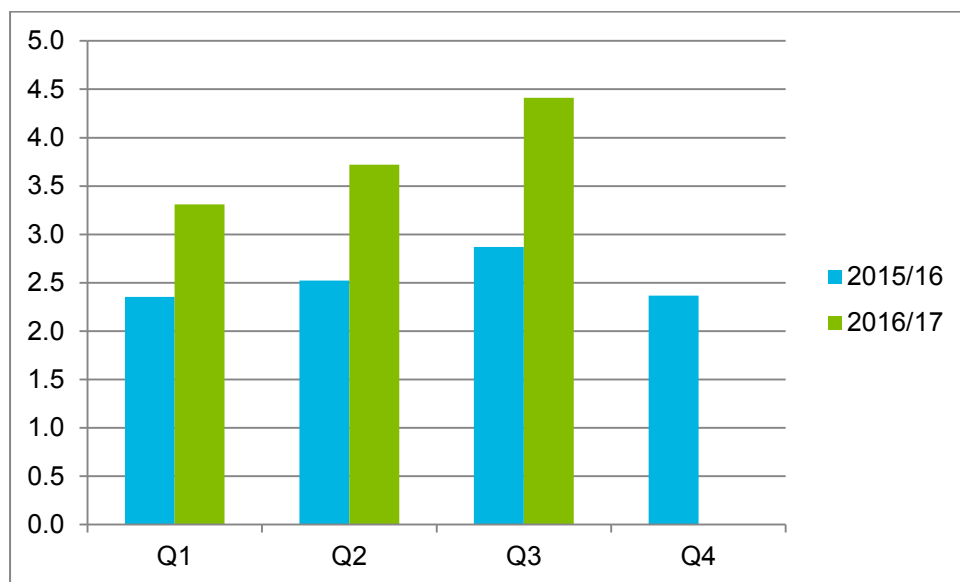
Year	Q1	Q2	Q3	Q4
15/16 PCNs	541	568	659	535
15/16 Patrols	1528	1519	1543	1518
16/17 PCNs	761	851	683	-
16/17 Patrols	1555	1540	1074	-

It can be seen from Table 23 that the number of PCNs issued has increased in each quarter year on year (+35-50%), despite a similar numbers of patrols. Also it can be seen that the number of PCNs issued in Q3 is similar

between 2015/16 and 2016/17. During both Q3s the effect of the Christmas parking discount will have been reflected, however in Q3 2016/17 the number of patrols was reduced (shown as -469 in the table). However the number of PCNs issued stayed very similar to the previous year (659 compared to 683).

Chart 5 presents the number of PCNs issued per TA patrol for each quarter. It can be seen that the number of PCNs issued per patrol has increased markedly within Q1, Q2 and Q3 year on year. Given that in these three quarters the number of patrols was the same year on year, it would therefore be reasonable to conclude that there are more people who are contravening the regulations throughout the year.

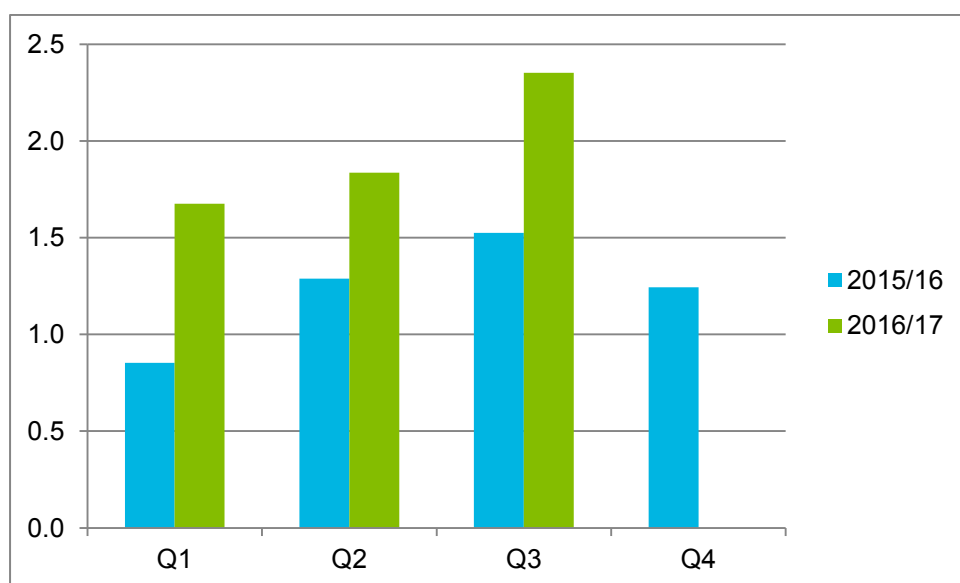
Chart 5 - PCNs issued per TA Patrol



In relation to Q3, it can be seen that the number of PCNs issued per patrol increased from 2.9 to 4.4 (+50%). This is despite having 50% fewer patrols at the car parks. As such it could be concluded that, although only on a preliminary basis given the recent patrol change, having a lower number of patrols appears to be a more efficient means of enforcement in the sense that it does not seem to have resulted in fewer PCNs being issued.

To dig into the data a bit more, data for Rainey Street and Union Road is presented in Charts 6 and 7 as these are the two car parks with the most PCNs issued per year (around 1100 and 500 issued per year respectively).

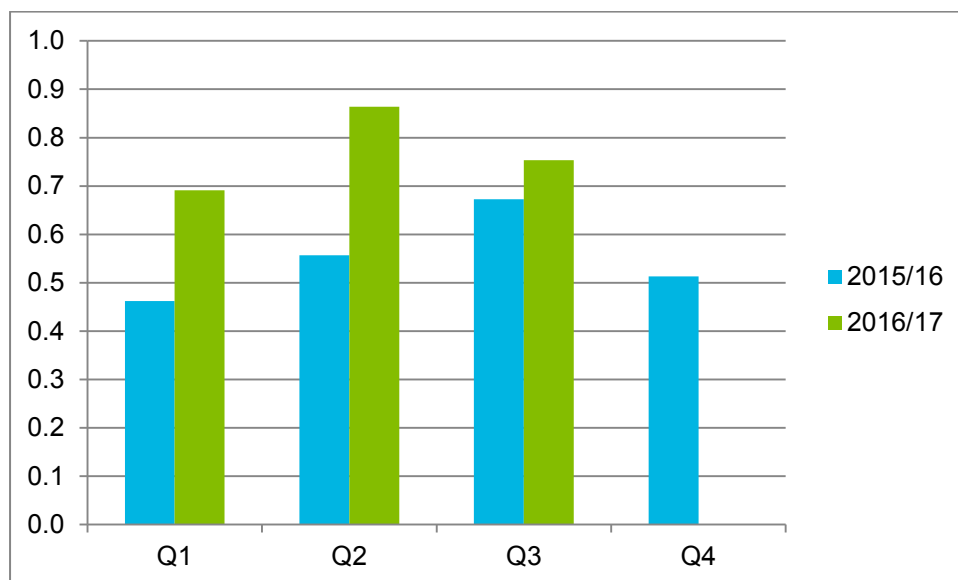
Chart 6 - PCNs issued per TA Patrol - Rainey Street



It can be seen that the number of PCNs issued per TA patrol at Rainey Street has increased year on year in each comparable quarter. Furthermore the biggest increase would seem to be in Q3 where the number of PCNs issued per TA patrol doubled. This is despite the overall number of PCNs issued in Q3 staying similar (354 in 2015/16 and 367 in 2016/17).

The data for Union Road in Chart 6 also shows an increase year on year in the number of PCNs issued per TA patrol. The increase at Union Road does not appear to be as significant as at Rainey Street.

Chart 7 - PCNs issued per TA Patrol - Union Road



The number of PCNs issued in Q3 at Union Road decreased from 156 in 2015/16 to 116 in 2016/17. However it does seem reasonable to conclude that having fewer patrols appears to be a more efficient means of enforcement in the sense that it does not seem to have resulted in fewer PCNs being issued.

5.3.6 Summary

In summary, it is apparent that the charged parking regime has a revenue to cost ratio of around 4 to 1. The number of Penalty Charge Notices that are issued also cover the administration costs associated with enforcement.

However when the car parks are examined on an individual basis, calculations have shown that revenue per space per hour per day ranges between 7 pence to 20 pence per space per car park. This is compared to a tariff of 40 pence per hour (standard) or 20 pence per hour if the £1 for 5 hours offer is used.

It is evident that some of the busier car parks subsidise the less busy sites. Also, the lower tariff at Central car park in Magherafelt can be seen to encourage high occupancies by all day parkers.

There is no discernible difference between the amount of morning only and afternoon only parkers. In other words the data does not particularly suggest that the morning is busier than the afternoon and vice versa.

The number of PCNs issued at the Rainey St car park in Magherafelt is more than double the number at any of the other six car parks. Rainey St appears to be the busiest car park however the high number of PCNs may be related to very short stay parking where a fee is not paid, and/or the amount of vehicle servicing within the environs of the car park.

Other than the issues at Rainey St, the level of PCNs issued and therefore enforcement currently appears to be commensurate.

Furthermore it can be concluded that reducing the number of patrols from three to two per day, which commenced on 1st October 2016, does not seem to have had a detrimental effect on the number of PCNs issued and appears to be a more efficient means of carrying out enforcement.

6. Best Practice in Management and Operation

6.1 Introduction

As part of the Stage 1 baseline review and Stage 2 analysis and assessment of car parks in the Mid Ulster District, AECOM identified that through successful scheme examples and best practice; the common features and actions required for improving car parks can be implemented at various sites within the District.

6.2 Best Practice Guidelines

The documents listed below have been taken into consideration in identifying common actions required for both surface and multi-storey car parking facilities:

- CIHT Parking Strategies and Management;
- Manual for Streets 1 and 2;
- Parking Standards (DoE);
- Creating Places;
- DCAN 11 – Designing for an accessible environment;
- Car Park Designers Hand Book; and
- Park Mark Safer Parking – New Build Car Park Guidelines for car park designers, operators and owners.

6.3 General Car Park Best Practice

6.3.1 Payment Options

The use of appropriate payment facilities is vital to the success of the required turnaround of a car park i.e. short stay or commuter. Payment systems include:

1. Fixed rate tariffs

In setting parking tariffs, factors that should be taken into consideration should include price elasticity of parking demand, competition between areas and incentives for the use of off street parking. When setting tariffs at public car parks, it is good practice to set them at such a level so that 10-15% of the space is free at peak times ensuring that driver will be confident that parking will be available.

Matching demand to supply through price is good practice from an operational as well as a policy perspective i.e. the car park aisles do not become congested with cars looking for space, queues do not build up on the public highway due to shortage of spaces and revenue is maximised within the established parameters for tariff setting.

For shopping and town centre car parks a typical fee structure graduates from approximately £1.20 per hour to a maximum daily charge. This structure reflects a policy of discouraging parking longer than four hours allowing time for shopping and leisure activities whilst discouraging regular all day parking.

As surrounding factors change, a review of tariffs in response to particular events should be undertaken regularly i.e. each three year period.

2. Pay on exit

Pay on exit requires exit barriers and previously staff during operational hours however the majority of car parks with attendants in booths taking payment have been re-equipped for pay on foot or with ticket machines. Pay by machine on exit is only effective where there are adequate exit lanes as a customer without change can block a lane whilst they seek assistance.

3. Pay and Display

For small surface car parks pay and display will usually be the most appropriate method which involves the motorist purchasing a ticket once the car has been parked and displaying the ticket inside the windscreen. Furthermore Parkmobile is now available in Northern Ireland allowing drivers to complete this process remotely using an internet enabled phone through an app using relevant location numbers specified on the ticket machines.

The advantages of pay and display include easy low cost management and enforcement, elimination of barriers and permanent staff presence and ease of understanding and use. There are also disadvantages which include requirement from the user to commit to a maximum length of stay, unused time has to be paid for and / or users are required to locate the ticket machine and return to their vehicle to display the ticket.

4. Pay on Foot

Pay on foot involves the inclusion of a barrier and ticket system. Upon entry a ticket is issued which the driver then feeds into a payment machine to calculate cost for the length of their stay upon returning to their vehicle. The same ticket is then used to exit the car park via the barrier system.

In relation to town centre car parks in particular, pay on foot has a number of advantages including users are free to determine their length of stay, users do not have to locate a ticket machine and return to their vehicle to display a ticket, users are free to spend more time in the town without time restriction, users can pay when they leave which is more convenient if using cash payment and card payment is made more convenient.

Despite the added expense of equipment costs to deliver pay on foot, many operators now prefer this payment method as it reduces exit delays at car parks and it is suitable for credit card payments.

5. Season Tickets

Season tickets are available in many car parks. In pay and display car parks this would require a permit to be displayed in the vehicle. In barrier controlled car parks it is normal to issue a card that operates the barrier. Care must be taken to ensure that fraud abuses are minimised if season tickets are available.

When installing the chosen payment system, consideration should be given to the way users would prefer to pay. Current payment methods include credit / debit card, cash either using notes or correct change only, through the park mobile app which is linked to the users debit card and via Apple Pay which is a mobile pay and digital wallet service provided through I Phone mobile.

6.3.2 Speed Control

As car parks involve different modes using the same space it is vital that minimising conflict points is implemented to avoid serious injury. Restricted speed limits can reduce risk with the standard 5mph implemented across the majority of car parks. Physical speed control in the form of speed cushions, increased signage detailing speed limits, barriers, posts, height restrictions and road narrowing can also be implemented if appropriate.

6.3.3 EV charging points

Although electric vehicles (EVs) are more expensive to buy, they have significantly lower running costs when compared to petrol or diesel equivalents. The number of EVs registered within Northern Ireland is increasing annually with approximately 600 vehicles registered to date. A Public Sector charge point network is owned and operated by individual landowners, such as Councils, Government Departments, NIEA, and Health Trusts. Due to increased demand for electric vehicles, car parks could be improved by adding charging points to sites within the study area to encourage owners of such vehicles to charge their vehicle in an off street, safe environment.

6.3.4 Signage

Any signage should be clearly visible and located effectively to control, warn and instruct car park users and especially first time users. This helps to avoid congestion and delay in finding a vacant space. Consideration should be given to variable message signing linked to exit and entry in order to show current available space locations.

Standard signage can be enhanced by including images or colour coding to depict levels and areas. Signage should highlight operating hours, tariffs, location of key amenities including pay stations, exits, levels / zones, help points etc. Emergency exits should be clearly signed and easily identified.

6.3.5 Security

Where natural surveillance cannot be achieved, CCTV and other security measures such as use of mirrors to counteract blind spots, manned facilities, security offices, help points, emergency phones and frequent patrols

can prove effective in creating a safe atmosphere. Through design features, areas of concealment can be restricted.

CCTV should be capable of providing the following:

- Images from which a person can be clearly identified;
- Vehicle registration information; and
- View all vehicle and pedestrian access points.

6.3.6 Vehicular Access

Access arrangements and sight lines should take cognisance of relevant standards. One exit and one entry should be located in close proximity i.e. separate but adjacent lanes in order to maximise management and allow controlled entrances including barrier and ticket systems to be monitored. Unauthorised access must be prohibited and can be controlled by barrier systems and roller shutters. Vehicle reservoirs should be provided at vehicle entrance and exit points to prevent queueing on public roads.

6.3.7 Pedestrian Access

Entrance and exit routes should be kept to a minimum and pedestrian / vehicle conflict points should be avoided possibly with segregated pedestrian walkways. Payment stations should be located in a safe area for pedestrians. Signs should direct pedestrians to the safest route on return to their car or to exit the car park. The location of pedestrian access and exit routes should be designed so that unauthorised access is avoided. Pedestrian accesses should be well lit and provide a safe environment. If lifts and stairs are accessed via the car park they must be maintained to a high standard and safety rails and control barriers must be in place.

6.3.8 Mobility Impaired

Disabled spaces should be clearly marked close to the entrance of the destination. Monitoring of illegal usage of disabled spaces should be undertaken. High quality ramps, lifts, guard rails and footways should be in place to allow ease and flow of movement. Tactile paving close to crossing / conflict points within the car park should also be considered.

6.4 Surface Car Parks

6.4.1 Boundaries and Perimeters

All car parks should have a defined boundary which identifies it as a private area. A defined boundary also prohibits easy access to or removal of vehicles without the owner's permission. Boundaries should act as a deterrent to unauthorised access and minimise risks to car park users and can include hedges, fences, grass verges, railings, barriers, bollards etc.

6.4.2 Lighting

Surface car parking requires strategically placed street lighting not only to provide a well-lit safe area for users but also so that lighting columns do not act as climbing aids for unauthorised access. Key areas within the car park i.e. pay stations, walkways and accesses / egresses should be well illuminated.

6.4.3 Landscaping

The car park operator should ensure that any landscaping associated with adjacent buildings should not restrict surveillance or provide areas of concealment. Landscaping can be used to reinforce boundaries within surface car parking. Maintenance all landscaping is important including that on pedestrian access routes so as hedges and bushes do not exceed one metre and trees should be pruned of all branches below 2.5 metres. Sight lines should never be obscured.

6.4.4 Surface Marking

Parking bays should be clearly marked and upkeep is essential to provide clear boundaries between vehicles. Parking spaces should be arranged, where possible, in straight rows to aid surveillance and avoid blind spots.

6.5 Examples of Successful Best Practice Implementation

The following examples detail car parks have introduced elements of best practice and improved on car parking

6.5.1 Tunbridge Wells

Park Mark® is a nationally recognised award to car parks that have been vetted by the Police and British Parking Association that have measures in place in order to create a safer environment for users and their vehicles. This Safer Parking Scheme is a national standard for UK car parks that have low crime and measures in place to ensure the safety of people and vehicles. A Park Mark is awarded to each car park that achieves the challenging standards. The distinctive Park Mark signage helps drivers find car parks where they can confidently leave their vehicle, knowing the environment is safer.

Tunbridge Wells Council have implemented the Park Mark scheme in 9 of their car parks including 2 non-urban car parks with further car parks within the councils control awaiting assessment.

The council have also tested differing payment schemes and Pay on Exit Systems were looked at as a potential solution but it was ultimately concluded that the structure of car parks within Tunbridge Wells did not lend themselves to the traditional pay on exit barrier systems and the queues that this method could create.

Currently pay and display machines are predominantly used however the Council have lowered parking charges if visitors choose to pay using their phone i.e. similar to the Parkmobile app. Key benefits include a text reminder 15minutes before expiry and encourages visitors to stay longer with reduced chance of PCNs.

Furthermore Tunbridge Wells Council is currently testing a new post payment scheme. The manufacturer of this Post Payment System has several installations across Scandinavian countries that have been operating successfully for several years. The principle method of operation is you must register when you arrive by inserting a debit or credit card and pay for the time you have used when you leave the car park again inserting your card. So no need to predict the exact amount of time you may want to park.

6.5.2 Hereford Council

Hereford Council developed a parking strategy that applied different measures to the main towns and also rural towns and villages. The countywide approach recognised that each type of town / village required differing policies to ensure success of the strategy. In relation to countywide policy a review of each town was undertaken to assess spare capacity. Each small town and village showed aspects of spare capacity and therefore the following was implemented:

- Public off-road parking supply should be appropriate to meet demand, accommodate planned growth and be located in convenient locations accessed by main distributor roads to ensure parked vehicles do not obstruct the public highway;
- Good quality signing provided to make more efficient use of parking supply;
- Charges will apply for all off-street parking, unless there is a clearly defined economic reason for providing free parking;
- Charges for car parks closer to the centre are set to encourage short stay and a turnover of spaces to support the local economy with longer term parking allocated to car parks further from the centre;
- On-street parking to be free in the Market Towns; and
- On-street parking is controlled by the use of limited waiting restriction to ensure turnover.

6.5.3 Scarborough Borough Council

Scarborough Borough Council launched a new scheme in July 2016 to combat the problems of anti-social parking and the negative effect it can have on local communities. 'The Considerate Parking Initiative' allows Police Community Support Officers and the council's own Civil Enforcement Officers to place an advice notice on cars parked inconsiderately, such as blocking driveways, parking on grass verges or pavements, or parking too close to road junctions.

While not necessarily illegal or in contravention of existing Traffic Regulation Orders, this sort of parking can inconvenience other drivers and pedestrians, lead to unnecessary additional on street parking, in some cases be dangerous and if carried out persistently, can lead to disagreements between neighbours.

Instead of fining a driver, the aim of the notice is to make the driver understand the consequences of their actions, encourage them to alter their parking habits and therefore avoid the need for further regulation of the roads. The Considerate Parking Initiative was originally launched by Tendring District Council in Brightlingsea. It proved hugely successful and has since been recognised nationally as an innovative approach to parking enforcement. Persistent offenders, who ignore advice notices and continue with bad parking habits, may be issued with a Penalty Charge Notice.

6.5.4 Chichester Council

Chichester Council recently published (July 2016) the extensive investment schedule relating to all their car parks including payment by phone, introducing new machines that take contactless and card payments, online permits that no longer have to display, website improvements, and the remarking of bays.

Customers should be able to start paying for parking by phone by the end of 2016. 'Mi Permit' allows payment online, through an application or by phoning a dedicated number. Customers receive a reminder by text when parking is due to run out and will have the option to extend parking time if required.

Fourteen new parking machines will be installed across the city's car parks, which will take both contactless and card payments. By 2018, every machine in the city's car parks will offer this function and all rural car parks will have at least one machine offering card and contactless payments.

In the autumn, the council will also start to introduce virtual permits. This allows customers to access their own online account, where they can make payments and immediately change their car registration on their permit if they need to do so. They will also no longer have to display the permit.

Improvements to the council's website have allowed instant of Penalty Charge Notice (PCN) online, or the ability to upload evidence to challenge a PCN. This has been introduced to make the service as easy and efficient as possible, allowing people to respond instantly.

The Council have also pledged to re-line some of the car parks to make the spaces easier for customers to use. This will continue into next year and will eventually include zoning some of the larger car parks to make it easier for customers to be able to find their cars when they return. This also gives the Council the ability to assess if there is capacity for further spaces. Additional motorcycle bays are also being introduced in response to customer feedback.

Further work has also been carried out to make the council's car parks even safer. The majority of the council's rural car parks have been awarded a Park Mark by the British Parking Association and the police, to recognise that they are now part of the safer car parking scheme. They now join all of the council's city car parks which have already received the award. Only 5,000 out of the 22,000 car parks in the country have achieved this award.

6.5.5 North Ayrshire

North Ayrshire Council identified that the effective management of parking and the development of alternative travel modes are central aspects within the development of economic and environmentally sustainable town centres.

North Ayrshire is situated around 25 miles south-west of Glasgow and has a population of 138,146. Its total area is approximately 340 square miles, and the administrative centre is Irvine, the largest town in North Ayrshire. Over three-quarters of the population live in urban areas or accessible small towns, with the remaining population living in rural areas – 4.8% of the total population living in remote or very remote rural areas.

Due to the rural nature of some of the towns and villages, Ayrshire Council identified the following objectives as key to the success of the parking strategy:

- Maintain free parking where applicable to support local businesses and maintain visitors within areas identified as highly deprived;
- Enforcing on street controls through working with the local Police to tackle illegal parking;
- Promotions of sustainable transport will alter demand for car travel in the area;
- Ease of access for mobility impaired;
- Improved signage where appropriate;
- Maintenance of car parks;
- Provision of visitor information; and
- Safety and security through lighting improvements, CCTV etc.

Furthermore in order to increase availability and turnover of spaces within towns and villages, short stay controls were implemented i.e.3 hour maximum stay at certain car parks. Additional parking areas were also considered in some locations within the Council District.

6.5.6 Clonmel

AECOM were commissioned by Clonmel Borough Council (CBC) in 2012 to assess the financial viability of a proposed Multi-Storey Car Park (MSCP) as part of a mixed commercial redevelopment of the Clonmel Arms site in Clonmel, Co. Tipperary.

A review of car parking tariffs surrounding the proposed site was undertaken as part of this study and it was noted that tariffs were increased by 20% in July 2010 following a Revenue Department requirement for the addition of VAT. The off street parking charges were noted as €1.20 per hour with a maximum stay of 4 hours.

6.5.7 Athlone

In terms of comparable sized towns in Ireland, AECOM noted that Athlone Town had a recorded population of 20,138 in 2011 (including the environs) making it comparable to Clonmel and Environs, with retail in the centre and in various sites such as Golden Island on the edge of centre.

Q-Park provided data on the usage of the Athlone Town Centre mixed development car park (comparison retail shopping centre, residential, hotel and office development uses) which is accessed off Gleeson Street in the Town Centre. Q-Park manages this double basement car park for the owners of the shopping centre. The car park contains 1,120 'public' parking spaces and a further 179 reserved parking spaces.

Current tariffs at that time for the ATC car park were as follows:

- Up to 4 hours €2.00;
- Up to 6 hours €4.00;
- Up to 10 hours €5.00; and
- 10-24 hours €8.00.

Daily/long term parking was also provided for €3.00/day (in designated spaces in lower basement only). By comparison tariffs charged by Athlone Town Council for the Zone 1 area (short term core area, which includes on-street and the off-street pay and display Fairgreen car park opposite the ATC site) were as follows:

- 0-20 mins €0.40;
- 21-40 mins €0.80;
- 41-60 mins €1.20; and
- Max 2 hours €2.40.

This made it comparable with the existing tariffs in Clonmel, and therefore it was clear that the ATC car park had to offer a better value tariff structure to compete with the short-stay Town Council spaces.

6.5.8 Carlow

Carlow Town had a similar population and catchment to Clonmel, being 14,000 in the town and 22,000 overall including the wider environs (2006 census). In the core area of the town centre adjacent to the Potato Market is the Carlow Shopping Centre with a 520 space MSCP. The shopping centre is anchored by Superquinn and a cinema, with late evening retail opening on Thursday and Friday, and is accessed from Kennedy Avenue.

Tariffs in the town centre area core Zone A were €1.00 per hour, with a maximum stay of 2 hours. The tariffs in the MSCP were similar (although there was also an all-day offer), and it was noted during site visits at peak demand times on Saturday (mid-afternoon) that there was a maximum occupancy in the order of 70%, which is similar to the Athlone situation.

6.6 Summary

The review of best practice has highlighted the following key features which can be applied to off street parking controlled by Mid Ulster Council:

- Ease of use in relation to payment options where applicable;
- Improved signage would aid in the redistribution of vehicles wishing to park and provide variance in preferred location;
- Improving access for pedestrians and those with mobility issues will improve the attractiveness of some car parks; and
- The perception of safety in car parks is vital for continued use therefore creating defined areas with perimeter fencing, CCTV and improving the feeling of isolation at some car park locations could increase occupancy.
- The setting of parking tariffs can be set to influence parking activity including the level of usage, and hence the traffic generated, the type of user and also length of stay i.e. space turnover and therefore increase revenue. Comparable tariffs outlined from surrounding facilities and towns are also important to consider in order to encourage maximum usage.

In light of the above, it is proposed that the parking strategy is developed to address these issues where possible. A key consideration will be achieving parity in terms of parking charges across the council area. This will need to be carefully developed to achieve the best solution going forward.

Similarly the development of the action plan will ensure that specific actions are developed for a range of stakeholders. This will ensure that clear lines of responsibility are developed and defined, maximising the potential for delivery of the respective actions. This will be informed through consultation with the relevant stakeholders in the next stage of the study.

7. Current and Future Parking Needs

7.1 Introduction

It is important that consideration is given to how parking needs will change in the near future. The brief requests that both current and future needs and demand are considered. For the purposes of this study, this is for the next 5-10 years.

As originally presented within Table 14 it is apparent that current (Sep 2016/ Feb 2017) demand for spaces within each of the three main towns ranges between 600 – 1000 spaces at any one time.

There is a lack of historic data from the recent past i.e. within the last ten years. It is also not possible to directly compare with the data collected as part of the SRTP (Table 2). Therefore it is not immediately apparent of an applicable growth rate that could be applied/assume on the above baseline figures.

By way of comparison, our recent work on Belfast Parking Strategy did include examination of historic parking demand data derived from biennial surveys of occupancy over the last decade. The analysis showed a relatively flat profile in terms of off street demand in Belfast city centre over the past decade along with spare capacity, which would go against the general consensus that it has become increasingly difficult to find a parking space, but in a way reflects economic growth over the last 10 years.

In relation to Mid Ulster, it is not envisaged that parking demand will markedly increase in and of itself. The main reason for increases in parking demand would be the delivery of new amenities within the town which would add to the overall attractiveness of the towns.

As such it is proposed that the Council's planning team are consulted in order to ascertain what future plans are for each of the towns including the likelihood of the completion of Phase 1 and the beginning of Phase 2 housing proposals detailed within the Mid Ulster Local Development Plan 2030 Preferred Options Paper. It should be noted that as part of the planning process, the transport impacts of new developments such as employment or retail uses have to be mitigated. This includes the potential for additional parking acts arising from the proposals. Such impacts are typically mitigated through the provision of additional parking spaces as part of the development, or through demonstration of sufficient extant parking supply nearby.

AECOM will therefore liaise with the necessary stakeholders in order to investigate this further, however for the purposes of this report we have provided some indicative demand forecasts for 2021 and 2026 based on nominal growth rates of 1% and 5% per annum. These are presented in Table 24.

Table 24 – Parking demand estimates for three main towns

Town	No. Of Spaces	AM Demand	Occupancy	PM Demand	Occupancy
2016					
Cookstown	1861	898	48%	1031	55%
Dungannon	1088	613	56%	664	61%
Magherafelt	1423	833	59%	809	57%
2021 (1% / 5% p.a.)					
Cookstown	1861	944 / 1146	51% / 62%	1084 / 1316	58% / 71%
Dungannon	1088	644 / 782	59% / 72%	698 / 847	64% / 78%
Magherafelt	1423	875 / 1063	62% / 75%	850 / 1033	60% / 73%
2026 (1%/5% p.a.)					
Cookstown	1861	1043 / 1463	56% / 79%	1197 / 1679	64% / 90%
Dungannon	1088	712 / 999	65% / 92%	771 / 1082	71% / 99%
Magherafelt	1423	967 / 1357	68% / 95%	939 / 1318	66% / 93%

The estimates in Table 24 suggest that even with a 1% and 5% growth in demand per annum which represents a total growth of 5% and 28% growth in total respectively at 2021, there would be sufficient capacity in terms of the

overall parking supply. At 2026 however, demand would be approaching capacity in each of the three towns if these growth rates are assumed (i.e. 11% and 63% in total over ten years). Therefore caution should be assumed with these figures.

It is proposed that estimates of demand at the car parks in the outlying towns and villages are also informed through discussions with the Council's planning team. The parking demands in these locations are typically less susceptible to change, however through discussions with the planning team, individual localised potential impacts can be determined.

Appendix A - Car Park Inventory

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Mid Ulster Parking Strategy and Action Plan

Project Number: 60520722

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1. Introduction

1.1 Background

AECOM have been appointed by Mid Ulster District Council to develop an off street car parking strategy and action plan which will apply to eight towns and villages within the District. An important strand of this is to ensure the appropriate provision and location of off street car parking in the Mid Ulster District Council area; this includes Castledawson, Clogher, Coalisland, Cookstown, Dungannon, Fivemiletown, Maghera and Magherafelt.

Mid Ulster District Council was formed on the 1 April 2015 and assumed responsibility for the former Cookstown, Dungannon & South Tyrone and Magherafelt Councils. As a result of Local Government Reform the Department for Infrastructure (DfI previously DRD Roads Service) transferred all its off-street car parks (excluding Park and Ride/Park and Share) to local councils on 1 April 2015. The Council is therefore now responsible for the operation of the 23 car parks previously operated by the DfI.

The purpose of the Parking Strategy is to address the overall requirement for car parking within the District in terms of availability, accessibility and convenience. Furthermore the Strategy will take account of the performance of the district's principle settlements i.e. Cookstown, Dungannon and Magherafelt as places to work, visit and invest.

The key focus of the Strategy will evaluate and assess alternative options for consistent car parking operation throughout the District as currently there are varying tariffs and operational policies in each town and village.

1.2 Parking Strategy Stages

This strategy has been developed by following 4 stages:

- Stage 1 – Preparation and Information Gathering;
- Stage 2 – Analysis and Assessment;
- Stage 3 – Strategy Development; and
- Stage 4 – Develop the Action Plan

This strategy and action plan have been developed following completion of Stages 1 and 2 which considered the existing baseline conditions in terms of car parking provision / policies and assessment and review of usage, operation, tariffs etc. This also outlined examples of best practice in management and operation and any current or future car parking needs.

These preliminary stages also included consultation with a number of key stakeholders including Transport NI (within DfI) and Translink, but mainly via presentations to and discussions with the following groups during March 2017:

- Cookstown Town Centre Forum (7th March);
- Dungannon Regeneration Partnership (10th March); and
- Magherafelt Town Centre Partnership (29th March).

2. Baseline Review & Consultation

This chapter provides an overview of the findings of the Stage 1 and 2 studies for Mid Ulster. It also gives an overview of the consultations undertaken with a number of key stakeholders that has happened as part of Stages 1 and 2.

2.1 Existing Car Park Provision

Mid Ulster District Council operates 23 off street car parks in the following towns and villages throughout the District:

- Castledawson – 1 car park;
- Clogher – 1 car park;
- Coalisland – 2 car parks;
- Cookstown – 4 car parks;
- Dungannon – 5 car parks;
- Fivemiletown – 2 car parks;
- Maghera – 2 car parks; and
- Magherafelt – 6 car parks.

There is a mixture of free and charged car parks throughout the District with free parking in the majority i.e. 1,293 free parking spaces and 703 charged spaces. The Council-operated off street parking is free in all towns and villages except for Dungannon and Magherafelt, where there are some charged sites.

The current parking provision in Dungannon, Cookstown and Magherafelt is shown in **Figures 1 – 3** respectively.

Car parking charges are consistent across the Council area, however a different tariff regime is in place at Central car park in Magherafelt. Generally the tariff across the majority of charged Council car parks is set at 40p per hour, however a special rate of £1.00 for up to 5 hours is available. Central car park in Magherafelt is subject to an alternative parking tariff of 40p for each three hour period.

Disabled parking provision varies across car parks with some locations providing no specifically marked disabled parking provision. Three percent of the current off street parking provision is designated for disabled users.

An audit was completed of each of the Council controlled car parks and it was noted that there was a generally good standard in terms of surfacing, lighting and space size. However all of the car parks were found to lack dedicated CCTV, with some not having gates / barriers and / or appropriate signage. It was also noted that the majority of car parks included servicing or private accesses for businesses and residences.

In relation to car ownership, all areas within Mid Ulster display similar levels of car ownership with nominal differences noted between Cookstown, Dungannon and Magherafelt. The District generally displays higher levels of car ownership in comparison with Northern Ireland; especially in terms of multiple cars per household. Between 60% and 61% of the working population travel to work by car compared to 58% in Northern Ireland. All other methods of travelling to work are comparable to the Northern Ireland figures with the exception of travelling by bus which is low within the Mid Ulster District.

2.2 Policy Review

There are a series of documents that set the scene for transport policy in Northern Ireland, and within these documents numerous specific parking policies are considered relevant when developing a parking strategy, including:

- Strategic Planning Policy Statement for Northern Ireland (SPPS);

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- PPS3 – Access, Movement and Parking;
- PPS13 – Transportation and Land-Use;
- Regional Development Strategy (RDS);
- Regional Transport Strategy (RTS);
- Sub-Regional Transport Strategy (SRTTP);
- Cookstown Area Plan;
- Dungannon and South Tyrone Area Plan;
- Magherafelt Area Plan; and
- Mid Ulster Local Development Plan 2030 – Preferred Options Paper.

These policies suggest that the development of a parking strategy for the District should be based on applying demand management interventions that better manage the existing car parking provision and tackle the congestion experienced in the towns during peak times.

On street parking provision and illegal parking are issues within the District and the parking strategy should seek to tackle peak hour car use with promotion of alternative sustainable modes, whilst still providing for car journeys outside peak periods.

The existing area plans identify car parks that are considered key to the success of maintaining the vitality and viability of the market town centres with policies in place to retain those identified. Future development proposals should be considered accordingly in order to prevent the loss of spaces at the identified locations.

Wider regional policies i.e. RDS, RTS, SRTTP and SPPS discuss demand management, the importance of economic activity and growth to the success of hubs and clusters i.e. towns such as Cookstown, Dungannon and Magherafelt. The area plans for these three towns have been prepared in the context of the Regional Development Strategy and the Regional Transportation Strategy which promote the shared vision of a “modern, sustainable and safe transportation system which benefits society, the economy and the environment and which actively contributes to social inclusion and everyone’s quality of life”.

2.3 Assessment of Usage

There is a need to assess the turnover within the off street car parks controlled by the Council in order to further understand the characteristics of each individual town and village. AECOM carried out surveys at the car parks during September 2016 and February 2017.

There are four free of charge off street car parks available in Cookstown, each with occupancies of 50% or more. The Orritor Street and Burn Road car parks are typically full, with the other two car parks around two thirds full. Overall, around 80 – 85% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 20 – 60% in the four car parks.

Dungannon has seven car parks, four of which are charged. Occupancies at the individual car parks range between 20 – 60%, although the Perry Street East and Anne Street West (free) car parks were recorded as being full. Overall, around 55 – 65% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 20 – 70% in the seven car parks.

Magherafelt has four car parks, two of which are a mix of free and charged spaces and the remaining two are charged spaces. Occupancies at the individual car parks range between 40 – 110%. The King Street, Central and Union Road car parks are typically near to capacity or full. Overall, around 65 – 75% of Council owned spaces are occupied at any one time. All day parking rates appear to be between 10 – 70% in the four car parks.

Most of the private car parks that are available in Cookstown, Dungannon and Magherafelt appear to be in reasonably high demand from the occupancy levels recorded during the surveys. For example the Supervalu car park in Cookstown showed 98% occupancy, and the two charged car parks on either side of Meeting Street in

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Magherafelt showed occupancies of 80-90%. In Dungannon the Lidl/Argos car park was 80% full. The majority of the private car parks are associated with retail offerings within each town.

The surveys have shown that the most popular car parks in the three main towns of Cookstown, Dungannon and Magherafelt, based on occupancy levels are:

- Burn Road, Cookstown;
- Union Place, Cookstown;
- Anne Street West, Dungannon;
- Perry Street East, Dungannon;
- Central, Magherafelt;
- King Street, Magherafelt; and
- Union Road, Magherafelt.

It was also noted that parking volumes recorded in the February 2017 fieldwork in Cookstown, Dungannon and Magherafelt were slightly higher than those recorded in September 2016. In particular, parking volumes in Magherafelt had increased and this is worthy of note as the A31 Magherafelt Bypass opened in October 2016. Despite the Bypass opening and reducing traffic volumes in the town centre, this does not seem to have discouraged people from coming into the town and parking.

The car parks in the smaller towns and villages are generally well utilised with occupancy levels typically around 50% although the Cornmill/Lineside car park in Coalisland is approaching capacity.

It was noted that there was reasonable use of the charged car parks within the District, which suggests that tariff costs are not the primary concern for users and that convenience and location are the key considerations for those wishing to park.

A review of the parking tariffs in similar locations was carried out and it was found that the tariffs in Mid Ulster are comparable with other towns in Northern Ireland. Some of the other councils also offer a special tariff of £1 for 5 hours of parking. Both Coleraine and Omagh have varying tariffs depending on car park location and the proximity to amenities, with a slightly higher tariff of 50p per hour in some car parks.

In similar towns in the Republic of Ireland such as Clonmel, Athlone and Carlow, tariffs are higher in comparison to the Mid Ulster District i.e. equivalent to £1 per hour (more than double the price). Furthermore, maximum stay restrictions in the Council owned car parks in these towns range from a 2 to 4 hour maximum stay, these being implemented in order to encourage increased space turnover.

It was noted that some of the Council's car parks operate with an informal layout i.e. no marked spaces which can lend itself to untidy parking. This is apparent at Anne Street West in Dungannon which is designated as having 25 spaces but yet surveys showed in excess of 60 vehicles parked at one time due to the informal layout.

2.4 Current Management and Operational Strategies

Mid Ulster District Council has entered into an agency agreement with DfI Transport NI for the management of their car parks. In turn, Transport NI employ NSL through a contract to carry out the majority of the management, monitoring and enforcement functions associated with the off street parking charging regime.

Under the agency agreement, Transport NI continue to process the Parking Control Notices (PCNs) which are issued by NSL traffic attendants.

Financial data for a number of years was supplied by Mid Ulster Council. This detailed both revenue and expenditure. It is apparent that the charged parking regime currently has a revenue to cost ratio of around 4 to 1. The number of Penalty Charge Notices that are issued also cover the administration costs associated with enforcement.

When the car parks are examined on an individual basis in tandem with the usage data collected by AECOM in September 2016 and February 2017, calculations have shown that revenues per space per hour per day ranges

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between 7 pence to 20 pence per space, per car park. This is compared to a tariff of 40 pence per hour (standard) or 20 pence per hour if the £1 for 5 hours offer is used.

It is evident that some of the busier car parks subsidise the less busy sites. Also, the lower tariff at Central car park in Magherafelt can be seen to encourage high occupancies by all day parkers.

There is no discernible difference between the amount of morning only and afternoon only parkers. In other words the data does not particularly suggest that the morning is busier than the afternoon and vice versa.

The number of PCNs issued at the Rainey St car park in Magherafelt is more than double the number at any of the other six car parks. Rainey St appears to be the busiest car park however the high number of PCNs may be related to very short stay parking where a fee is not paid, and/or the amount of vehicle servicing within the environs of the car park.

Other than the issues at Rainey St, the level of PCNs issued and therefore enforcement currently appears to be commensurate.

Furthermore it can be concluded that reducing the number of patrols from three to two per day, which commenced on 1 October 2016, did not seem to have had a detrimental effect on the number of PCNs issued and appears to be a more efficient means of carrying out enforcement.

2.5 Best Practice in Management and Operation

A review of best practice was carried out which considered how car parks should be designed in terms of layout, signage, lighting, security and access.

In overall terms, this review highlighted the following key features which could be considered applicable in developing the parking strategy:

- Ease of use in relation to payment options where applicable;
- Improved signage would aid in the redistribution of vehicles wishing to park and provide variance in preferred location;
- Improving access for pedestrians and those with mobility issues will improve the attractiveness of some car parks;
- The perception of safety in car parks is vital for continued use therefore creating defined areas with perimeter fencing, CCTV and improving the feeling of isolation at some car park locations could increase occupancy; and
- The setting of parking tariffs can be set to influence parking activity including the level of usage, and hence the traffic generated, the type of user and also length of stay i.e. space turnover and therefore increase revenue. Comparable tariffs outlined from surrounding facilities and towns are also important to consider in order to improve usage.

A key consideration in the parking strategy will be achieving parity in terms of parking charges across the council area. This needs to be carefully developed to achieve the best solution going forward.

Similarly the associated action plan will ensure that specific actions are developed for a range of stakeholders. This will ensure that clear lines of responsibility are developed and defined, maximising the potential for delivery of the respective actions.

2.6 Current and Future Parking Needs

It is important that consideration is given to how parking needs will change in the near future. The brief requested that both current and future needs and demand are considered. For the purposes of this study, this is for the next 5-10 years.

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In light of the usage data collected by AECOM, an exercise was carried out to determine the overall level of parking demand and how this would compare with parking supply (both council and privately owned) in the future within Cookstown, Dungannon and Magherafelt.

Indicative demand forecasts were produced for 2021 and 2026, based on nominal growth rates of 1% and 5% per annum. The estimates suggested that with these growth rates there would be sufficient capacity in terms of the overall parking supply at 2021. At 2026 however, demand would be approaching capacity in the three main towns.

2.7 Consultation

As discussed earlier, the development of the strategy has included consultation with a number of key stakeholders. As parking within the three main towns in Mid Ulster is considered to be a key aspect of the strategy, discussions were held with respective town centre forums and partnerships during March 2017. These discussions comprised a presentation by AECOM on the findings to date, followed by round table discussions on parking issues and potential approaches to the strategy.

Cookstown Town Centre Forum

As expected, the primary discussion point in relation to Cookstown was the fact that the Council owned car parks were currently free to use whereas in Dungannon and Magherafelt there was a mixture of charged and free parking. It was also the only town out of 29 towns in Northern Ireland without such charges.

Naturally there was some hesitancy about the introduction of charges as potential intervention, although it was acknowledged that the surveys had shown that the Council's car parks in Cookstown were operating near to capacity and with a large proportion of all day parkers, which would limit growth in the near future.

The need for consistency in parking provision and tariffs within the District was discussed, and issues were noted with excessive demand for on-street provision in some locations. Concerns were raised that the introduction of charging could cause relocation of parking to adjacent residential side streets or nearby retail parks. This was acknowledged, however it was noted that the retail parks would be likely to react to this behaviour by introducing their own time restrictions or charging (if they did not have them already). The point was made that in relation to parking, location is key rather than the tariffs themselves. Cookstown has a good retail offer which is considered to be the main reason for its popularity; not the lack of parking charges.

There was also the need to support smaller, independent retailers, and parking should facilitate this through encouraging availability and turnover of parking spaces in the most desirable areas. The need for enforcement was discussed and this was largely associated with the current parking model (Pay & Display) which requires the associated enforcement.

The Union Place car park was also discussed and it was noted that ongoing agreements were apparently in place in relation to its use. This would require further investigation with local representatives in due course.

A separate discussion was held regarding Cookstown Market and the owner of the Market Charter, which is a document that dates back to the 1600s and relates to where the Saturday market in Cookstown can take place. It was noted that there are issues on Saturday mornings with traders who park to set-up their stalls next to the market on William Street / James Street but then remain parked there for the rest of the day as no enforcement takes place that day. This is unsightly and means there are fewer on-street spaces for others that day, and is something that could be addressed as part of the parking strategy.

Dungannon Regeneration Partnership

The discussions in Dungannon primarily focused on the duration currently allowed for on-street parking, even though this was developed to encourage space turnover. Some participants felt that it was punitive to give parking tickets for people who had run over time for genuine reasons, and if there was a way to address this it would be welcomed.

It was considered that there was a need to facilitate workers who park, however it was acknowledged that a previous pilot of making the Castle Hill car park free had been unsuccessful as it simply became full with all day parkers. Some issues with car park access were discussed and it was noted that Dungannon town centre's topography can cause some users to want to park as close to shops as possible.

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There was an aspiration for parity in terms of parking price with the other large Mid Ulster towns, however there was also a general consensus that the overall parking offer appeared to work reasonably well and did not require significant intervention.

Magherafelt Town Centre Partnership

On-street parking issues were also noted in Magherafelt in some isolated locations. There was also a balance needed to ensure that parking for work was maintained. It was also noted that the recent implementation of the bypass had freed up traffic congestion and did not appear to have reduced off-street parking volumes.

Consistency in relation to parking price between the large towns was again mentioned. It was also noted that disabled provision should be examined in terms of the number of disabled bays within car parks and their location. There was also a desire to ensure that provision both on and off street would set a high standard for others to follow.

Transport NI

Discussion with Transport NI, who are responsible for on-street provision, noted that occupancies were generally high although there is currently not any form of on-street monitoring going on to determine accurate levels of demand. If all of the on-street spaces were used, people could move on to the off-street sites.

It was noted that the recent public realm schemes have changed the level of on-street parking in the three main towns. There were not any plans to change the current provision within the District although some minor changes such as extension to yellow lines or new disabled bays are under consideration in certain locations.

Translink

Translink operate a number of services throughout the District. They also provide a number of Park & Ride car parks. Those in Dungannon (at the bus station – 80 spaces), Craigadick (located on the intersection between the A6 and A29 south of Maghera – 128 spaces) and at Castledawson Roundabout (80 spaces) appear to be very well used, with the Castledawson Roundabout site due to be enlarged shortly. Other sites such as the recently opened Tamnamore (317 spaces) and Ballygawley (184 spaces) are typically around a third full.

A small amount of dedicated parking was provided at the bus station in Cookstown and in Magherafelt customers could use the adjacent Union Road car park. It was not felt that there were a large number of people parking in Union Road to use bus services however. In the smaller towns and villages such as Clogher and Fivemiletown, it was not considered that park and ride volumes were significant at the moment.

An issue was identified just north of the M1 J15 Stangmore Roundabout on the A29 Moy Road, with lots of layby parking seen on either sides of the carriageway, although it was not known if this was a significant number of park and ride/share users or if the parking was associated with nearby businesses located on that stretch of road. If some of these users are park and ride then a more suitable location for them to park may be at Tamnamore further east.

3. Parking Control Options

3.1 Overview

As a result of discussions with client and key stakeholders, it was considered valuable to set out a number of options for how the parking strategy could potentially be developed; the key focus being the towns of Magherafelt, Cookstown and Dungannon.

It is important to note that these options consider approaches to parking charging and timing restrictions in relation to the Council's car parks. Charging for parking represents a key management approach to influencing where people park and for how long.

Given the outcomes of Stage 2, the provision of additional or reduced parking supply has not been considered at this juncture. It is considered that the private sector will take the lead on providing increased parking supply, mainly associated with development or as the market dictates in the future.

These strategy options are set out in Table 1. There are eight options presented, and in general they progress upwards in terms of the level of intervention to the level of paid/restricted parking.

The options are:

1. Doing Nothing
2. Making all car parks free
3. Make all car parks have between the first 1 – 3 hours free
4. Bring in charging in all three towns, but not at all sites
5. Bring in charging in all three towns, at all sites
6. Make all day tariffs comparably cheaper than short stay tariffs
7. Make short stay tariffs comparably cheaper than all day tariffs
8. Rearrange parking tariffs to provide a stronger link between location and price

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No.	Option	Explanation	Pros	Cons
1	Do Nothing	Leave car parks as they are i.e. mix of paid/free in Magherafelt and Dungannon, all free in Cookstown	<ul style="list-style-type: none"> No change for customers to have to deal with Current arrangement is understood May be positively received locally 	<ul style="list-style-type: none"> Issues apparent in Cookstown with capacity Disparity between Cookstown and the other two towns Can only influence some of behaviour Parking not performing as well as it could Not in line with Council's Corporate Objectives
2	Make all car parks free	Make all car parks in the three towns free	<ul style="list-style-type: none"> Makes all parking 'fair' across the District Removes negative perception of enforcement, although some enforcement still required 	<ul style="list-style-type: none"> No revenue generated to cover running costs, maintenance or legislation Impacts on Council budgets No control over duration of stay No ability to control demand; extra free provision may be required in the future yet with no revenue to cover it Associated congestion, pollution implications Previous pilots of making car parks free have not been successful; e.g. Castle Hill in Dungannon was full of all day parkers with no free spaces
3	1, 2 or 3 hours free in car parks	Make all paid car parks have a 1-3 hour free period to encourage short stay parking	<ul style="list-style-type: none"> Perception that it could encourage retail trips which are generally of this duration Reduce perception of over-zealous enforcement May encourage overall space turnover 	<ul style="list-style-type: none"> All day parkers pay, whereas short duration do not – issue of fairness as the former are mainly town workers Difficulties with enforcement and proving that driver has definitely stayed over the period stated without paying Impacts on Council budgets Raises questions about how payment would work beyond this period, e.g. how would people know that they would need to stay over the time? Points towards an expensive technological solution which would probably not be balanced by reduced revenues arising from free 1-3 hour parking. The surveys show that some car parks already perform a key 'short stay' function, they have good utilisation yet they are charged sites, so questionable as to why this should be removed The 'free' period may discourage people from shopping/staying for any longer
4	Charging in all towns (portion)	Implement some charging in Cookstown to make it comparable with current provision in Magherafelt and Dungannon	<ul style="list-style-type: none"> Would ensure parity between towns in the District May encourage space turnover in Cookstown Enables management of demand in Cookstown Also enables management of location i.e. shorter stay in locations closest to key attractions in Cookstown Introduces the concept of usage and payment within Cookstown, providing a revenue stream that is currently absent Encourages 'fair' behaviour, links usage with payment i.e. no usage, no payment Could encourage consideration of alternative transport modes in Cookstown 	<ul style="list-style-type: none"> Potential for overspill into adjacent streets in Cookstown Perception that parking is 'not broken' in Cookstown, so why intervene, even though occupancies are high The remaining free sites in each town are likely to remain full

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No.	Option	Explanation	Pros	Cons
5	Charging in all towns (all sites)	Make all council car parks charged in all three towns	<ul style="list-style-type: none"> Ensures a completely consistent provision across the towns in the District Consistent pricing and enforcement Provides better management of demand overall within towns Provides a revenue stream to reflect usage of <u>all</u> car parks Could encourage consideration of alternative transport modes in the towns, depending on tariffs 	<ul style="list-style-type: none"> Likely to be negatively received and opposed at the moment Perception that could cause more issues than it solves at the moment Could cause overspill onto adjacent streets Additional parking equipment and enforcement would be required
6	All day cheaper than short stay tariffs	Make it comparably cheaper to park all day than it is to park short stay	<ul style="list-style-type: none"> Ensures that workers (who would generally park all day) pay less 'per hour' than short stay e.g. shoppers, appointments Prioritise provision towards all day parkers e.g. town workers May be possible to allocate permits/badges to bona fide local workers to benefit from lower parking rates 	<ul style="list-style-type: none"> May need to allocate certain car parks accordingly Could be used by non-workers to park all day for a low price, which is not the intention Could detract from attractiveness of towns for short stay parking May result in a high degree of all day parking, leaving fewer opportunities for short stay Could lower revenues as fewer parking acts for shorter durations
7	All day more expensive than short stay tariffs	Make it comparably cheaper to park for short durations than all day	<ul style="list-style-type: none"> Ensures that short stay parking acts pay 'less per hour' than all day parking acts Prioritises provision towards short stay parkers e.g. shoppers Could reduce the extent of all day parkers, thereby increasing turnover 	<ul style="list-style-type: none"> Could be viewed negatively by local businesses/employees May be difficult to allocate car parks accordingly Some users could park all day but just pay for two 'short stay' tickets one after the other Could reduce space for all day parking Could lower revenues as fewer parking acts for longer durations
8	Rearrangement of parking according to location	Maintain current arrangement, except introduce some charges to Cookstown. Generally make the most desirable car parks paid, and further out free/cheaper	<ul style="list-style-type: none"> Ensures that short stay acts occur closest to key attractors, long stay acts are further out Provides a better match between price and desirability Improves turnover in key sites Reduces unsightly swathes of cars parked all day in key locations 	<ul style="list-style-type: none"> Deciding on which sites should be treated differently could be difficult or contentious Individual town layouts may not be conducive to this approach; there could be local issues Need to introduce a second set of tariffs

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3.2 Consideration of Parking Control Options

In relation to the first option, doing nothing, this option is not considered feasible, primarily because of the evident capacity issues in Cookstown and the need for consistency in approach across the District. Whilst users would not have to accommodate any changes in a 'Do Nothing' scenario, user inertia is not considered a significant enough reason for inaction.

Similarly, making all of the car parks free which is the second option, which might appear 'fair' across the towns would actually create inequalities amongst people who were unable to find a space and those who could, simply because they arrived first. This would remove any revenue and influence over parking and has been tried and tested before and found to be unworkable. It would also have a significant impact on Council budgets.

There would be inherent difficulties with allowing between one to three hours free within the car parks. Whilst it could encourage usage for short term parking, it would be difficult to monitor and could be open to abuse and would reduce revenues significantly.

Implementing charging in some or all of the car parks in the towns (options 4 and 5 respectively) would provide greater control over parking acts, enable better management of the car parks and facilitate ongoing monitoring. There is a need to rearrange park acts by location in order to make the towns function better, and charging is the most appropriate mechanism for doing this.

Whilst there is potential for overspill onto adjacent streets, this is likely to reduce in future as users would prefer to park in a car park. The main benefits would likely be increased turnover, management and parity between the towns. It would also provide a link between parking use and payment.

Charging at all sites would likely be negatively perceived, particularly in Cookstown, so it is suggested that partial charging could be implemented initially. This would provide the benefits listed above without a significant level of expenditure (P&D machines, signage and enforcement costs).

Options six and seven consider variable tariffs to prioritise long or short stay parking respectively. This is considered potentially viable in the long term, although more work would be needed to understand user needs more fully. Either of these options could inadvertently discourage some types of parking which could have an overall negative impact on how the towns perform. At this moment in time it is not recommended that tariffs are adjusted to reflect user type.

The final option proposes a rearrangement of parking according to location, with the most desirable locations again costing the most. This is also theoretically viable, however the three town centres are geographically compact so it may be difficult to allocate car parks appropriately. In other words, the car parks in some towns are all located within a similar distance of the centre of the town. However, this may be an option for the future.

3.3 Conclusion

Taking all of these options into account, it is concluded that the introduction of charging in Cookstown to ensure parity with the other two towns is of critical importance. More control of parking acts is also considered necessary in some of the other existing car parks in Dungannon and Magherafelt.

This approach will provide greater control over parking acts, enable better management of the car parks and facilitate ongoing monitoring. There is a need to rearrange park acts by location in order to make the towns function better, and charging is the most appropriate mechanism for doing this.

It is also considered necessary to then review how parking should perform in each town, and this is discussed in the next chapter.

4. Strategy Actions

4.1 Introduction

This chapter firstly sets out the objectives for the parking strategy. It then sets out the rationale for the individual actions for the parking strategy. Initially, actions for Mid Ulster District Council are considered. It then moves on to consider actions that could be completed by other parties such as Transport NI, Translink and other car park operators.

The Action Plan is also provided at the end of this chapter. It lists the individual actions, timescales and the stakeholders involved.

4.2 Objectives

In conjunction with the Council, a set of objectives for the parking strategy have been developed. These primarily consider the Council's economic, social and environmental objectives and include consideration of the issues identified in Mid Ulster during the Stage 1 and 2 assessments.

The objectives for the Mid Ulster Parking Strategy are as follows:

1. Ensuring a consistency of approach to parking across the District
2. Providing an appropriate level of parking to support economic vitality
3. Ensuring that parking takes place in appropriate locations
4. Minimising the potentially negative impacts of parking on residential communities
5. Providing high quality parking and information, ideally through technology
6. Providing parking for all types of users

4.3 Actions for Mid Ulster District Council

4.3.1 Car Park Features

This study has shown that there are a number of car parks that perform different functions to others and there are some key features that should be considered in order to ensure that the car parks are fit for purpose.

As such it is recommended that the Council review each of their car parks in respect of ensuring that:

- the car park layouts are adequate for vehicles to circulate;
- parking space size is appropriate;
- car parks are regularly maintained and cleaned;
- safety for users for addressed i.e. no unobstructed views, adequate lighting etc;
- there is adequate signage on approach to the car parks to reduce unnecessary circulation;
- internal signage is appropriate;
- payment systems (where applicable) are easy to use;
- operation through 'pay on foot' (i.e. barriers) should be implemented where possible; and that
- cashless parking is promoted.

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There are two nationally recognised car park accreditation ‘standards’ which can be sought to reflect high quality in provision. The first is the ‘Park Mark’ standard which examines how car parks can be improved to reduce crime and the fear of crime, and how provision can be improved for disabled users and parents with children, including increasing the number of dedicated spaces set aside for disabled users and families.

The second is the Disabled Parking Accreditation (DPA). The DPA focuses on improving the personal mobility of disabled motorists and recognises off-street parking facilities which are more accessible to disabled people.

It is noted that the Meadowlane car park in Magherafelt has already met both the Park Mark standard and the DPA. It is recommended that the Council investigates the process and investment required to achieve these two standards for their car parks.

4.3.2 Parking Demand and Supply

It is important to assess the level of parking demand on a regular basis. Demand ebbs and flows throughout the year, so it is important to monitor at comparable times each year to identify trends. This monitoring should record occupancy and duration of stay on weekdays in the first instance, with data also recorded on Saturday if necessary.

The increase of parking supply is not advocated as part of this strategy as there is adequate supply in Magherafelt and Dungannon based on the survey data. The capacity issues in Cookstown can be addressed to an extent through the introduction of a management regime, which is discussed in section 4.3.5, via a change in parking behaviour through the introduction of charging.

There are also some localised issues which could be addressed. It should be noted that private sector input may provide additional parking provision as the market dictates.

There are however forthcoming changes to parking supply that are coming forward as part of development and these are also detailed in the next sections.

4.3.3 Parking for Disabled Users

In addition to seeking DPA accreditation as detailed above, it is recommended that the Council review the number of disabled spaces provided in each of their car parks and compare them with guidance to ensure that a suitable number of spaces is required. This should also consider individual space size.

Changes to provision in the respective towns are detailed in the next sections.

4.3.4 Magherafelt

The four existing car parks in Magherafelt are listed in Table 2. The table lists the current and proposed arrangements and the associated reasoning.

Table 2 - Magherafelt Car Park Actions

Site	Current Arrangement	Proposed Arrangement	Reasoning
King Street	Free to users	Free parking maintained.	Located further out of the town centre, better suited to all day parkers. This will encourage these users to park here rather than other sites.
Central	36 free spaces 80 charged spaces	All spaces to become charged. Tariff changed to be consistent with the other car parks. Pay on foot to be implemented.	This is a key town centre site, and desirability should be reflected by charging. The lower tariff in Central does not align with desirability and should be changed. Introducing pay on foot will remove the need for enforcement and provides a better way of operating the car park.

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Site	Current Arrangement	Proposed Arrangement	Reasoning
Union Road	91 free spaces 101 charged spaces	The number of free spaces should be reduced. The area between Castledawson Road and the bus station should be reallocated as disabled and parent & child spaces. Pay on foot to be piloted.	There are a high number of all day parkers in the free section and a better balance is needed. The area of the car park mentioned is located closest to the attractors, which is a key consideration for disabled users and parents with children. The layout of Union Road lends itself to a pay on foot pilot and this should be investigated. This would reduce the need for enforcement.
Rainey Street	241 charges spaces	Implement pay on foot within the car park through redesign, including access/egress with shopping centre car park. Reallocate more spaces around the car park as disabled, parent & child spaces. Any remaining spaces to be Pay & Display.	This is a high turnover car park, and implementing pay on foot would provide a better user experience and reduce/remove parking tickets. It would require a redesign however. Providing more spaces for disabled users and parents with children is necessary in this key location.

The above proposed arrangements should be implemented in the short term (1-2 years) and then reviewed in light of usage data. If parking demand continues to require management then the King Street site and remainder of Union Road should both be converted to charged parking within the timescales of the strategy (2026).

4.3.5 Cookstown

The four existing car parks in Cookstown are listed in Table 3. The table lists the current and proposed arrangements and the associated reasoning.

Table 3 - Cookstown Car Park Actions

Site	Current Arrangement	Proposed Arrangement	Reasoning
Loy Street	54 free spaces	Free parking maintained	This car park is located further out from the centre of the town and all day parkers should be encouraged to park here.
Union Place	117 free spaces	Charging introduced. Possibly a pay on foot layout.	Union Place is a key site, located adjacent to William Street. Its desirability should be reflected by charging. A pay on foot layout would provide a better user experience. It would require a redesign.
Orritor Street	129 free spaces	Free parking maintained.	Orritor Street has spare capacity to accommodate transfer from the adjacent Burn Road. Further away from William Street than Burn Road, which is reflected in free provision.
Burn Road	106 free spaces	Charging introduced. Likely to be a pay on foot arrangement. Link through to Orritor Street to be maintained if possible.	Burn Road has the highest proportion of all day parkers and is located adjacent to William Street and therefore is slightly more desirable than Orritor Street. This would be reflected in charging. Layout would require redesign if pay on foot is to be implemented.

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The above proposed arrangements should be implemented in the short term (1-2 years) and then reviewed in light of usage data. If parking demand continues to require management then the Orritor Street and Loy Street sites should both be converted to charged parking within the timescales of the strategy (2026).

4.3.6 Dungannon

The four existing car parks in Dungannon are listed in Table 4. The table lists the current and proposed arrangements and the associated reasoning.

Table 4 - Dungannon Car Park Actions

Site	Current Arrangement	Proposed Arrangement	Reasoning
Scotch Street	161 free spaces 97 charged spaces	Unchanged	Car park performs reasonably well with adequate spare capacity.
Perry Street	56 free spaces 36 charged spaces	Make all spaces charged (Pay & Display) Note – site may be redeveloped as part of Masterplan	This is a desirable location adjacent to Market Square. Its desirability should be reflected by charging.
Castle Hill	100 charged spaces	Unchanged – all spaces to be charged (Pay & Display). Note – additional space to be provided by the Council through land purchase.	This is a desirable location adjacent to Market Square. Its desirability is already reflected by charging and this should be maintained.
Anne Street	25 free spaces 48 charged spaces	Anne Street E arrangement maintained (48 charged spaces). Anne Street W (25 free spaces) likely to be redeveloped. Replacement space to be provided – arrangement to be confirmed.	Anne Street E has low occupancies due to adjacent free site, however this will close as part of redevelopment opportunity. As a result occupancies may increase, therefore current arrangement should be maintained. Arrangement for Anne Street W to be confirmed as part of development.

The above proposed arrangements should be implemented in the short term (1-2 years) and then reviewed in light of usage data. If parking demand continues to require management then the remaining free spaces in Scotch Street should be converted to charged parking within the timescales of the strategy (2026).

4.3.7 Smaller Towns and Villages

There are a further eight Council car parks located in Castledawson, Clogher, Coalisland, Fivemiletown and Maghera. It should be noted that the Council does not currently have responsibility for car parks in other towns such as Moneymore, Augher and Ballygawley and therefore these have not been considered within this strategy.

Analysis of the usage of the eight car parks that the Council is responsible for has shown that the majority of them operate with ample spare capacity. The exception to this would appear to be the Cornmill/Lineside site in Coalisland which may be approaching capacity.

In Maghera and Coalisland, which are the next two largest towns after Magherafelt, Cookstown and Dungannon, there are forthcoming Public Realm schemes which should consider both on and off-street parking provision.

As such, it is considered that the actions detailed above in sections 4.3.1 to 4.3.3 are also carried out for these eight car parks, with a particular focus on regular monitoring in order to identify any particular issues.

It is not recommended at this time that changes to these car parks in terms of time limits or charges are considered. Most of these car parks are small and perform an important localised function within each of these small settlements, and it therefore such action at this time would not be considered commensurate in comparison

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with the apparent issues in Magherafelt, Cookstown and Dungannon. However if issues arise in the future, further consideration should be given.

4.4 Actions for Others

Whilst the Council has control of off-street car parking, there are other key stakeholders who have direct and indirect parking responsibilities and influences.

4.4.1 Transport NI

Transport NI retain control of on-street car parking in addition to other highway responsibilities. Whilst Transport NI do not currently have plans to alter provision in Mid Ulster, it is recommended that this is kept under regular review.

Similarly, it is recommended that Transport NI carry out regular parking studies to inform these reviews. These studies should primarily record on-street occupancies, durations of stay and any infringements. This data can then be used to identify any particular trends and enable informed, evidence-based decision making.

As a result these studies may identify the need for greater control in on-street provision, but this will need to be examined in consultation with town centre stakeholders.

It is also recommended that Transport NI work closely with the Council to share parking data and develop appropriate signage for each town.

4.4.2 Translink

Translink operate a number of bus services in the District, many of which operate via dedicated Park and Ride sites. It is recommended that Translink continue to monitor the usage of these sites to identify trends.

In addition, Translink should regularly review the need for additional Park and Ride sites in light of future land use planning proposals and observed parking trends.

In the town centres, Translink should work with the Council to ensure that parking by bus patrons is appropriately managed and that any long term parking acts associated with bus journeys are located appropriately.

4.4.3 Private Car Park Operators

There are a number of private car park operators who provide parking for general users or as part of retail developments. These stakeholders also have a part to play in ensuring that parking 'works' in each of the towns.

These operators should ensure that the parking that they provide is used in the appropriate way by patrons. They should monitor the usage of their sites and advise the Council if they feel that patrons are not parking in an appropriate manner (e.g. all day parking in spaces intended for short stay retail trips).

The operators should seek to work collaboratively with the Council and Transport NI to ensure that the parking offer within each town is appropriate, i.e. in terms of location, price and availability.

4.5 Action Plan

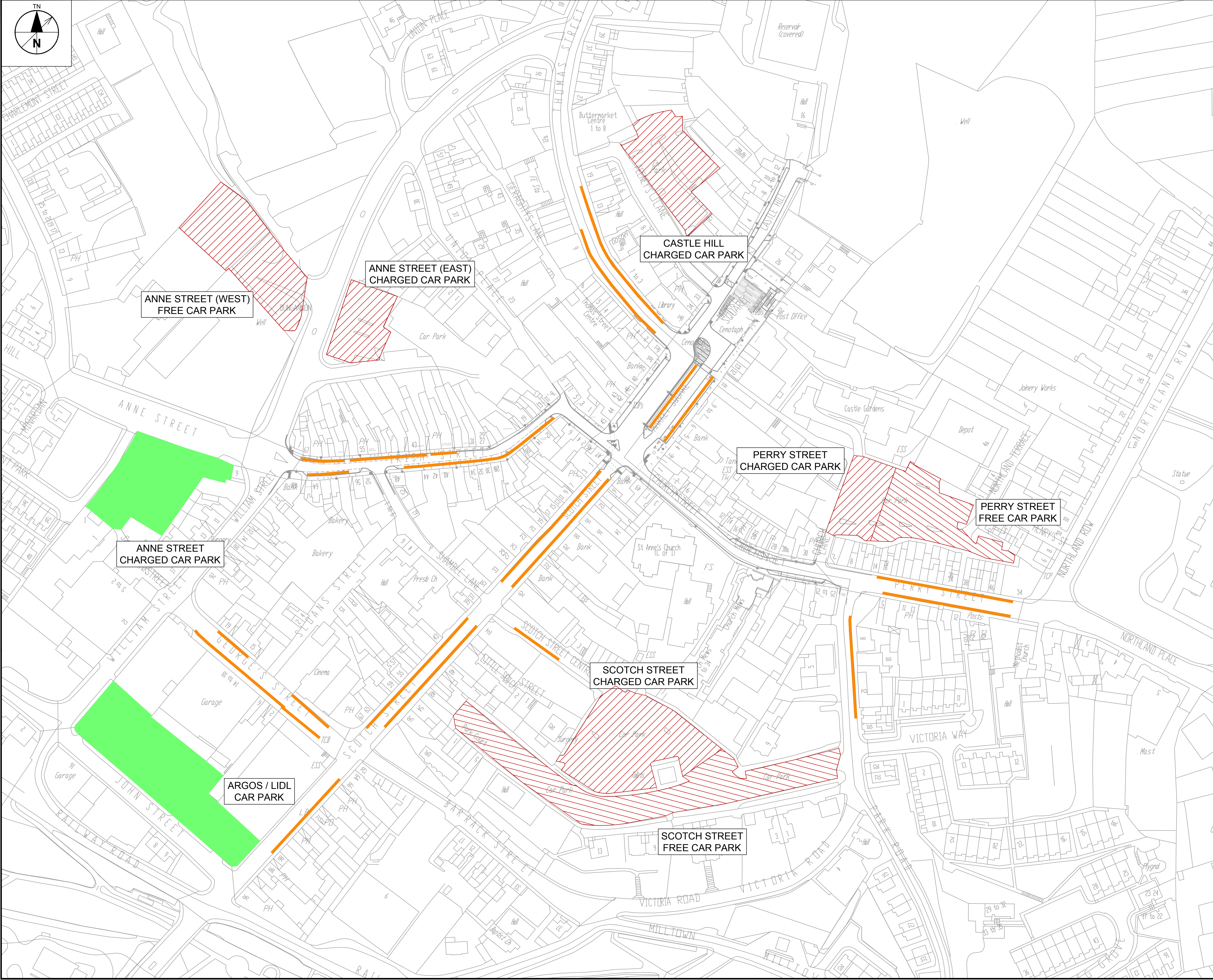
The Action Plan is presented overleaf. This identifies each of the specific actions that are to be delivered within the life of the parking strategy (2026).

The action plan aligns these actions to the objectives presented in section 4.2 and identifies a timeframe and priority level. It further identifies the stakeholders involved, who should take the lead and who should provide funding. It then shows what the next steps are to ensure delivery of the action.

No.	Action	Detail of Action(s)	Reason(s) for Implementation	Meets Objective(s)	Timeframe	Priority	Stakeholders (lead in bold)	Primary Funding	Next Steps
1	Review MUDC car park features	Ensure car park layout and space size are appropriate. Regular maintenance and cleaning of car parks. Improve safety for users and encourage investment in parking technology e.g. lighting, no unobstructed views and variable message signs to reduce circulation. Provide internal signage and payment systems (where applicable). Promote cashless parking.	Some car parks perform different functions from others and key features must be considered to ensure car parks are fit for purpose	1, 2, 5	0 - 5 years	1	MUDC	MUDC	Investigate best practice elsewhere, examine requirements.
2	Car Park accreditation standards	Individual car parks should seek to achieve Park Mark and Disabled Parking Accreditation	Improves general standard, quality and accessibility of parking for all users, hence improving user experience	5, 6	0 - 10 years	2	MUDC, Car Park Operators	MUDC, Car Park Operators	Examine requirements and assess feasibility
3	Assess levels of parking demand	Regularly monitor parking demand (occupancy and duration of stay) at comparable times each year to identify trends	Parking demand ebbs and flows throughout the year	2, 3	0 - 10 years	1	MUDC, Car Park Operators	MUDC, Car Park Operators	Monitor demand on a regular basis
4	Parking for disabled users	Seek DPA accreditation. Review number of disabled spaces provided and compare with guidance, ensuring suitable number of spaces are provided. Also, consider individual space size and location next to amenities.	Improves parking accessibility for disabled users	5, 6	0 - 5 years	1	MUDC, Car Park Operators	MUDC	Examine requirements and assess feasibility
5	Magherafelt - King Street	Maintain free parking.	Located further out of town, better suited to all day parkers.	3, 4	0 - 2 years	1	MUDC	MUDC	Monitor usage
6	Magherafelt - Central	All spaces to become charged. Tariffs changed to be consistent with other car parks. Implementation of pay on foot.	Car park's desirability should be reflected by charging/higher charging. Pay on foot removes need for parking enforcement and improves car park operation	1, 2, 3, 5	0 - 2 years	1	MUDC	MUDC	Develop action list for car park
7	Magherafelt - Union Road	Reduce number of free spaces. Reallocation of disabled and parent & child spaces between bus station and Castledawson Road. Pilot pay on foot.	Reduces high number of all day parkers. Improved accessibility for users in key location (disabled and parent & child) Reduced enforcement required if pay on foot is introduced	2, 3, 5, 6	0 - 2 years	1	MUDC	MUDC	Develop action list for car park
8	Magherafelt - Rainey Street	Resign car park to enable implementation of pay on foot. Reallocate more spaces as disabled and parent & child parking.	Implementing pay on foot improves user experience and reduces/removes parking tickets. Improved accessibility for users in key location	2, 3, 5, 6	0 - 2 years	1	MUDC	MUDC	Develop action list for car park
9	Cookstown - Loy Street	Maintain free parking.	Located further out of town, better suited to all day parkers	3, 4	0 - 2 years	1	MUDC	MUDC	Monitor usage
10	Cookstown - Union Place	Introduce charging. Consider pay on foot layout through redesign.	Car park's desirability should be reflected by charging. Pay on foot layout improves user experience	1, 2, 3, 5	0 - 2 years	1	MUDC	MUDC	Develop action list for car park
11	Cookstown - Orritor Street	Maintain free parking.	Spare capacity to accommodate transfer from adjacent Burn Road car park. Location further away from William Street reflects free parking provision.	1, 2	0 - 2 years	1	MUDC	MUDC	Monitor usage
12	Cookstown - Burn Road	Introduce charging (Pay on foot). Maintain link through to Orritor Street.	Contains highest proportion of all day parkers and located adjacent to William Street, charging must reflect this. Likely to be pay on foot arrangement.	1, 2, 3, 5	0 - 2 years	1	MUDC	MUDC	Develop action list for car park
13	Dungannon - Scotch Street	Maintain current parking provision.	Car park performs reasonably well with adequate spare capacity	2, 3	0 - 2 years	1	MUDC	MUDC	Monitor usage
14	Dungannon - Perry Street	Introduce charging to remainder of car park (Pay & Display). Note: site may be redeveloped as part of Masterplan.	Car park's desirability should be reflected by charging	2, 3	0 - 2 years	1	MUDC	MUDC	Develop action list for car park
15	Dungannon - Castle Hill	No actions required. Note: additional space to be provided through land purchase.	Car park's desirability is currently reflected by charging, this should be maintained	2, 3	0 - 2 years	1	MUDC	MUDC	Monitor usage
16	Dungannon - Anne Street (E & W)	Anne Street East no actions required. Anne Street West likely to be redeveloped and replacement spaces to be provided.	Future redevelopment of adjacent site may increase Anne Street East occupancies, thus current arrangement should be maintained. Arrangement for Anne Street West to be confirmed as part of new development	2	0 - 2 years	1	MUDC	MUDC	Develop action list for car park

No.	Action	Detail of Action(s)	Reason for Implementation	Meets Objective(s)	Timeframe	Priority	Stakeholders (lead in bold)	Primary Funding	Next Steps
17	Smaller towns and villages	Ensure car park layout and space size are appropriate. Regular maintenance and cleaning of car parks. Improve safety for users e.g. lighting and no unobstructed views. Adequate signage approaching car parks to reduce circulation. Provide internal signage and payment systems (where applicable). Promote cashless parking. Seek DPA accreditation. Review number of disabled spaces and compare with guidance, ensuring suitable number of spaces are provided. Also, consider individual space size. Consider no changes to charges and time limits. Regular monitoring to identify any issues.	Car parks operate with ample spare capacity (exception Cornmill/Lineside Site, Coalisland which may be approaching capacity). Recommended no changes to charges or time limits, as car parks are small and perform localised function	1, 2, 3, 4, 5, 6	0 - 10 years	2	MUDC	MUDC	Investigate best practice elsewhere. Conduct feasibility study. Monitor demand on a regular basis
18	Transport NI	Regular review of on-street parking provision. Regularly complete parking studies (occupancies, stay duration and infringements) to inform reviews and identify trends. Promote sharing of data between Transport NI and MUDC. Develop appropriate signage for each town.	Studies may identify need for increased control in on-street provision, but data must be examined in consultation with town stakeholders	1, 2, 3, 4, 5	0 - 10 years	2	Transport NI , MUDC, Car Park Operators	Transport NI	Monitor demand on a regular basis. Regular completion of parking studies for each area.
19	Translink	Regularly monitor demand at Park and Ride sites. Regularly review need for additional Park and Ride Spaces. Work alongside MUDC to ensure bus patron parking provision is appropriately managed. Ensure long term parking acts associated with bus journeys are located appropriately.	Ensure Park and Ride sites provide appropriate facilities which meet future land use planning proposals and observed parking trends. Protects bus patron parking provision.	3, 6	0 - 10 years	2	Translink , MUDC	Translink	Monitor demand on a regular basis at Park and Ride sites. Review need for additional spaces. Collaboratively work with MUDC
20	Private car park operators	Monitor site parking demand and advise MUDC if parking is being inappropriately used e.g. short stay spaces used for all day parking. Collaboratively work with MUDC and Transport NI.	Ensures parking provision is appropriate in each town (location, price and availability)	1, 2, 3	0 - 5 years	2	Car Park Operators , Transport NI, MUDC	Car park operators	Monitor demand on a regular basis. Collaboratively work with MUDC and Transport NI

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PROJECT

MID-ULSTER
PARKING FIGURES

CLIENT

MID-ULSTER
DISTRICT
COUNCIL

50 BALLYRONAN ROAD,
MAGHERAFELT,
BT45 6EN

CONSULTANT



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NOTES

(IF REQUIRED)

KEY PLAN

MUDC CAR PARKS

PRIVATELY OWNED CAR PARKS

ON STREET CONTROLLED PARKING
(for 1 hour)

ISSUE/REVISION

I/R	DATE	DESCRIPTION

Scale Bar: 1:1000

PRELIMINARY

PROJECT NUMBER

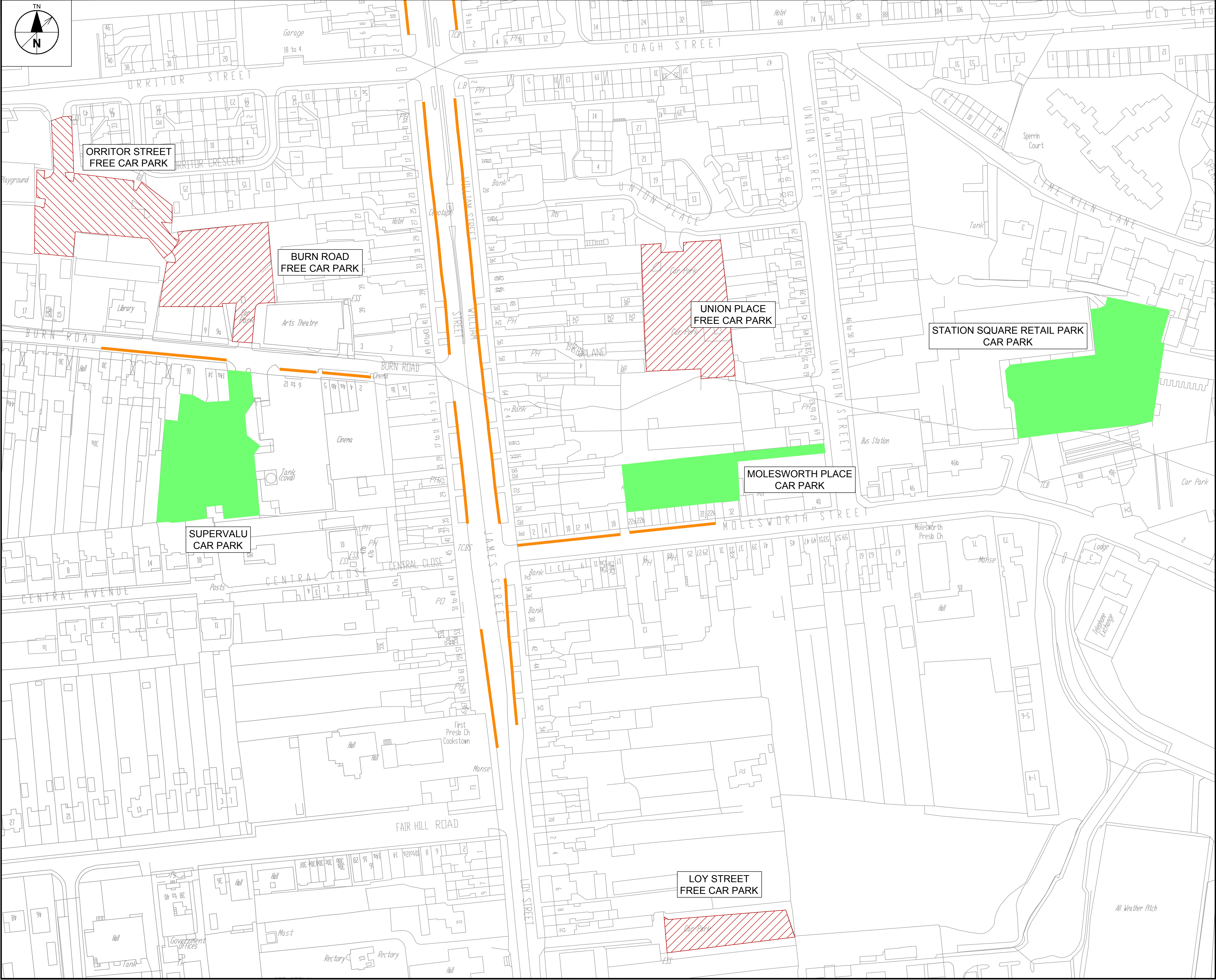
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SHEET TITLE

DUNGANNON
PARKING FIGURES

SHEET NUMBER

FIGURE 1



PROJECT

**MID-ULSTER
PARKING FIGURES**

CLIENT

**MID-ULSTER
DISTRICT
COUNCIL**

50 BALLYRONAN ROAD,
MAGHERAFELT,
BT45 6EN

CONSULTANT



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NOTES

(IF REQUIRED)

KEY PLAN

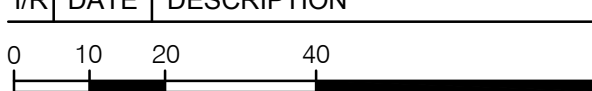
MUDC CAR PARKS

PRIVATELY OWNED CAR PARKS

ON STREET CONTROLLED PARKING
(for 1 hour)

ISSUE/REVISION

I/R	DATE	DESCRIPTION



Scale Bar: 1:1000

PRELIMINARY

PROJECT NUMBER

60529174

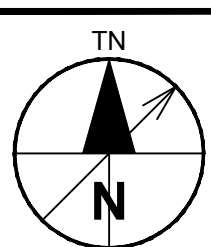
SHEET TITLE

COOKSTOWN
PARKING FIGURES

SHEET NUMBER

FIGURE 2

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B

Report on	The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 – Special Events on Roads
Reporting Officer	Mark Kelso, Director of Public Health and Infrastructure
Contact Officer	

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	The Department for Infrastructure ("the Department") has made a Statutory Rule entitled The Roads (Miscellaneous Provisions) (2010 Act) (Commencement No. 1) Order (Northern Ireland) 2017 which comes into operation on 4th September 2017. The Rule will commence provisions of the Act which authorise Councils to prohibit or restrict the use of public roads in connection with special events
1.2	From that date Councils will assume responsibility for dealing with requests to hold special events on all public roads apart from special roads (which are mainly motorways) for which the Department assumes responsibility.
2.0	Background
2.1	The Act received Royal Assent on the 13 August, 2010 and the rule commencing provisions to authorise Council to prohibit or restrict use of the road for special events was due for commencement in 2013, however amidst concerns raised by Councils at that time, in May 2013 the then Minister for Regional Development chose to defer commencement. In Jan 2017 the commencement Order was passed bringing legislation into effect on 4 th September.
2.2	The legislation will provide Councils with the power to prohibit or restrict traffic using roads to facilitate special events taking place on roads. The Act defines special events as any sporting event, social event, entertainment or the making of a film which is held on a public road. The Act does not apply to public processions, motor road races, cycle races or trials or road works.
2.3	Currently there is no specific statutory basis to close roads for special events, the PSNI use their general powers for public safety to protect those who are attending or participating in an event on a road, such as a Christmas Light Switch on, to close the road.

3.0	Main Report
	<p><u>. Key Issues</u></p> <p>3.1 From the 4 September, 2017 a person or group wishing to close a public road for a special event will be required to apply to Council. The Council will determine if a Road Closure Order is to be made, after receiving the consent of the Department, and following public notification and consultation with various statutory bodies including the PSNI and NIFRS.</p> <p>3.2 The legislation does not provide for Councils a monitoring or enforcement role; it is purely an administrative activity i.e. to facilitate consultation before referring to the Department for approval.</p> <p>3.4 The guidance to the legislation recommends a 12 week processing period; this is, in part, to facilitate the statutory requirement for Council to publish a 'Road Closure' notice in a local newspaper and to allow 21 days for representations.</p> <p>3.5 The responsibility for administering the new legislation will include the following duties:</p> <ul style="list-style-type: none"> • Validating and processing applications. • Publishing a Public Notice and consulting with the relevant agencies. • Dealing with representations from interested parties. • Preparing Road Closure Orders <p>3.6 The legislation allows for full cost recovery in relation to staff and public notification costs. There is a need for a review and assessment of the fees, advertisement costs of notices and any other charges under the Act to take place and proposals to be brought to Council. Council may wish also to review options in relation to recovering costs for small community events as opposed to larger commercial events.</p> <p>3.7 Council would need to decide the appropriate level of authority for the issuing of notices under the act. Options include:</p> <p>(i) Delegated authority to senior Council Officer.</p> <p>(ii) Authority through the Council Committee system.</p> <p>A decision on the authority should be taken in the context that the time from application to the event particularly as regards filming on the road is often quite short.</p> <p>3.8 Public processions are exempt from the legislation requirements. The Parades Commission accept and process all applications they receive, including fun runs, tractor runs, carnival parades etc. as public processions. It is expected that event organisers will follow this route for the vast majority of events.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: There will be direct financial costs attached to the administration of the new legislation and, whilst such costs may be recovered from applicants, decisions in relation to the extent of public notification required through advertising and the fee charging option chosen will determine the actual financial implication</p> <p>Human: There will be a need for staff time to validate and process applications, advise organisers, facilitate consultations and review representations</p>

4.2	<p><u>Equality and Good Relations Implications</u></p> <p>The implementation of the Act will be subject to equality impact screening.</p>
4.3	<p><u>Risk Management Implications</u></p> <p>Councils are likely to risk some reputational damage from administering this legislation as there are extra costs and bureaucratic hurdles to be faced by applicants.</p>
5.0	Recommendation(s)
5.1	<p>That members give consideration to the report and in first instance confirms the 'appropriate authority' for issuing of notices as outlined in Sec 3.7 .</p> <ul style="list-style-type: none"> • A further report outlining fee charging options will be presented at a future meeting for consideration.
6.0	Documents Attached & References
6.1	<p>The Roads (Miscellaneous Provisions) (2010 Act) (Commencement No. 1) Order (Northern Ireland) 2017 (2017 No. 34 (C. 3))</p>

The Roads (Miscellaneous Provisions) (2010 Act) (Commencement No. 1) Order (Northern Ireland) 2017

The Department for Infrastructure has made a Statutory Rule entitled The Roads (Miscellaneous Provisions) (2010 Act) (Commencement No. 1) Order (Northern Ireland) 2017 (2017 No. 34 (C. 3)) which comes into operation on 4th September 2017.

The Rule will commence provisions of the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 (“the 2010 Act”) which authorise a relevant authority to prohibit or restrict the use of public roads in connection with special events.

Copies of the Rule may be obtained from the Department at Clarence Court, 10-18 Adelaide Street, Belfast or viewed online at <http://www.legislation.gov.uk/nisr>



2017 No. 34 (C. 3)

ROADS

**The Roads (Miscellaneous Provisions) (2010 Act)
(Commencement No. 1) Order (Northern Ireland) 2017**

Made - - - -

25th January 2017

The Department for Infrastructure^(a), makes the following Order in exercise of the powers conferred by section 9(2) of the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010^(b).

Citation

1. This Order may be cited as the Roads (Miscellaneous Provisions) (2010 Act) (Commencement No. 1) Order (Northern Ireland) 2017.

Appointed day

2. The day appointed for the coming into operation of the provisions of the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 specified in the Schedule is 4th September 2017.

Sealed with the Official Seal of the Department for Infrastructure on 25th January 2017

(L.S.)

Tom Reid

A senior officer of the Department for Infrastructure

^(a) 2016 c. 5 (N.I.)

^(b) 2010 c. 14 (N.I.)

SCHEDULE

Article 2

Provisions coming into operation on 4th September 2017

<i>Provision of the Act</i>	<i>Subject Matter</i>
Section 6	Prohibition or restriction of use of public roads in connection with special events.
Schedule 1	Schedule to be inserted as Schedule 3A to the Road Traffic Regulation (Northern Ireland) Order 1997.
Schedule 2, paragraphs 3 to 5 and 6(1) and (2) and section 8(1) so far as relating to those paragraphs	Minor and consequential amendments.
Schedule 3, the entries relating to the Street Works (Northern Ireland) Order 1995 and the Street Works (Amendment) (Northern Ireland) Order 2007 (and section 8(2) so far as relating to those entries)	Repeals.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order brings into operation the last remaining provisions of the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010.

C

Report on	Government Waste Working Group (GWWG)
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 provide members with an update on the work of the Government Waste Working Group and to approve the related Operational Protocol and Procurement Guidance documents.
2.0	Background
2.1	Members may recall the discovery of a large illegal dump site at Mobuoy Road, Derry/Londonderry and the subsequent publication of the Mills Report looking at the events that gave rise to this matter and recommending steps to help ensure that similar instances can be prevented.
2.2	One such outcome was the establishment of a joint Government Waste Working Group between the Northern Ireland Environment Agency and Councils to consider issues of mutual benefit that would enhance environmental controls and ensure greater co-ordination between the bodies on matters relating to waste treatment, licensing and permitting issues etc.
3.0	Main Report
3.1	<p>The new Government Waste Working Group has been meeting, on a quarterly basis, for over a year now. During the course of this time two joint documents have been produced:</p> <ul style="list-style-type: none"> • An Operational Protocol relating to the sharing of information between the parties and; • Procurement Guidance for Councils to Mitigate Crime in Waste Contracts
3.2	These documents have been drafted between the parties and copies of both are attached.
3.3	The Operational Protocol sets out details with regard to the sharing of data e.g. in respect of the suspension/removal of waste licences and potential completion of mutually beneficial joint inspections of waste facilities by NIEA and local Council officers where necessary.
3.4	The Procurement Guidance document outlines a series of steps to be taken which should minimise the risk that a contract is awarded to a criminal or to an organisation that may, deliberately or otherwise, allow waste to be passed on to criminals.

3.5	This Procurement Guidance document was prepared by a sub-group with each member responsible for producing specific chapters (in my case chapters 8 and 9 relating to Tender Assessment and Due Diligence and Contract Award).
4.0	Other Considerations
4.1	<u>Financial & Human Resources Implications</u> Financial: None Human: Some officer time required to attend working group and sub group meetings.
4.2	<u>Equality and Good Relations Implications</u> N/A
4.3	<u>Risk Management Implications</u> The Operational Protocol and Procurement Guidance will reduce the risk of Councils sending waste or awarding contracts to illegal or unlicensed waste operators.
5.0	Recommendation(s)
5.1	Members are asked to support officers collaborative work with NIEA in the Government Waste Working Group and endorse the Operational Protocol and Procurement Guidance.
6.0	Documents Attached & References
6.1	Operational Protocol between Council and NIEA
6.2	Procurement Guidance for Councils to Mitigate Crime in Waste Contracts

**Operational Protocol for the sharing of information with Councils and Waste Management Groups
and the partaking of joint visits between Councils, Waste Management Groups and Northern
Ireland Environment Agency.**

DRAFT

Developing the process by which information and data can be shared and analysed to enable better planning and co-ordination of activities leading to mutually beneficial joint inspections of waste facilities

Contents

Foreword
Summary of the roles
Purpose of the Operational Protocol
Specific Objectives
Protection of information
Management Framework
Protocol
Contacts

DRAFT

Foreword

The Government Waste Working Group was established to develop a holistic approach to the control and monitoring of municipal waste including procurement, contract management and regulatory activities; and to ensure that public sector waste is legitimately, robustly and transparently managed and monitored at all stages including final destination.

Membership comprises of Councils, Northern Ireland Waste Management Groups, Department of Agriculture, Environment & Rural Affairs (DAERA) and Northern Ireland Environment Agency (NIEA).

This protocol sets out our shared objectives in relation to the sharing of information and completion of mutually beneficial joint inspections of waste facilities.

Summary of the roles

arc21

arc21 is the umbrella waste management group for 6 councils in the east of Northern Ireland; Antrim and Newtownabbey Borough Council; Ards and North Down Borough Council; Belfast City Council; Lisburn & Castlereagh City Council; Mid and East Antrim Borough Council; Newry, Mourne and Down District Council; which have formed a collaborative and collective partnership for the purpose of implementing the policies set out in the Waste Management Plan.

Councils

Councils are responsible for arranging the collection and disposal of household waste in their areas. They may also in appropriate circumstances arrange for the collection and disposal of commercial and industrial waste.

They are obliged to produce and maintain Statutory Waste Management Plans which may be delivered through the vehicle of a Waste Management Group. Councils in Northern Ireland are required to report data on council collected municipal waste arisings to the NIEA (the monitoring authority), on a quarterly basis within 2 months of the end of the relevant quarter.

DAERA (Department of Agriculture, Environment & Rural Affairs)

The Environmental Policy Division (EPD) within the DAERA is responsible for the drafting of legislation on waste, the development and implementation of waste management policy and the promotion of a more sustainable approach to dealing with waste in Northern Ireland.

The Waste Unit within EPD works with various bodies and in particular with the Northern Ireland Environment Agency (NIEA), to develop and implement a wide range of government policies in Northern Ireland including the Northern Ireland Waste Management Strategy.

NIEA

NIEA is an Executive Agency within DAERA; it aims to be recognised as the leading body responsible for protecting, conserving and promoting the environment and heritage in Northern Ireland.

Two of its main operating principles are:

- To make it easy for people to do good business and difficult for people to do bad business; and
- To help create a resource efficient Northern Ireland;

Under the Waste and Contaminated Land (Northern Ireland) Order 1997 all activities involving the treatment, keeping or disposal of waste must be authorised by NIEA and must be carried out in accordance with that authorisation. NIEA regulates and inspects all authorised waste management sites.

North West Regional Waste Management Group (NWRWMG)

The NWRWMG is the voluntary coalition of 2 councils in the northwest, Causeway Coast and Glens Borough Council; and Derry City and Strabane District Council; and is responsible for delivering effective waste management infrastructure on their behalf.

Purpose of the Operational Protocol

This protocol sets out the framework which will enable Councils, Waste Management Groups and the NIEA to work together in partnership in the field of waste/resource management which assists both organisations to achieve their respective objectives primarily through the exchange and sharing of information allied to undertaking of joint inspections in appropriate circumstances.

The protocol acknowledges that the Councils, Waste Management Groups and the NIEA carry out specific functions which vary in nature but recognises they operate with due regard to public interest in terms of financial probity, improvement of the economic climate, enhancement of waste/resource management systems and protection of the environment.

Specific Objectives

- Recognised benefits to Councils, Waste Management Groups and the NIEA derived through closer working relationships;
- To develop and implement operational policies, practices and policies to enable collaboration efforts to be effective and efficient;
- To ensure that information exchanges take place which supports and assists each organisation to fulfil their obligations, duties and roles efficiently;
- To engender joint working arrangements between Councils, Waste Management Groups;
- To deliver a Strategic Coalition which enhances operational effectiveness throughout Northern Ireland;
- To provide the Councils, Waste Management Groups and the NIEA with the appropriate mechanism to build and increase capacity to garner relevant information and intelligence;
- To deliver working arrangements which assist and support Officers from the Councils, Waste Management Groups and the NIEA to operate professionally, proficiently and resourcefully and thus maximise benefits.

Protection of Information

All organisations will look to implementing secure solutions to support the safe transfer of data in compliance with the *Data Protection Act 1998* and the *Human Rights Act 1998*, including:

- Hold any information securely
- Use the information solely for the purposes for which it is disclosed to them, unless they receive prior permission from the issuing to use it for another purpose
- Only retain the information for as long as it is required and then to dispose of it in accordance with Government guidelines/legislative requirements
- Ensure that the information is only accessed by Officers authorised to do so

Should any of the parties receive any requests for information under the *Freedom of Information Act 2000* involving information originating from one of the other organisations the receiving organisation will contact the originating organisation before processing the request.

Management Framework

The Government Waste Working Group will oversee the protocol and meet regularly as detailed in the Group's Terms of Reference.

Protocol

To facilitate the sharing of information and carrying out joint inspections involving the Government Waste Working Group the following table outlines the general circumstances where this would apply:

Information	Joint Inspections
NIEA will share statutory notices, at the point of issue, issued to authorised waste management facilities with all Councils and Waste Management Groups	Inspections shall be mutually beneficial e.g. contract in place or during a live tender process by Councils or Waste Management Group
NIEA will share information relating to the validity of relevant authorisations pertinent to either existing or proposed services or as part of a contractual process	NIEA will arrange and lead on inspections with the authorised site
Local Authorities and Waste Management Groups to share details of their waste contracts	

Review of the Protocol

The Government Waste Working Group will review the operational protocol as required to ensure that:

- appropriate information is shared in a timely manner; and that
- it provides an efficient mechanism to regulate and inspect authorised waste management sites.

Contacts

[illegible]

PROCUREMENT GUIDANCE FOR COUNCILS TO MITIGATE CRIME IN WASTE SERVICE CONTRACTS

DRAFT

Foreword

To be completed

DRAFT

Contents

1. Why do councils need to be concerned about crime when procuring waste services
2. Examples of crime
3. About this guide
4. Assessing the risk of crime
5. Planning
6. Designing the contract
7. Designing evaluation criteria
8. Tender assessment
9. Due diligence and contract award
10. Contract monitoring
11. Guidance for bidders
12. Summary of key actions

Glossary of Acronyms

Appendix A – Auditing Waste Sites

Appendix B – Contract Management Plan

1. Why do councils need to be concerned about crime when procuring waste services?

No council would knowingly purchase services from someone undertaking illegal activities. However, waste contractors can be associated with crime in ways that are not easy to identify. An apparently legitimate contractor may use a criminal organisation as a sub-contractor; or may be a means by which money is laundered from another criminal enterprise.

The risk therefore remains of such purchases occurring inadvertently, whether because the council is not aware of the possibility of waste crime occurring, or because of defects in the design of a waste services procurement process which means that organisations wilfully or carelessly engaged in waste crime cannot be excluded fairly.

Where a council does contract with an organisation associated with crime, it will give rise to reputational risks. However, it also raises concerns about the health and safety of the contractor's staff, the quality and reliability of service, continuity of service and the possibility of having to incur the cost and delay of a further tender – not to mention the clean-up costs that may be incurred. Councils have a duty of care to ensure their waste is disposed of appropriately, in an environmentally safe manner and in compliance with the law. Purchasing waste services from an organisation that is involved in crime is not compatible with fulfilling this duty.

It is vital that councils are aware of the risk of crime when contracting for waste services. However, it is important to bear in mind that waste management is a complex and heavily regulated industry.

Normally law-abiding waste management companies may accidentally, in the course of their operations, breach licence conditions and waste management rules. Provided that swift action is taken to remedy them, occasional breaches, even when subject to regulatory action, cannot be taken to be evidence that the contractor is inherently criminal.

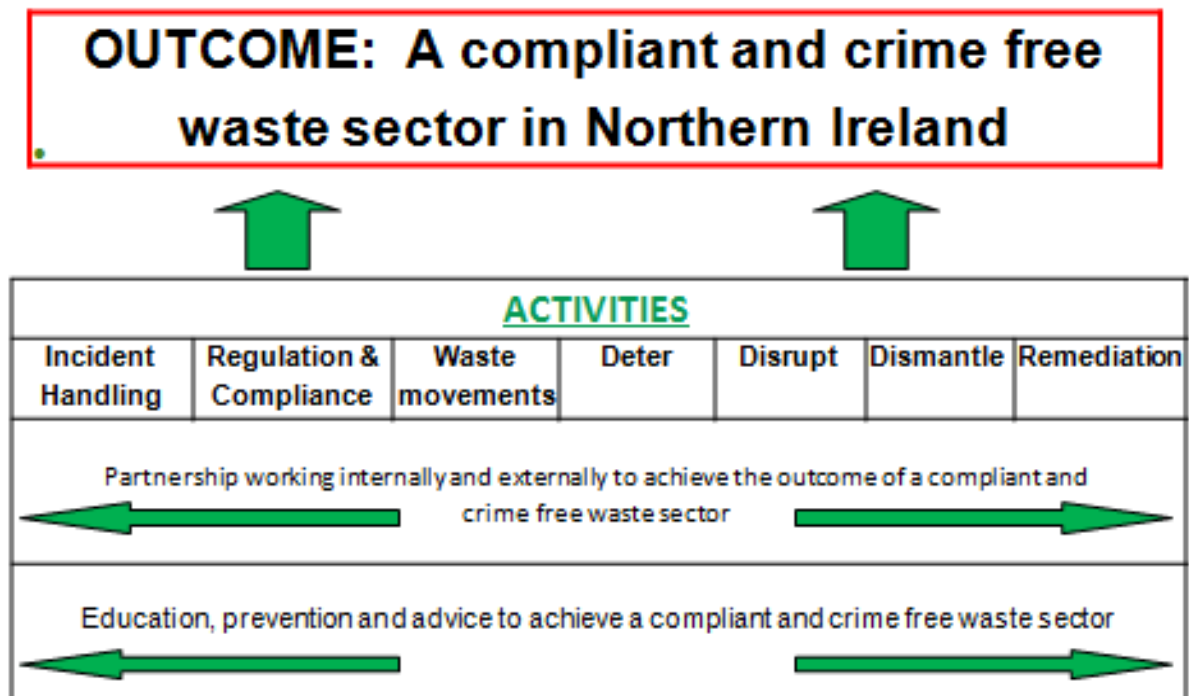
An apparently legitimate contractor may use a criminal organisation as a sub-contractor; or may be a means by which money is laundered from another criminal enterprise.

2. Examples of crime

Criminal behaviour in the waste sector has a range of causes. Otherwise law-abiding companies may break the law through a lack of awareness of regulation or a failure to take proper steps to prevent breaches, while some waste companies systematically and deliberately flout the rules, or are run by organised criminal gangs. One of the Northern Ireland Environment Agency's (NIEAs) four new operating principles recognises the need to take appropriate action based on the range of behaviours by "making it easy for people to do good business and difficult for people to do bad business"

Figure 1 shows how NIEA hope to achieve a compliant and crime free waste sector in Northern Ireland.

Fig 1:



Crime associated with the waste industry takes many forms. Some are specifically related to waste, while others are more general forms of criminality that can be harboured within waste businesses.

A non-exhaustive list of examples of waste crime that may arise in connection with a variety of common waste services is provided in Table 1

Table 1:

Service Type	Example Crime Risk
Waste collections from councils (commercial waste)	<ul style="list-style-type: none"> • Fraudulent waste transfer notes are prepared • Waste is flytipped or deposited at unlicensed sites • Vehicles are not properly licensed • Hazardous waste is collected & delivered to unsuitable treatment/disposal facilities
Council collection service (including haulage)	<ul style="list-style-type: none"> • Waste is deposited at unlicensed sites • Hazardous waste is collected & delivered to unsuitable treatment/disposal facilities • Vehicles are not properly licensed • Cash in hand commercial waste collections are undertaken which the council has to pay for to dispose
Council facility operations e.g. HWRCs	<ul style="list-style-type: none"> • Valuable material e.g. copper wire is stolen and sold • Potentially hazardous waste is taken for treatment/disposal at sites, whether in UK or RIO or overseas that are not licensed to or capable of handling it safely
Council residual waste treatment/disposal	<ul style="list-style-type: none"> • Material is deposited at sites that are not licensed • Material is deposited at sites that are a breach of licence conditions • Material is stores in greater quantities than the contractor's permit allows
Council treatment, sorting & recycling services e.g. dry recycling, organics, WEEE bulky waste etc	<ul style="list-style-type: none"> • Recyclable materials are sent for disposal or energy recovery • Material is stores in greater quantities than the contractor's permit allows • Stored material is burned on site in breach of permit • Contractor has had unusually serious or an unusually large number of health and safety issues • Contractor's key staff are engaged in criminal activity(e.g. metal theft, sale of narcotics) that is separate from their waste activity
Council clinical waste treatment/disposal	<ul style="list-style-type: none"> • Material is deposited at sites that are not licensed for clinical waste

3. About this guide

This non-statutory guidance has been produced by the Northern Ireland Government Waste Working Group and is designed for use by all parties involved in council waste services procurements. This document follows a similar document produced by Zero Waste Scotland and SEPA.

This guidance aims to highlight cautionary notes that may be indicative of a risk of crime: aspects of a procurement process or a bid which councils may be able to identify during procurement or subsequent contract management, enabling them to investigate and exercise proper caution.

Public procurement law is complex, and councils can be concerned that the rules limit their scope to avoid awarding contracts to businesses about which they have concerns. This guidance is designed to:

- Highlight ways in which the risk of crime can be managed within procurement rules.
- Capture good practice that is already available and in use within the industry.
- Provide suggestions about how to design crime prevention measures into a proportionate procurement process for waste services.
- Suggest ways to ensure that, if a contract is awarded to an organisation that is subsequently found to be engaged in criminal behaviour, appropriate action can be taken.
- Provide assistance to waste contractors looking to demonstrate their legal compliance within a public procurement

The guidance may be particularly useful to:

- Council waste officers, procurement officers and environment officers tasked with procuring waste collection, treatment or disposal services, or connected services such as the provision of household waste recycling centres.
- Facilities managers and procurement officers in councils tasked with procuring waste collection services.
- Waste contractors' bid managers tasked with the preparing responses to public sector waste services tenders.
- Any person tasked with managing a waste services contract once it has been let.

The production of this guidance is not intended as a signal that crime is rife in council waste contracts, or that public procurement processes are a key weak spot in the system. Many of the recommendations made would apply equally well in many other procurement contexts. It is also important that this guidance is interpreted within the framework of procurement law in Northern Ireland, and nothing in this guidance should be read as advising councils to take action that is not consistent with good procurement practice.

The guidance is applicable to contracts of all sizes; however it should be applied in proportion to the level of risk inherent to the contract, which may relate to the nature of the services being purchased, the materials involved and the overall value of the contract.

The guidance will help councils to minimise the risk that a contract is awarded to a criminal or to an organisation that may, deliberately or otherwise, allow waste to be passed on to criminals. It also suggests ways to ensure that if a contract is awarded to an organisation that is subsequently found to be engaged in criminal behaviour, appropriate action can be taken. Following the guidance may also help councils to meet their environmental obligations; including discharging their duty of care in respect of the waste they manage.

Planning	Be clear about what is to be procured and the level of risk involved. Put a team in place with the right procurement and waste expertise and without conflicts of interest
Designing the Specification	Build in clear service quality requirements and KPIs including specifying information that the contractor must supply. Make sure the balance of risks is considered.
Evaluation Criteria	Build in clear service quality requirements and KPIs including specifying information that the contractor must supply. Make sure the balance of risks is considered.
Tender Assessment	Check information supplied in bids with the NIEA where applicable. Be alert for abnormally low tenders.
Due Diligence & Contract Award	Seek final clarification and confirmation (e.g. site visits if appropriate) of information supplied as part of the selection procedure. Notify NIEA of intention to award.
Contract Monitoring	Undertake site visits and ensure that the contractor's timely submission of relevant information they are required to provide. Liaise with the NIEA to offer and receive intelligence.

4. Assessing the risk of crime

In order to ensure that the right level of priority is given to the issue of crime in the course of procurement, a first important step is to consider how significant the risk may be that the resulting contract is of interest to criminals. The procurement team will need to define in broad terms the service that is required and then consider the following key questions:

Does the work offer opportunities to inflate profits by cutting corners, e.g.:

- Will the work require the use or operation of regulated sites?
- Is any of the waste hazardous?

Is there known involvement of criminal organisations in the sector?

- Waste experts in the project team may be aware of concerns
- NIEA or PSNI may be able to supply information or reassurance

Is there scope for fraud or theft within the contract, e.g.:

- Material of value being stolen in the course of collection/treatment?
- Collections from “off the books” customers being paid for by the council?
- Could the type of material be described inaccurately to avoid tax or disposal costs?
- Could the contractor benefit by inaccurately recording the quantity of material handled?

The answers to these questions will help in identifying whether there is a significant risk associated with the tender, and if so, the most likely nature of the risk. It will therefore help the procurement team to target the most likely forms of crime, and ensure that measures are put in place in the course of the tender to try to prevent it.

Councils should use their existing risk assessment tools to analyse the likelihood and potential impact of crime-related risks, alongside the other risks that the procurement might present.

Cautionary Note – Characteristics of the Service Required

- Is the contract high value or long term
- Would treating/disposing of the material illegally offer opportunities for the contractor to save money
- Is the market price for material volatile and could this impact on the contractor’s plans for treatment/disposal.
- Is the work likely to require multiple contractors, or a contractor with multiple sub- contractors
- Is the contract likely to result in potentially hazardous or mixed material being exported?

5. Planning

5.1 Making sure proper systems are in place

In order to ensure that a tender minimises the risk of crime, it is important that the basics of a fair and transparent tender process are put in place.

Procurement legislation aims to make sure that this is done, helping to avoid risks such as:

- Done deals being pushed through by internal stakeholders.
- Inappropriate use of single source suppliers.
- Work being procured in disaggregated packages to avoid procurement thresholds.

Councils need to prioritise good procurement practice and the prevention of fraud and crime at a senior level to ensure that an appropriate culture is disseminated. Measures that will help to implement this include:

- Ensuring that senior managers understand the importance of procurement and, crucially, the risk of fraud and crime across the procurement life cycle.
- If the council has a fraud and crime strategy, advertising this and making reference to it in OJEU notices and prior information notices.
- Engaging with the market and setting expectations with regards to the importance of crime prevention.
- Advertising other supporting policies, including whistle-blowing, to staff and contractors.
- Maintaining an active conflict of interest policy.
- Maintaining a policy on gifts and hospitality, including parameters and thresholds.
- Undertaking checks on procurement staff for potential conflicts of interest

5.2 Choosing an evaluation team

An important factor is choosing the right evaluation team, to ensure that the right level and mix of expertise is included and that any potential for conflicts of interest (e.g. links with potential bidders) is understood and managed. Ideally the team should include no fewer than three members:

- One or more individuals with operational expertise, who will be well placed to identify strengths and weaknesses in the proposed delivery method
- One or more individuals with a more strategic outlook who will be well placed to consider the wider implications of the bidder's approach (e.g. a senior manager).
- One or more individuals with procurement expertise, who can help to ensure that the prescribed process is followed carefully (e.g. a member of the organisation's procurement team).

Where the procurement raises complex issues or where there are strong relationships with an incumbent contractor, councils may wish to consider bringing in external, independent advisors and/or evaluators.

Individuals participating in an evaluation team should have received appropriate training which at least covers the basics of evaluation.

Best practice checklist - Internal controls

- Have you put in place a record of potential conflicts of interest?
- Is your corporate register of gifts and hospitality up to date, and have you reviewed it for any relevant entries?
- Are measures in place to ensure that there are no inappropriate links between bidders and evaluators?

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6. Designing the contract

A council contract will typically include:

- A set of conditions of contract, which set out the general rights and obligations of the contracting parties, including any payment mechanism;
- A contract specification, which defines the work to be carried out under the contract; and
- Any method statements or delivery plan produced by the contractor as part of their bid, which set out how they will carry out the work.

This section looks at the conditions of contract and the specification requirements that can be included in waste-related procurements to help minimise the risk of waste crime. It describes measures that can be implemented by councils and the actions that contractors can take to respond to them. Method statements are discussed in Section 7.2.1.

6.1 Defining the service to be provided

The starting point for the specification will be the initial planning work done to define the service to be purchased and to assess the associated risk of crime (see section 6). The contract will need to define the service the contractor will be required to provide, which offers opportunities to include specific requirements in that will help to provide assurance that the contractor is continuously achieving legal compliance and delivering good practice.

Advisory Note

Ensure the required quality of services is specified and that the specification includes measures to minimise the risk of crime associated with waste services.

6.1.2 Conditions of contract

Requirements should be included in the contract documents to define clear quality standards that the contractor will be required to meet in carrying out the work. The specific requirements will depend on the nature of the work, but may include the following:

- Make it a condition of contract that the contractor maintains any accreditations (e.g. ISO standards) that are a selection criterion of the tender.
- Make it a condition of contract that the contractor maintains all necessary permits and licences (although it is of course obliged to do this by law) so that failing to do so will constitute a breach of the contract.
- Make it a condition of contract that all waste must be handled in accordance with legislative requirements (although it is of course obliged to do this by law), including ensuring that waste transfer notes are available to cover all waste received and disposed of. It may be preferable to require that waste transfer notes are available for each individual waste transfer, rather than using annual waste transfer notes, to ensure that material can be tracked more accurately
- Make it a condition of contract that the contractor must proactively supply relevant documents (permits, waste transfer notes, etc.)

- when any change occurs, and on the council's request; put in place arrangements to allow the council access to information regarding the criminal records of its key staff; and allow the council or its appointed representatives to undertake audits of all sites used in performance of the contract.
- Make it a condition of contract that all drivers and equipment operators are properly trained and licensed.
- Make it a condition of contract that the contractor ensures its vehicles and plant are properly maintained, taxed and insured.
- Ensure that there are arrangements in place that will both incentivise compliance and protect the council's position in the event of non-compliance. This may include:
 - the use of liability insurance with appropriate indemnity levels;
 - the posting of bonds; or
 - a parent company guarantee.

This will ensure that resources are available to rectify any failings that might arise. Such requirements might be particularly applicable where the contractor is receiving material such as residual waste, whose ultimate disposal or recovery will be costly.

- Make it a condition of contract that, where important parts of the contract work are delivered by a sub-contractor, they agree to a collateral warranty arrangement in respect of these audit and review powers. Such a warranty can be used to extend duties and rights under the contract to cover the sub-contractor, which could include the power of audit and document review. The contract should also require that the same arrangements be extended to any new sub-contractor introduced during its lifetime.

6.1.3 Specification

- Specify that the contractor must submit a list of facilities that it will use, undertake prescribed checks on the facilities to ensure they are compliant with legal requirements, and that it must only deliver material to the facilities that the council has approved, preferably prior to its use.
- Specify that the contractor must allow site visits/inspections by the council.
- Specify whether (and under what circumstances) key sub-contractors can be changed, and require the contractor to advise the council of such changes (a contract variation mechanism).
- Specify the metrics and other information that the contractor must supply, and the frequency with which they must do so, such as:
 - the tonnage of each type of material received; and
 - the end destinations of materials.
- Specify that the contractor must maintain a full set of health and safety risk assessments covering all activities, safe working procedures and evidence of training of any persons identified as being at risk, together with details of nominated health and safety representatives.
- Specify that the contractor must maintain a Business Resilience Plan and put contingency arrangements in place for a range of foreseeable types of incident. This will help to ensure that prompt action can be taken if, for example, concerns arise regarding a sub-contractor, without harm to the service being provided to the client.
- Specify that the contractor must ensure it complies with all relevant legislation. This will include meeting requirements such as the following: the Waste Regulations (Northern Ireland) 2011, the Food Waste Regulations (Northern Ireland) 2015. If there is any doubt on legislation, councils should contact their nominated NIEA Liaison

Officer.

- Specify that details are supplied of the vehicles that will be used to service the
- Contract and consideration be given to ensuring operational GPS tracking devices are used

6.1.4 Require the contractor to make proactive disclosures under the contract

It is important that a council should be made aware of any performance failures, or any other occurrences that may give rise to concern, as soon as possible to enable it to manage the situation and apply any relevant contract clauses. The council should make it a contractual requirement that:

- The contractor must provide a report in a specified format to confirm at regular intervals whether any compliance issues have arisen – it may be useful to define a checklist; and/or
- The contractor must provide information as soon as possible regarding the occurrence of specific events, such as the identification during an inspection of licence deficiencies or breaches in respect of one of the contractor's sites; and/or
- The council may request evidence from the contractor as to how these requirements are being adhered to at any point within the contract life. There should be a fixed period, unlikely to be longer than two weeks, within which the contractor must supply the information once requested.

Advisory note

Requiring regular reports places the onus on the contractor to supply information, rather than responsibility sitting with the contracting body to initiate a review.

In addition to the range of quality requirements specified in Section 7.1.1, the contractor should be required to provide information regarding the following:

- Notification of any inspections of sites used in the delivery of the contract that are carried out by bodies including NIEA, planners, environmental health or the HSENI – and their outcome.
- Any licence deficiencies or breaches in respect of these sites that are identified through inspection, the action required to address them and the timescale for this action.
- Any investigative or enforcement action taken, whether by NIEA or any other body with enforcement powers, including prosecution of the contractor, whether in respect of sites used in the delivery of the contract services or other waste sites in Northern Ireland or elsewhere in the UK.
- Any conviction of the contractor, whether in respect of sites used in the delivery of the contract services or other waste sites in Northern Ireland or elsewhere in the UK.
- Any prosecution or conviction of any person involved, or involved in the past year, in the running of the contractor or of any site used in the delivery of the services under the contract for crimes related to the operation of these sites.
- Any changes sought or obtained to the permits or consents covering sites used in the

delivery of the contract.

- Any duty of care documentation received by the contractor and other subcontractors in respect of the transfer of waste received from the council.

The contract should make clear that failure to disclose information promptly will be a breach of contract, enabling sanctions to be deployed in line with the contract's performance framework.

6.1.5 KPIs

Key Performance Indicators (KPIs) are a useful way to define the quality of service that is required under the contract. Councils should consider whether there are KPIs that can be used to set quality requirements that the contractor must meet in the performance of the service. For example, the council might require that:

- Sites to be used under the contract are unavailable within the agreed opening hours for no more than X days or parts of days per year.
- Downtime for key plant/services is no more than X days per year.
- The missed collection rate does not exceed X% of bins that are properly set out for collection.
- X%. compliance with reprocessor quality standards duly specified in contract documents

Persistent failure to deliver the required standard of performance can be treated as a contract breach. Requiring a high quality service may make it more difficult for criminal organisations to succeed in tenders. However, they are primarily a way to ensure that there is clarity regarding expectations for both parties and that the council is able to enforce delivery of the standard of service it requires.

KPIs are typically used for aspects of the service where there is an expected performance rate that is less than 100%. It is therefore not recommended that KPIs should be used in relation to crime issues such as breaches of environmental regulations, each instance of which should instead be treated as a contract breach. More information on contract breaches is provided in Section 7.3.

Advisory note

Take a reasonable approach to sharing risk, giving the council the level of protection in respect of its financial position that it requires, but ensuring that the contractor is in a position to manage the risk that is being transferred

6.2 Risk sharing

It is often the case that a council seeks to obtain certainty about price through a contract, and to insulate itself from future price risk. Taking steps to manage risk or to transfer it to a

private contractor is a legitimate aim that should not be discouraged. However, the cost of delivering a waste contract depends heavily on factors that may not be within the contractor's control, in particular:

- The cost of disposal/treatment of residual waste.
- The value of recyclables on the global secondary commodities market.

Advisory note

Ensure that proportionate contract sanctions are available in the event that the contractor breaches the contract, including where it is found to be engaged in serious criminal activity or unacceptable numbers of less serious contraventions of environmental or other rules. These may include termination powers where this is the most appropriate sanction.

Contractors may be able to secure long-term, fixed price deals in order to protect themselves from price changes. However, in the event that the contractor's costs increase or income decreases due to changes in these factors, it may impact on the contractor's ability to service the contract and they may be driven to cut corners.

One potential way to address this is to allow for a price review to take place, either periodically or in the event that the contractor is exposed to increased costs or decreased income that exceeds a specified percentage of an agreed starting value. However, building in price reviews can encourage under-bidding, based on the expectation that prices can be subsequently reviewed and increased. To protect against this, price changes should always be evidenced either through open book accounting information or by reference to agreed indices.

It may be preferable for the council to instead make sure that, if it wishes to transfer risk to its contractor, it has put in place measures to ensure that the contractor is in a position to manage financial risks, perhaps through requiring a parent company guarantee or similar assurance to be put in place that will enable the contractor to weather any downturn in the economics of the contract.

Cautionary Note

A contract that gives too much financial risk to the contractor to manage may result in an increased risk of crime during its lifetime.

A further important area of risk is legislative change. Contracts should be clear regarding with whom any financial risks resulting from changes in waste legislation lie. Although, it is open to councils to seek to transfer risk to a contractor, it would be wise in such circumstances to put in place requirements that will ensure that the contractor has the resources available to manage such risks should they arise. The challenge associated with this should not be underestimated.

6.3 Contract breaches

It should be clear within the contract that failure to deliver the required level of quality will be a contract breach. By making criminal activity a clear breach of contract, the council ensures that it has contractual powers to take action to protect its position, alongside any other action that may be appropriate (e.g. providing information to NIEA, PSNI or HMRC).

It is important that the council should be able to identify breaches when they occur and ensure that they are handled proportionately. It may be useful to highlight any breaches that are particularly serious ('material breaches') that may lead rapidly to contract termination; and to put other proportionate procedures in place to handle less major breaches.

The contract should make clear:

- What will constitute a breach (e.g. failing to provide information that is required under the contract, failing to achieve a KPI in two successive months, or any three months in 12).
- What will constitute a material breach (e.g. conviction of the contractor or any of its directors for a serious criminal offence).
- How a breach will be formally recognised (e.g. that a formal warning notice will be issued).
- A prescribed limit on the number of breaches that are permitted within a given period, or the period for which a breach may persist, beyond which level the total effect is a material breach of the contract.
- Where a material breach has occurred, that the council may wish to ensure that the default option is to terminate the contract, although it may wish to leave open the option to consider actions other than termination where this is reasonable overall.

Naturally, a council will not wish to terminate a contract, and incur the costs and difficulties of having to re-tender a service, without good reason. Contract sanctions cannot take the place of effective contract management, the aim of which should be to encourage the contractor to deliver the service in line with the contract.

Best practice checklist – selection criteria checks

- Have you undertaken an assessment of the crime risk inherent in the service you wish to procure?
- Have you defined clear quality standards and KPIs for the service?
- Have you included measures in the service specification to minimise key risks (e.g. sub-contractors/waste treatment providers)?
- Have you considered how the contract shares risk between you and the contractor?
- Have you included relevant requirements regarding reporting and disclosure of licence breaches and other regulatory interventions?
- Have you built in appropriate contract sanctions?

An example risk of crime is the Contractor's staff being engaged in criminal activity (e.g. metal theft) which may be separate from their waste activity.

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7. Designing evaluation criteria

A successful tender process depends on identifying criteria that are likely to be effective in selecting the contractor best placed to deliver the service that is required. This section describes selection criteria that will reduce the risk of selecting a contractor that is involved in crime.

Procurement law distinguishes between two different types of criteria that are applied in the course of a tender process.

- ‘Selection’ criteria focus on the bidder’s suitability and capability to perform the contract tendered. The selection process can be conducted as a “pre-qualifying stage” and is a backward-looking process examining bidders’ qualifications and capability, which should include criteria relating to experience and financial standing.
- ‘Award’ criteria assess the merits of each bid submitted, with the aim of identifying which of the eligible tenderers will deliver the best service for the contracting authority. Award criteria must relate directly to, and be proportionate to, the subject matter of the requirement.

The distinction between selection and award criteria is crucially important in the design of a successful tender, and must be maintained throughout the procurement process. The contracting authority must ensure that the selection and award criteria used are relevant, objective, proportionate and non-discriminatory. Criteria (and any sub- criteria) used by a council, together with any weightings attached to them, must be published and made known to suppliers at the time of the issue of either the Pre-Qualifying Questionnaire (PQQ) (if the Restricted Procedure is used) or the Invitation To Tender (ITT).

Criteria assessed in the ‘Selection’ stage must not be re-applied at the ‘Award’ stage. However, it can be permissible to review the same evidence at each stage, so long as the way that it is used is clearly different in each case and falls in line with the distinction between ‘selection’ and ‘award’. For example, a council might: require that the bidder has one key member of staff with a particular qualification as a selection criterion, but include an award criterion that relates to how the bidder will use appropriately qualified key members of staff to undertake work to the required standard under the contract, and where the number of qualified people and the level of their qualification is a factor in evaluating responses.

7.1 Selection criteria

The selection stage can be extremely useful in excluding bidders that cannot demonstrate that they meet the council’s requirements, and carefully reviewing the information provided by bidders is important. The selection stage should focus on the factors that may exclude bidders that are not capable of undertaking the work and select those best able to carry out the work, while avoiding making it onerous for bidders to participate or for contracting authorities to assess applications.

Certain standard exclusion criteria must be applied to establish that bidders are legally eligible to tender. Other pass/fail questions regarding factors such as financial and economic standing must be included, while further pass/fail questions may be

included, where there are clear, relevant criteria that the contracting body can apply.

Finally, the selection criteria should include an evaluation of evidence regarding the bidder's technical and professional capability

7.1.1 Small and medium sized enterprises

The Government is committed to ensuring that small and medium sized enterprises (SMEs) have fair access to public sector contracts. Wherever possible, the selection criteria must be constructed in such a way that small and medium sized enterprises are not excluded, in terms of how financial standing and capability are measured. For example, a minimum turnover, or a minimum number of years of audited accounts, should only be stipulated if it is justifiable in terms of the particular requirement of the contract, and due regard should be given to whether there are alternative ways in which any such criteria can be met.

7.1.2 Using criteria

This guidance document seeks to supply additional criteria that may be of relevance specifically in the context of waste contracts. It is important only to ask for information that is relevant to a suppliers' ability to deliver the project. In the case of a waste contract, this may include evidence that the supplier is in a position to deliver the work in a way that is fully compliant with legal requirements. The council should ensure that the information submitted is thoroughly reviewed at the selection stage, even if it is intended that further due diligence work may be carried out before the final award of a contract.

Table 2 Examples of selection criteria

Selection criterion	Example
Business probity and criminality checks	It is mandatory to require disclosure of offences connected with conspiracy, corruption, bribery, incitement, fraud and money laundering. In addition, specific, waste-related checks can be included as discretionary selection criteria, focusing on corporate breaches of licenses and individual convictions of senior staff for crime related to the service.
Technical and professional qualifications	For waste services, both industry or organisational standards (e.g. PAS402, ISO9001) and individual qualifications of senior staff may be relevant to demonstrating technical and professional qualifications.
Capability, including experience	A useful way to assess such capacity is to rely on an external assessment of capability, in the form of a quality standard or qualification. As a minimum, the bidder should be required to demonstrate that they meet the 'fit and proper person' test under the Pollution Prevention and Control Regulations.
Economic and Financial Standing	Bidders should always be required to submit at least one years' audited accounts (or suitable alternative documentation such as bank references) to demonstrate their economic and financial standing.

These example criteria are explored in greater depth in subsequent sections of this guidance.

7.1.3 Exclusion criteria

One form of selection criterion is an exclusion criterion. A bidder that fails an exclusion criterion may be ineligible to have their bid considered any further within the tender process.

PQQs may include two types of exclusion criteria relating to criminal convictions and business probity:

- Mandatory criteria, where the law requires that bidders that have committed certain kinds of offence must be treated as ineligible; and
- Optional criteria, where the contracting authority can decide not to select bidders that fail.

The council must ensure that the tender documents are clear about the criteria it will apply. Most crimes associated with waste services, whether at the organisational or individual level, would count as optional exclusion criteria, and councils will need to specifically include them in the selection criteria for waste tenders.

Example optional exclusion criteria that may be used in the context of waste services procurement are discussed in the following sections, including:

- Regulatory record
- Staff criminal records
- Vehicle seizure and restriction

7.1.4 Regulatory record

Councils should ask all bidders to disclose their environmental regulatory record, taking account not just of convictions but also any other action taken by enforcement bodies. This may be assessed either as an exclusion criterion or as an additional pass/fail test. Bidders should be requested to provide the date and full details of any relevant regulatory action, including any sanction or penalty imposed. This may include prosecutions, but also formal notices and civil penalties. Bidders should also be asked to disclose their NIEA inspection records.

Regulatory records need not be limited to issues arising from waste management licences, but might also include considerations such as:

- Health and safety prosecutions; and
- Violations of vehicle operator licensing

Advisory note

Require disclosure of information regarding the waste crime convictions and wider regulatory record of the bidders.

If a bidder has been required to disclose that all breaches, investigations and corporate convictions within a defined time period, the council should:

- Ensure that as part of the tender, each bidder consents to the contracting body validating that the information supplied is complete and accurate by checking it with NIEA ,

HSENI and PSNI (even if such checks may not be carried out in all cases).

- If the list is not complete, and serious matters are missing, and the council takes the view that the information has been withheld, this may be grounds to exclude the bidder for failing to make a full disclosure.

If treated as an exclusion criterion, the bidder's regulatory record should be assessed quantitatively, although it is likely to be appropriate to group any issues disclosed with reference to their seriousness.

The council will need to set out in advance the criteria that it will apply to determine whether a bidder is eligible to participate in the tender.

Real life example:

Following liaison with the NIEA, a Waste Management Group confirmed that all bidders tendering for a waste service had failed to disclose relevant convictions. The omissions were duly rectified by each of the bidders in accordance with the tender requirements and with due regard to procurement legislation.

Advisory note

Councils should be cautious in making all convictions for breaches of waste legislation exclusion criteria. Many larger waste contractors may occasionally be convicted of breaches, without this being indicative of systematic criminal behaviour. A more nuanced review of any breaches would have regard to:

- the seriousness of the offences (one conviction for a very serious crime might warrant exclusion, while three convictions for more technical breaches that caused little or no environmental damage might not); and
- the scale of the bidder's business (five convictions in respect of one site in a short period might warrant exclusion; five convictions in respect of 50 sites over a number of years might not).

A qualitative assessment for a pass/fail criterion might involve reviewing the information supplied regarding each incident, and taking account of the seriousness of the issue, whether it was a recurring problem, the approach taken by the bidder to resolving it, any convictions and the scale of any penalties imposed.

Suggested wording: regulatory action

Please provide a statement of any regulatory action in respect of environmental legislation to which you have been subject in the past five years, including all breaches of licences, and the action taken to resolve the problems highlighted.

Councils should ask all bidders to disclose the criminal records of their key staff. Councils can request bidders to submit information regarding whether their employees have criminal records.

7.1.5 Disclosure of staff criminal records

Councils should ask all bidders to disclose the criminal records of their key staff.

Councils can request bidders to submit information regarding whether their employees have criminal records. Bidders are able to require employees to provide this information to them through Access NI. The resulting information may be assessed either as an exclusion criterion or as an additional pass/fail test in the way described above. The contracting authority will need to ensure that it carefully considers how it evaluates information so as to avoid any unfair discrimination.

The contracting body may wish to check that:

- It has received a full list of key staff. This may need to be supported by organograms to show how the business is run and how the contract will be managed within the overall business structure.
- It has received up to date disclosure documents regarding each key staff member.
- It identifies any posts to which staff are to be recruited, so that it can request further disclosure documents when such posts are filled.

As part of the evaluation process, the council will need to check whether the disclosure records contain reference to any convictions for crimes specified in the exclusion criteria. If any relevant convictions are reported, the council will need to determine whether it can or wishes to take the bid forward.

Suggested wording: regulatory action

Please provide a statement of any criminal convictions of your directors or any other person(s) having powers of representation, decision or control of the organisation, or any member of key staff in the past five years.

7.1.6 Vehicle seizure and restriction

A further way to identify possible involvement in criminality is to require the bidder to declare whether any of their vehicles have ever been seized or restricted. The council should also state that it will use publicly available records to check whether the bidder has been subject to action by the Traffic Commissioner. Serious vehicle offences or failure by the bidder to provide information regarding such action would be grounds to exclude the bid.

Suggested selection criterion wording: vehicle seizure and restriction

Please provide a statement of any seizure or restriction of your company's vehicles by any regulator or enforcement body in the past five years. We may check publicly available records to confirm information you provide.

7.1.7 Economic and financial standing

Bidders should always be required to submit at least one years' audited accounts (or equivalent evidence). Discussions with stakeholders have not indicated any specific questions related to financial standing that would be relevant to identifying or deterring bids from organisations engaged in crime.

However, councils should always ensure that they are satisfied that the bidder's financial position is robust and does not represent an unacceptable risk to their ability to perform services required by the contract. The UK Government has produced guidance on assessing financial risk in the context of procurement.

7.1.8 Technical and professional ability

The council should require the bidder to submit evidence of their technical and professional ability. This section provides suggested approaches by which bidders may be assessed in this regard.

As a minimum, for activities where a waste management licence is required, bidders should be able to demonstrate that they have been assessed to be fit and proper persons to hold such a licence. The fit and proper persons test requires those holding licenses to ensure that all staff engaged in carrying out waste management activity are provided with adequate professional technical development and training. However, councils may wish to consider putting specific technical and professional ability selection criteria in place.

7.1.9 Quality Standards

Suggested wording for an optional selection question on generic quality management is provided in the suggested selection criteria wording box. Bidders may respond either by supplying evidence of their audited quality management system, or by supplying details of their quality policies and how they are implemented. The bidder should also provide evidence regarding the quality policies of any sub-contractors that are featured in the bid.

Advisory note

Consider the use of externally validated standards such as:

- At an organisational level, ISO14001 or PAS402; and
- At an individual staff member level, relevant qualifications and professional memberships as a means of assessing organisational technical and professional capability.

Suggested selection criterion wording: quality management

Explain how you manage communication with your clients to ensure continued delivery of a service or product that meets their needs. You should be able to demonstrate that your organisation communicates with their clients e.g. planned reviews, ad hoc meetings, and processes for communicating actions on a pro-active basis.

7.1.10 PAS402

Publicly Available Specification (PAS) 402 is a standard under which waste and resource management organisations assess how they conduct activities, including how compliance with legal and other requirements is achieved. They publish information on their performance in an annual report. Copies of the standard can be obtained from the British Standards Institute.

PAS 402 covers eight key areas of waste and resource management, and users are encouraged to consider the desirability of third party inspection of conformity to the standard.

Where a bidder can demonstrate that its compliance with PAS 402 has been externally validated, it will give a council independent assurance regarding a bidder's competence and performance.

For other, more specialised areas of work, there may be other relevant standards. For example, PAS141 for contracts that involve Waste Electronic and Electrical Equipment (WEEE).

Suggested selection criterion wording: delivery of high quality waste services

Explain how you achieve high quality in the delivery of waste services. You should be able to demonstrate that your organisation: meets client quality expectations, communicates the outcomes of your work to clients and maintains compliance with environmental legislation. You may make reference to externally audited standards you hold.

7.1.11 Other criteria

Examples of other evidence regarding technical and professional capability that a council might request from bidders as selection criteria include the following:

- The bidder or its staff having previously undertaken similar contracts – it may be desirable to obtain references or feedback from previous clients to verify that the contract was carried out.
- The bidder's staff having relevant qualifications, including relevant WAMITAB accredited qualifications, or membership of professional bodies.
- The bidder having sites that are licensed to undertake work of the type being procured (or having credible plans in place to obtain such a licence within the timescale required by the council).

Suggested selection criterion wording: previous experience

Please provide two examples that demonstrate to the Authority experience that is relevant to this procurement exercise. Your examples must be from within the last three years. Please provide copies of completion certificates or customers' written declaration which validate the examples you have provided in response to this question.

The bidder having available the technical resources, such as the plant, facilities and technical equipment, that will be required in order to deliver the work

Suggested selection criterion wording: professional skills

Please provide a statement of the relevant professional and technical skills available within your organisation. Please provide copies of any certificates confirming relevant qualifications held by key staff who will be engaged in the delivery of the contract.

Suggested selection criterion wording: technical resources

Please provide a statement of the relevant technical resources such as the tools, plant, facilities and technical equipment available to your organisation. Please provide copies of any planning consents, licences or other documents confirming that the facilities referred to are able to be used for the delivery of work under the contract.

Councils should ensure that they receive a full list of the sites that the bidder proposes to use for the work. Bidders should be required to demonstrate that they have all necessary permits and licenses in place for the stages of the collection or treatment process for which it would be responsible.

Best practice checklist - selection criteria evidence

- Statement regarding legal compliance
- Details of regulatory breaches
- Criminal records disclosures
- Audited accounts (or equivalent evidence)
- Certificates confirming professional qualifications or quality management systems
- Waste carrier/broker registration, if required
- Permits/licenses for sites and vehicles that will be used in the delivery of the contract services
- References

7.2 Award criteria

Award criteria assess the merits of each bid submitted, with the aim of identifying which of the eligible tenderers will deliver the best service for the contracting authority. The criteria identified must relate directly to the goods, services or works to be provided and not focus on the characteristics of the individual suppliers. Criteria should be designed to ensure that responses from suppliers clearly address the most critical aspects of the specification and allow a fair and equal comparison of bids.

Advisory note

- Ensure that bidders are required to explain their approach to crime risk management, either within a dedicated method statement, or as part of each relevant method statement.
- In setting criteria, make sure that each serves a useful purpose, and that the aims of the procurement could not be achieved better by simply inserting a requirement in the specification.

7.2.1 Method statements

The technical merit of bids is typically assessed through method statements supplied by the bidder in response to specific questions. The questions must be designed to elicit information concerning the detail of how the work will be carried out, whether by the bidder or their sub-contractors.

- It may be possible to obtain information about the bidder's approach to managing crime risk as part of the various method statements that explain how they will deliver the service. However, this approach will require careful consideration and application of the scoring criteria to ensure that waste crime risk is given due regard in evaluating each method statement.
- Alternatively, a specific question relating to waste crime may be asked. If this approach is taken, a council will need to ensure that appropriate weight is given to this criterion in order to reduce the risk that a bidder that scores poorly on this criterion but well in other areas achieves the highest overall score.

A fixed set of method statement assessment criteria must be included in the tender documentation. These will include the weight given to each method statement, the scoring scale that will be used (e.g. 0-4 points) and a description in general terms of the characteristics of a method statement that will result in the score being awarded (e.g. “4 marks will be awarded where the bidder’s method statement describes a method that, in the view of the evaluator, provides a high level of confidence that the bidder will be able to deliver the contracting body’s requirements in full”).

Best practice - method statement requests

1. Please describe the steps that you will take to ensure that risks relating to crime are minimised in the course of delivering the services. You should take account of:
 - planning and licensing requirements.
 - duty of care (e.g. how you ensure that correct EWC codes are used for waste you dispose of).
 - managing your supply chain (e.g. what checks you carry out on your sub- contractors, how you trace waste to its end destination).
 - contingency arrangements to ensure service resilience.
2. Please explain the processes by which residual waste will be handed under the contract. You should explain:
 - the facilities that will be used to transfer waste.
 - the location(s) at and method(s) by which waste will be treated or disposed of.
 - how your proposed approach complies with the waste hierarchy.
 - how you will ensure that the risk of crime is minimised.

Best practice checklist - designing the evaluation criteria

- Have you included the mandatory exclusion criteria?
- Have you included specific crime related selection criteria, including any optional exclusion criteria?
- Have you included specific crime related award criteria?
- Have you required bidders to allow information to be validated with third parties such as NIEA

8. Tender assessment

Evaluating bids is not straightforward. In order to achieve a robust result, good evaluation practice should be followed. The evaluation team should review the bids carefully, applying first the selection and then the award criteria that have been included within the tender process.

Assessment against the award criteria is intended to ensure that the council obtains best value for money. Under the latest UK Procurement Regulations councils must award above threshold contracts on the basis of a revised definition of the most economically advantageous tender (MEAT), which allows more flexibility, including the use of price only.

However in the context of waste management the use of price (or cost) only in awarding contracts is not considered to be best practice and councils are strongly encouraged to balance the quality of the goods, services and works they are procuring against price.

Procuring a low quality service may prove to be a false economy: the contracting body is likely to be accountable for the service delivered, and poor quality may lead to dissatisfaction amongst those who receive the service.

Best practice checklist - selection criteria checks

Have you reviewed the evidence supplied by the bidder regarding :

- Their compliance with mandatory and optional exclusion criteria?
- Their economic and financial standing?
- Their technical and professional ability?
- Is the bidder properly registered as a waste carrier or broker, if they will be required to carry out these activities?
- Are up to date permits and licences in place for all sites that the bidder states in the tender they will use in the delivery of the contract services?
- Do the conditions on any permits or licences allow the bidder to deliver the services that the contracting authority requires – or does the bidder have a clear plan regarding how the relevant conditions will be amended prior to service commencement?
- Has all licence information required from sub-contractors been received and checked?
- If practicable, have you sought to confirm the statements made by the bidder (where you think additional validation is required) with NIEA and the police?

8.1 Abnormally low tenders

Whilst price is always a key consideration in tenders, a price can be too low to allow the contractor to deliver the required services legitimately.

The price quoted by each bidder will always be an important factor in deciding which tender is most economically advantageous overall. However, it is important to ensure that the winning bid is the one that achieves the right balance of quality and cost.

When assessing the price of a bid, the council should consider whether the service is deliverable by legitimate means at the quoted price. If this does not appear to be the case, it is possible that the contracting authority may deem the tender 'sub-economic' or 'abnormally low'.

This process may be made easier if bidders have been required to break down their costs in some detail. However, bidders are wary of disclosing commercially sensitive information, and legitimate businesses may be deterred from submitting tenders if they are required to provide too great a level of detail.

An abnormally low tender will always be a cause for concern. In the context of crime, it may be an indication that a tenderer:

- Will not be able to (or possibly even plans not to) manage the waste in line with current laws and regulations;
- Plans to employ sub-contractors that will not handle waste legitimately; or
- May inadvertently find that they derive insufficient income from the contract to manage the waste legitimately which in turn increases the risk of crime.

The new provisions in the Public Procurement Regulations place a duty on contracting authorities to investigate tenders it considers to be abnormally low and there is a new requirement to disregard tenders that are abnormally low because they are in breach of international environmental, social or labour law provisions. However there is no prescribed definition of an abnormally low tender within the EU directives. It is therefore open to each council to determine its own process within each tender.

In order to identify an abnormally low tender, a degree of technical and commercial knowledge is likely to be required amongst the evaluators, and the council is likely to need an understanding of what a realistic price would be for the service.

It can be reasonable to consider a bid in which the quoted price is considerably lower than the average of all of the bids received as 'abnormally low'. However, in order to state with confidence that a bid is abnormally low, it is important to understand the expected service costs: bids below this level would be likely to be considered 'abnormally low'. An example would be a residual waste contract in which the total cost charged per tonne to be treated or disposed of is less than or equal to the value of the landfill tax payable on the material. However, a low residual waste treatment cost might be explained if the bidder could evidence that they had secured a very low gate fee at a treatment facility or were seeking to use spare capacity at marginal cost. In some cases, a bidder may submit a low price where they consider a contract to be strategically important.

The council may wish to reach a view in advance regarding what it would consider to be an abnormally low price for the work it is tendering, although it will need to be ready to take account of the specific circumstances of the particular tenders.

The council may reject an abnormally low tender only if it has:

- requested in writing an explanation of the offer being abnormally low;
- taken account of the evidence provided; and

- verified the offer or parts of the offer being abnormally low with the bidder.

Under current legislation, this process is required only where the council proposes to reject an otherwise winning bid as abnormally low.

Where a tenderer submits a bid that a council deems abnormally low and is unable or unwilling to provide adequate evidence to explain its price the council should advise NIEA, in case it is indicative of an ongoing breach of environmental legislation

Although originally devised for the construction industry councils may wish to refer to the Procurement Advice Note (PGN 03/13) in relation to Abnormally Low Tenders and related ALT calculator developed by the NI Central Procurement Directorate (CPD) as a source of potential guidance:

www.finance-ni.gov.uk/publications/procurement-guidance-note-0313-construction-works-procurement-abnormally-low-tenders

Advisory note

- Ensure that any bidder that submits what appears to be an abnormally low tender is asked to provide an explanation of the price; and that if they are unable to do so, the tender is excluded. Information should then be passed to NIEA
- If the price is too low to enable the service to be delivered to the standard the contracting body requires, the contractor may withdraw, or the parties could become embroiled in expensive contractual disputes.
- Make sure that the latest public procurement law is applied.

Cautionary Note

Has the bidder disclosed significant or numerous licence breaches?

- Has the bidder disclosed that it is carrying out work for which it has no licence?
- Has the bidder disclosed that it has carried out work for which its staff is not qualified?
- Has the bidder disclosed that it has carried out work for which it lacks the necessary technical resources (plant, machinery etc.)?
- Has the bidder disclosed that key staff have relevant convictions for serious criminal offences?
- Have any of the bidder's vehicles been seized or restricted?
- Is the price significantly lower than expected, or out of line with others received?
- Is the bidder reluctant to allow you to undertake site visits at short notice?
- Has the bidder provided incomplete or unconvincing method statements describing how the service will operate?

Best practice checklist – tender assessment

- Have you reviewed all of the information supplied by bidders regarding their legal compliance?
- Have you validated compliance information with NIEA and the Traffic Commissioner?
- Have you assessed whether any tenders appear to be abnormally low?
- Have you sought clarifications where a bidder's approach to tackling crime is unclear?

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9. Due diligence and contract award

It is good practice to build a final due diligence stage into the tender process. Due diligence will be most effective where it takes place before any decision on contract award is made, (although some minor due diligence work might conceivably be undertaken during the mandatory standstill period following the notification of bidders regarding the outcome).

During the due diligence phase, the council should revisit any issue where there is any remaining lack of clarity regarding information supplied, especially regarding the selection criteria, or where circumstances may have changed since the bid was submitted.

Real life example:

In one UK case, a public sector works contract worth £1.5 million was awarded to a criminal tenderer because of the failure of these checks and balances.

Cautionary Note – Due Diligence

- Is any of the information received in the tender unclear on key points that could affect the decision to award?
- Have any new prosecutions or convictions arisen during the time since the bid was submitted that might affect the appropriateness of awarding the contract to a particular bidder?
- Have there been any delays in obtaining licenses or planning consents that are required in order for the service to be delivered.
- Have there been any significant changes in company structure/status or financial standing.

Due diligence should not offer an opportunity for any bidder's award scores to be improved.

There are three main ways to undertake this due diligence:

- Require the bidder to resubmit information that has changed;
- Undertake fresh site audits to check whether circumstances have changed; or
- Contact relevant Body/Authority to check the current compliance status of the preferred bidder.

Best practice checklist – due diligence and contract award

- Ensure that the due diligence stage is built into the procurement process.
- Seek fresh information from bidders regarding any changes to documents previously submitted (e.g. licences, criminal records).
- Seek fresh information regarding legal and regulatory compliance, both from the bidder and from relevant Body/Authority

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10. Contract monitoring

In terms of crime, there is a good deal that councils can do to reduce risk; but it is almost impossible to reduce risk to zero. No system is fool proof and a contractor acting in compliance with the law at the time a contract is let may alter its practices at a later date.

Good procurement practices and procedures play a crucial first step but these need to be reinforced by good contract management to help ensure that criminal activity by waste contractors is brought to light quickly. Contract management can be defined as *“the process that enables both parties to a contract to meet their obligations in order to deliver the objectives required from the contract. It also involves building a good working relationship between customer and provider. It continues throughout the life of a contract and involves managing proactively to anticipate future needs as well as responding to situations that arise.”*

In this context, contract monitoring is critically important. If a supplier does not deliver, or a contract goes wrong it can mean councils are not getting what they have paid for and waste time and money, both of which can negatively impact on our council’s reputation. Of course, contract monitoring also needs to address the level of risk, the complexity of the services tendered, as well as determine the value, nature and inherent risk within the contract.

Advisory note

Make sure that contract reviews are scheduled and take place regularly, that the contractor submits information as required within the contract it. Use contract powers to conduct site visits at regular intervals.

The risk of crime can only be minimised effectively within a contract if it is properly implemented and the council acts proactively manage the contract. During the course of the contract, the council should ensure that it regularly monitors performance of the contract and assesses the information provided, follows-up when information is not supplied in a timely manner and audits in accordance with the conditions outlined within the contract documents, or additionally when this is considered necessary.

Real life example:

A Waste Management Group liaised with the NIEA in respect of a waste recovery/recycling activity which was being undertaken by a contractor at a facility without an appropriate permit/licence. The matter was duly regularised following appropriate interventions by both organisations.

10.1 Information sharing

Information sharing amongst statutory agencies on an informal or ad hoc basis is a good way to identify contractors which may be at risk of committing crime. It is beneficial for councils to provide information to the NIEA as to who its waste contractors (and their sub-contractors) are, and to discuss its working experiences in the market place to gauge performance and their ability to deliver.

Equally, regular contact between the NIEA and councils managing waste contracts will allow both to exchange information if concerns emerge about a contractor with which the council has a relationship.

While informal information exchange between the NIEA and councils or vice versa regarding concerns and suspicions is unlikely to ever justify termination of a contract, receiving it can legitimately prompt actions such as requesting information from the contractor or undertaking an audit which may uncover tangible evidence.

The results of an audit could then allow a council to take action under the conditions of the contract. Otherwise, information sharing with the NIEA will help inform any investigative action which the regulator may decide to take.

Where a council suspects that a bidder or contractor may be involved in crime, they should in all cases report their concerns to the relevant authorities, which include the NIEA, PSNI, HSENI and/or the HMRC.

Advisory note

If there are any queries regarding the veracity or legitimacy of a contractor or sub-contractor, a council should contact the NIEA Waste Crime Unit to clarify matters.

10.2 Regular and ad hoc checks

A council should hold regular contract management meetings with their contractors. The number and level of resources committed to these, and the subsequent activities, should be proportionate and prioritised according to the potential benefits (i.e. a contract with little inherent risk and little opportunity for criminal activity would not need or justify a sizeable investment of resources, as the benefits that could be achieved from greater contract management and monitoring would be small).

The council should maintain a schedule setting out when it should expect to receive contractor information for review, which may typically include:

- Annual financial statements.
- Waste management licences.
- Operator licences.
- Waste-related registrations and standards.
- Duty of care documentation.
- Waste Management/Operational Plans

The council may also wish to establish a series of dates when it will check with the contractor whether any update is needed regarding ad hoc information around issues, such as:

- Changes to sub-contractors.
- Infraction notifications/licence breaches by the contractor or its sub-contractors.
- Actions taken to address breaches by the contractor or its sub-contractors.
- New certifications, management systems, inspection results.

As criminal activities have been a spectre in NI, compliance risk should be discussed at each contract monitoring meeting and any actions agreed with the contractor to improve risk management should be recorded and followed up regularly.

Where a council asserts the right to be entitled to carry out short-notice audits, it should monitor closely any information that might trigger such action; it may wish to put in place an audit schedule which defines regular visit dates, and a plan designed to focus on crime risk factors (potentially considering criminal activity other than that directly associated with waste) at sites that are visited. This should be supplemented with appropriate visual record for each visit. The council may also wish to establish that it is entitled to inspect on an ad hoc basis with no or minimal notice in order to gain an assurance that a contractor is not specifically “managing” the preset audits.

Councils should note that legitimate requests to a contractor should only be resisted on grounds of H&S and staff availability.

Advisory Note

Councils should consider inserting the right to inspect any contract facility, and that refusal to accommodate this request could constitute a breach of contract which could result in its termination.

Such a termination could then be considered a material consideration by that contractor in any future tender submissions.

Councils would need to consider contingency arrangements in the event that it follows this path.

Advisory note

Given the austerity measures being experienced by councils, they may wish to consider temporary or permanent partnership arrangements to share resources more wisely between organisations, such as developed by arc21 (see www.arc21.org.uk)

Councils should ensure that suitable and adequate resources are applied to enable contracts to be properly monitored and managed.

Advisory note

Councils should give consideration to developing contract monitoring pro-forma for each contract to ensure compliance with the tender specification

Advice and guidance on this process can be found at

https://www.gov.uk/.../CM_standards_guidance_-_v28_-_external_-_May_16.xlsx

Advice on auditing a waste site is included in Appendix F.

Results of any audits should be recorded and shared with the contractor and the findings should be discussed as soon as possible after the visit. Where rectification is needed to meet the conditions of the contract, specific and time-bound actions should be agreed.

The council should monitor implementation of agreed actions at regular meetings with the contractor to ensure progress is being achieved.

If information comes to light that indicates that a contractor has breached the contract (e.g. they have not self-declared a prosecution), an urgent meeting should be called to determine which conditions established within the contract management plan have been broken and the sanctions available should be applied. An outline of what should be in a Contract Management Plan is included in Appendix G

Advisory note

If action is being considered against a contractor, it may be useful to prepare an impact statement for the NIEA which highlights the impacts of the contractor's activities on the local communities and environment.

10.3 Indicators

Where a council has an existing relationship with an outsourced provider, certain indicators may suggest that there is a risk of criminal activity occurring if:

- A contract has been extended in a way that is not included within the terms of the contract, or work has continued after the contract has ended; an indication that procurement impropriety has taken place may also suggest other problems with the contract.
- Contract or supplier management arrangements are absent or weak.
- Costs differ significantly from market rates, or those stated within the technical press.
- Substandard service is being tolerated and has not been addressed.
- Inflated and/or duplicate invoices have been submitted for services.
- Performance figures have been manipulated.

Where any of these factors is noted, it may warrant investigation by the council, and action to rectify any problems that are identified.

Cautionary Note – Contract Management

- Has the contractor informed you of serious or recurring permit breaches that it (or its subcontractor) has committed?
- Has the contractor failed to inform you of a waste-related or other criminal conviction?
- Has there been a change in one of the key subcontractors (e.g. an organisation that receives a large amount of waste from the contractor)?
- Has the contractor failed to provide information when requested/scheduled?
- Is the contractor reluctant to allow access to its site for an inspection?

Advisory note

Regular contract reviews provide an opportunity to address concerns about a service before they become serious.

Advisory note

Ensure that even minor breaches are recorded to ensure that you are in a strong position to take action if problems are not rectified promptly.

Best practice checklist – managing the contract

- Does the contractor supply the information that the contract requires regarding their legal compliance?
- Do you regularly review compliance information (e.g. waste transfer notes)?
- Do you regularly discuss the issue of legal compliance at contract review meetings?
- Do you have up to date information regarding any sub-contractors that are used to deliver the contract?
- Do you share information about your contractor with the NIEA and with other councils? Do you encourage the NIEA to share any concerns or information regarding the contractor?
- Are you making full use of your contract powers to push for better performance, or to enable you to take action if matters do not improve?

Make sure the contractor supplies information regarding their legal compliance

11. Guidance for bidders

The best practice for councils included in this guidance will require bidders to alter the way in which they respond to tenders. This section is designed to explain more about what contractors can do to enable them to demonstrate compliance with their legal requirements in the way that councils require.

11.1 Selection criteria

The UK Government has made guidance available on how to complete the standard PQQ, based on consultation with business and the wider public sector. Contractors that frequently bid for public contracts can make the process of demonstrating compliance simpler by maintaining records which are easily accessible and available as part of their response to the selection criteria that councils may apply.

Being prepared to provide such information will demonstrate a commitment to being legitimate and reduce the risk that accurate information cannot be obtained within the timeline required by a particular tender process. Contractors should ensure that they respond as accurately as possible, as being found to have withheld information will likely result in their bid being invalidated or (if only discovered later) the contract being withdrawn.

Advisory note

Familiarise yourself with the UK Government's standard Pre-Qualification Questionnaire (PQQ), and ensure that you maintain up to date and easily accessible records that will enable you to meet its requirements (see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/524353/New_PQQ_requirements.pdf).

Much of the information that is likely to be requested by a council should be held as a matter of course, such as:

- Financial records
- Waste management licences
- Operator licences
- Waste-related registrations
- Duty of care documentation
- Safe systems of work
- Records of regulatory inspections, actions required and any enforcement action taken

Advisory note

Consider obtaining a quality management standard such as ISO9001, ISO14001 and/or OHSAS18001

Some contract selection criteria may not be able to be met by information immediately to hand:

- Contractors may wish to ensure that they regularly request some or all of the details listed above from sub-contractors which they regularly use, which may save time in the course of a bid and provide assurance to the sub-contractors that they continue to be considered reliable.
- The lead time for obtaining accreditation to any ISO standard or signing up to the Resource Sector Commitment (such as from WRAP) may be longer than the timetable for a specific procurement exercise. Contractors may therefore wish to consider whether such steps support their business strategy/whether they wish to compete for public sector waste work. If obtaining an externally audited standard seems disproportionate, it may be worthwhile considering putting in place and maintaining documented processes that can be put forward as credible equivalents to externally validated standards.
- Contractors may wish to maintain records of past contracts and to obtain feedback (testimonials) from clients to validate their experience and demonstrate that previous work has been of a satisfactory standard.
- Contractors should ensure that their recruitment process adequately ensures employees disclose past convictions not spent. Any employer may request an employee to obtain from Access NI a basic disclosure stating any unspent convictions. Access NI expects to supply a basic disclosure within 14 days of receiving a request, so it should be possible to obtain fresh basic disclosures in a timely way when required.

Most contractors are familiar with public procurement processes, the steps involved and what they need to do to demonstrate capability and compliance. For those with less familiarity, some councils offer opportunities such as “Meet the Buyer” events where businesses can find out more about what is involved. The focus of this guidance is on how to comply with the specific measures suggested in this document regarding tackling crime associated with waste services.

11.2 Award criteria

11.2.1 Method statements

When preparing method statements, contractors should seek to respond directly and concisely to, focusing on the practical actions which will be carried out. Describing generic organisational policies or offering aspirational comments that are not specific regarding what will in practice be delivered within the terms of the contract are unlikely to score well.

The bidder must ensure that method statements respond to the specific questions posed and encompass any aspects which will be delivered by sub- contractors. These statements should also ensure that the relationship between all parties is clearly described and is agreed by all relevant parties.

In the context of crime, contractors should ensure that they are able to explain issues such as:

- How any organisational policies on crime prevention will be applied in relation to the work being contracted for, by themselves and their sub-contractors.

- How they will monitor compliance of their sub-contractors and the actions that will be taken if problems are identified.
- How the selection of any sub-contractors or waste treatment providers takes account of their compliance record, and how their compliance will be incentivised and monitored.
- How the selection of any sub-contractors or waste treatment providers includes consideration of their qualifications
- How the client (council or contractor) will be kept informed regarding any issues that arise.

Advisory note

Make sure you have a clear corporate plan regarding how you will prevent crime, so that you can incorporate it into method statements for new work.

11.2.2 Price

Pricing a service is always a commercial decision, and setting a competitive price is often key to winning a contract. However, it is important that at the outset of preparing a bid, a contractor should establish an appropriate balance between price and quality that the tender calls for, and decide on the strategy which maximise the prospect of winning. Where quality is given a high priority, it will need to be given due emphasis in preparing the tender bid, even if this means that the service cannot be delivered at a low price.

Contractors will naturally wish to cost service carefully to ensure that the specification can be delivered profitably. Where a contractor has a competitive advantage that they believe enables them to offer a price lower than competitors, this may be information that they regard as commercially sensitive.

Advisory note

It may be in a contractor's interest to explain in their submission the reasons why they are able to offer a particularly low price, while withholding commercially sensitive details of the exact costs that will be incurred.

11.3 Contract management

During the lifetime of the contract it is important to maintain awareness not just of operational requirements, but also of the information that the contract obliges a contractor to provide to the client. Whilst the focus for all parties can often be on delivering the required operational outcomes, both types of contractual requirement are equally binding.

At the start of the contract, it may be useful to review the information that is required by the client and ensure that procedures are in place to make sure that both regular and ad hoc information requirements can be complied with promptly. If procedures have been put in place to ensure that information is available to feed into tenders, these processes should supply most of what is required.

The key information you may be requested to provide includes:

- Annual financial statements.
- Waste management licences.
- Operator licences.
- Waste-related registrations and standards.
- Duty of care documentation.

The council may also wish to set dates when it will check with the contractor whether any update is needed regarding ad hoc information, which will only be available when some specific action has taken place:

- Changes to sub-contractors.
- Identified licence breaches by the contractor or its sub-contractors.
- Actions taken to address breaches by the contractor or its sub-contractors.

In the event that of any form of regulatory action, it is important to ensure that public sector clients are alerted to this as soon as possible, especially where such notification is a contractual requirement.

Failing to do so when required is more likely to be a serious breach of the contract than is a licence breach that is promptly remedied. Where problems arise, it may be wise to discuss them with council clients, explaining the circumstances and the action being taken, and enabling the client to ask any questions and satisfy any concerns they may have.

12. Summary of key actions

The following checklist summarises the key questions that a council may wish to ask when procuring waste related services in order to seek to minimise the risk of crime.

12.1 Designing the service

- Have you assessed the inherent degree of crime risk in the service you wish to procure?
- Have you included a clear emphasis on legislative compliance within the drafting of the specification?
- Have you included measures in the service specification to minimise key risks (e.g. sub-contractors/waste treatment providers)?
- Does the contract allow for effective monitoring of the contract, and regular and ad hoc reviews and audits of the contractor?
- Have you included relevant requirements regarding reporting and disclosure of licence breaches and other regulatory interventions?
- Has a bond or other financial guarantee been included in the contract to help manage risk?
- Have you built in appropriate contract sanctions?

12.2 Designing the tender process

- Have you included specific crime related selection criteria?
- Have you included specific crime related award criteria?
- Have you required bidders to allow information to be validated with third parties such as NIEA?
- Have you included the right mix of procurement and operational expertise in the procurement team?

12.3 Assessing tenders

- Have you appointed an assessment team that combines procurement, waste and strategic expertise?
- Have you reviewed all of the information supplied by bidders regarding their legal compliance?
- Have you validated compliance information with NIEA?
- Have you assessed whether the method statements supplied provide a clear assurance regarding the bidder's ability to comply with its legal obligations in full?
- Have you assessed whether any tenders appear to be abnormally low?
- Have you sought clarifications where a bidder's approach to tackling waste crime is unclear?

12.4 Managing the contract

- Does the contractor supply the information that the contract requires regarding their legal compliance in a timely and transparent way?
- Is the contractor managing its sub-contractors effectively?
- Do you regularly review compliance information (e.g. waste transfer notes)
- Do you regularly discuss the issue of legal compliance at contract review meetings?
- Do you have up to date information regarding any sub-contractors that are used to deliver the contract?
- Do you share information about your contractor with NIEA and with other public bodies? Do you encourage NIEA to share any concerns or information regarding the contractor?

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GLOSSARY OF ACRONYMS

CPD	Central Procurement Directorate
EWG	European Waste Catalogue
GPS	Global Positioning System
HMRC	Her Majesty's Revenue and Customs
HSENI	Health & Safety Executive Northern Ireland
HWRC	Household Waste Recycling Centre
ISO	International Organisation for Standards
ITT	Invitation To Tender
KPI	Key Performance Indicator
MEAT	Most Economically Advantageous tender
NIEA	Northern Ireland Environment Agency
OHSAS	Occupational Health & Safety Assessment Series
OJEU	Official Journal of the European Union
PAS	Publicly Available Specification
PGN	Procurement Guidance Note
PQQ	Pre-Qualifying Questionnaire
PSNI	Police Service of Northern Ireland
SEPA	Scottish Environment Protection Agency
SME	Small and Medium size Enterprises
WAMITAB	Waste Management Industry Training & Advisory Board
WEEE	Waste Electrical and Electronic Equipment
WRAP	Waste & Resource Action Programme

APPENDIX A - AUDITING WASTE SITES

Auditing waste sites requires a significant level of planning in order to ensure that the process yields reliable results. A council may wish to seek professional advice when developing its approach to auditing and a schedule of audit visits.

In broad outline, audit may be summarised as follows:

Task 1: Initial scoping

Confirm the scope and timetable of the work, defining the objective of the audit and when and where it is to be carried out. This might, for example, be to gain an assurance that licenses are up to date and that there is clear evidence of compliance in practice.

Task 2: Audit planning

Draw up an audit plan defining what specific tests will be carried out to meet the objective and the evidence that will be required in order establish whether the tests are met. Audit record sheets may need to be devised to capture the findings in a consistent form, and a scoring system to highlight minor and major non-compliances.

Task 3: Undertake audit

An audit may include:

A: Review of documents

Documentary evidence may include:

- Records of the contractor's own internal audit work
- Waste carrier registrations
- Operator licences
- Environmental permits
- Weighbridge certificates
- Planning permissions
- Records relating to transfrontier shipments of waste

Documents can be used to evidence whether:

- All sites have appropriate permits in place.
- All material received has been either properly treated/disposed of on site, or passed on to a legitimate third party.
- Where waste is transferred to a third party, they are also able to properly evidence what happens to the material they receive.
- All subcontractors and third party waste service providers have appropriate permits in place.
- All waste carriers used are properly registered.
- Appropriate waste transfer records are in place in respect of any waste exported.
- Appropriate European Waste Codes are used throughout the documents, reflecting the nature of the waste expected to be transferred.

B: Site visits

Site visits can be used to validate information supplied in documentary records or to investigate cases where documentary records are weakest or the risks of non-compliance are greatest (e.g. because large quantities of waste are received, because of the nature of the treatment undertaken, or because there are numerous subcontractors/treatment providers before the material reaches its final destination).

The site visits will typically accomplish three principal aims:

1. Check and obtain copies of the most up to date documentation such as permits, waste transfer notes and operator licenses.
2. Observe operations at the sites and ask staff questions to seek to establish whether waste matches the codes being used and whether it is consistently being handled in line with the permits and good practice. This will include enquiries regarding any regulatory action taken in connection with the site.
3. Seek explanations for any discrepancies between the documents and on-site observations. These explanations will be recorded so that these can be reported to the council alongside our findings.

Task 4: Review findings and agree actions.

Once the audit work is complete, the results should be summarised and findings reviewed. The council should share its findings with the contractor as soon as possible and agree actions to be carried out to rectify any problems identified.

APPENDIX B CONTRACT MANAGEMENT PLAN

Developing and using a contract management plan

The level of detail and the regularity of contact with the contractor will be dependent upon the inherent risk in the contract. However, typical issues covered off in the contract management plan are as follows:

- Key contacts.
- Documents associated with the contract and where they are located (if applicable).
- Frequency of contract review meetings.
- Frequency of site visits to ensure contract compliance and Duty of Care.
- Management information required from the supplier and how often this should be provided.
- Performance evaluation measures.
- Circumstances when emergency review meetings will be required.
- Escalation procedures and involvement of specialist Legal Services.
- Annual contract review (where appropriate).
- Report to consider extension of contract – based on summation of annual reviews.
- Rolling update on contractor (where appropriate).
- Future contract options – option to extend? What time-frame to be considered for re-tendering.

D

Report on	Service Level Agreement with Northern Ireland Housing Executive for the provision of housing fitness inspections and associated requests
Reporting Officer	Fiona McClements
Contact Officer	Fiona McClements

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 request Members approval for a Service Level Agreement between Mid Ulster District Council and Northern Ireland Housing Executive for undertaking housing fitness inspections and associated requests on behalf of the Northern Ireland Housing Executive.
2.0	Background
2.1	Environmental Health Officers (EHOs) within local Councils may be requested by the Northern Ireland Housing Executive (NIHE) to undertake specific inspections to assist in the NIHE's response to their statutory housing functions. Prior to Local Government Reform, inspection requests from the NIHE were subject to a Service Level Agreement (SLA) with former Group Environmental Health Structures on behalf of local Councils.
	The legacy arrangements in place for Dungannon and South Tyrone Borough Council were that EHO's in the Council carried out fitness inspections on behalf of NIHE on request through Southern Group Environmental Health Committee. Legacy Cookstown District Council and Magherafelt District Council, fitness inspections on behalf of NIHE were carried out by Northern Group Systems Environmental Health Officers.
3.0	Main Report
3.1	<p>The objectives of this Agreement are:</p> <ul style="list-style-type: none"> To establish the roles of both parties. To establish an agreed level of response and performance target. To set out the financial arrangements in terms of inspection/associated requests and report fees and mileage incurred.
3.2	If it becomes apparent to the EHO conducting the inspection that there are matters associated within the dwelling for which the Council has enforcement powers under the Private Tenancies (NI) Order 2006, Clean Neighbourhoods and Environment Act (NI) 2011 or other relevant legislation, then the Council will perform its regulatory duties placed upon the council and in accordance with the Council's Enforcement Policy. These responsibilities are not subject to this agreement.

4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: Cost recovery as per SLA attached.</p> <p>Human: Existing Council staff resource.</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>None.</p>
4.3	<p><u>Risk Management Implications</u></p> <p>As per SLA attached, NIHE shall provide any information held by them which is relevant to the Health and Safety of Council Officers who may visit the dwelling along with the service request details.</p>
5.0	Recommendation(s)
5.1	That members agree the Service Level Agreement between Mid Ulster District Council and Northern Ireland Housing Executive for the provision of housing fitness inspections and associated requests , the Agreement to be subject to review after 12 months .
6.0	Documents Attached & References
6.1	Proposed Service Level Agreement between Mid Ulster District Council and Northern Ireland Housing Executive.

SERVICE LEVEL AGREEMENT

FOR THE PROVISION OF HOUSING FITNESS INSPECTIONS AND ASSOCIATED REQUESTS ON BEHALF OF THE NORTHERN IRELAND HOUSING EXECUTIVE

BETWEEN
MID ULSTER DISTRICT COUNCIL
AND
THE NORTHERN IRELAND HOUSING
EXECUTIVE

June 2017

1.0 Background

Environmental Health Officers (EHOs) within local Councils may be requested by the Northern Ireland Housing Executive (NIHE) to undertake specific inspections to assist in the NIHE's response to their statutory housing functions.

Requests for service are initiated by NIHE subject to the demands of that authority. These requests are responded to by local Councils utilizing suitably trained and competent staff and a report provided to NIHE. A fee and travel expenses is charged by the local Council.

Previously inspection requests from the NIHE outside of Belfast were subject to a Service Level Agreement with the former Group Environmental Health structures on behalf of local Councils. Following the implementation of Local Government Reform, it is necessary to update these arrangements. This agreement supersedes and replaces any previous Service Level Agreement involving the legacy Councils* of Mid Ulster District Council and The NIHE for the provision of fitness inspections and associated requests.

Local Councils also have their own responsibility for certain provisions under the Private Tenancies (NI) Order 2006 as amended and subordinate legislation. These responsibilities are not subject to this agreement.

This Service Level Agreement shall be between Mid Ulster District Council, (the Council) and the NIHE.

*Legacy Councils refers to Dungannon and South Tyrone Borough Council, Cookstown District Council and Magherafelt District Council

2.0 Objectives

The objectives of this agreement are:

1. To establish the roles of both parties;
2. To establish an agreed level of response and performance target; and
3. To set out the financial arrangements

3.0 Roles

The NIHE retain all statutory responsibilities associated with any inspections initiated by that agency but conducted by Mid Ulster Council on its behalf, except where by agreement on a case-by-case basis it is agreed that the conditions found are best addressed by provisions which are the statutory responsibility of the Council.

Mid Ulster District Council shall provide suitably competent and trained staff to carry out the inspections required by the NIHE and shall respond to service requests within the agreed timeframe.

4.0 Operating Procedures Fitness inspections and Associated Requests

In order to most efficiently use Council resources and in order to minimise costs to NIHE, a two-stage approach is taken. It is envisaged that the number of inspections requiring a Stage 2 report comprising an additional level of information and hence cost will be relatively low.

Stage 1:

A request for service shall be notified to Mid Ulster District Council by *a proforma agreed between both parties*. The request for service shall include:

1. The address of the dwelling to be inspected and reported upon;
2. Contact details for the occupier of the dwelling;
3. Contact details for the owner of the dwelling;
4. Any additional information held by NIHE which may assist the Council in inspecting and assessing the dwelling to meet the requirements of the NIHE;
and
5. Any information held by NIHE relevant to the health and safety of officers who may visit the dwelling.

The Council shall contact the occupier (and if necessary the owner) of the dwelling and arrange an appointment to inspect the premises. In the event of an appointment missed by the owner or occupier, the Council shall arrange one further appointment. In the event that access cannot be arranged within **10** working days, the NIHE shall be notified and the service request cancelled.

The Council shall conduct a comprehensive fitness inspection of the premises in accordance with the fitness standard laid down in the Housing (NI) Order 1981 as amended by the 1992 Order. A report on the fitness inspection shall be provided to NIHE *on the agreed proforma between both parties* within 15 working days from receipt of the service request. The report provided by the Council shall contain:

1. The date of inspection;
2. An individual assessment of fitness against each aspect of the fitness standard relevant to the dwelling;
3. An overall summary of fitness.
4. Additional information, as specified on the template proforma at Appendix 1, which may aid the NIHE and/or the Council in determining the best course of action in relation to the specific case.
5. Any information relevant to the health and safety on site.

For associated requests such as compliance monitoring a report template shall be agreed between both parties and returned within 15 working days from the receipt of the request.

Where it is clear to the Council officer conducting the inspection that there are regulatory matters associated with the dwelling for which the Council has enforcement responsibility under the Private Tenancies Order, the Clean Neighbourhoods and Environment Act, or other relevant legislation, the Council will act in accordance with the mandatory duties placed upon the Council and in accordance with the Council's Enforcement Policy. Where discretionary powers exist, and in the opinion of the inspecting officer, the NIHE are better placed to act to resolve the regulatory matters at hand, the Council shall initiate a discussion with the NIHE with a view to agreeing a course of action to avoid duplication of regulatory effort. The date of communication with NIHE shall be noted by the investigating officer on the proforma

response together with the agreed course of action if it has been possible to agree same within the 15 day response period.

Where following receipt of a report by NIHE or during discussions with Council officers in order to determine the best course of action, that NIHE decide that detailed costings of works necessary to make the dwelling fit are required, then a Stage 2 report will be prepared by the Council.

The stage 2 report provided by the Council will include the details listed under stage 1 and in addition:

1. Detailed costings of works to bring the dwelling back to a fit state. Costings shall be prepared in accordance with the prevailing manual as provided by NIHE to the Council.

5.0 Authorisation

Inspections by the Council which are the subject of this agreement are not being undertaken under the Council's statutory authority. If access to the dwelling is denied the Council shall not seek to require access using the enforcement powers available to them. NIHE will be advised within 10 working days and the service request cancelled. This does not preclude the Council and / or the NIHE on a case-by-case basis, subsequently utilising inspection powers to gain entry and inspect in accordance with the prevailing enforcement and inspection policies within both organisations.

6.0 Limited Liability

The Council shall not be held liable for any loss or damage sustained by NIHE or any individual as a result of any actions by NIHE in response to the fitness assessment undertaken by the Council and shall be indemnified accordingly.

The NIHE shall not be held liable for any loss or damage sustained by the Council or any individual as a result of any actions by the Council in response to the fitness assessment initiated by NIHE.

7.0 Health and Safety

EHOs responding to service requests shall adhere fully to the health and safety policy and procedures of the Council.

The NIHE shall provide along with the service request to the Council, any information held by that agency which is relevant to the health and safety of officers who may visit the subject dwelling.

8.0 Billing arrangements

The fee for the completion of a stage 1 fitness inspection and report shall be:

- £150 per inspection and report
- Plus mileage paid at the current rate for essential car users as agreed by the National Joint Council for Local Government Services employees (rate is 50.5 pence per mile at the time of this SLA agreement)

The fee for a stage 2 report shall be:

- The stage 1 costs plus
- £100 spent in preparation of the stage 2 report.

The fee for associated requests

- £50 per inspection and report
- Plus mileage as above

Where access is denied or for other reasons outside of the Council's control, it has not been possible to undertake the assessment the fee shall be:

- £25 per service request
- Plus mileage as above

Where the Council deems that additional third party inspections are necessary in order to determine fitness, the costs of these contracted services shall be agreed in advance with NIHE and passed on in full to NIHE.

Invoices shall be generated by the Council on completion of each request. Payment shall be made within 30 days.

9.0 Dispute Resolution

A dispute shall be deemed to have arisen when either Party notifies the other Party in writing to that effect.

The Parties shall use all reasonable efforts to resolve any dispute that may arise under this MOU through good faith negotiations. Each party shall nominate a senior representative of its management to meet at any mutually agreed location to resolve the dispute.

Where an attempt to resolve any dispute under this MOU and where initial contact between representatives of management of either Party has failed, the matter will be considered jointly by the signatories to the MOU, or other authorised representative, and their decision will be final.

10.0 Termination of SLA

This SLA may be terminated by either party by providing 3 months' notice in writing to the second party. Either party may request that a meeting is held to agree to updates or amendments to any aspect of the agreement and to prepare a new agreed SLA. The terms of this Agreement will be reviewed after each period of 12 months .

11.0 Confidentiality and Data

All information received by the Council or gathered by the Council as a result of responding to the service request shall be held in accordance with the Council's (Records / Information Policy). A copy of the fitness inspection report sent to the NIHE shall be retained by the Council for 7 years.

Mid Ulster District Council

Signed

Northern Ireland Housing Executive

Signed

Unfitness Referral to Environmental Health

Submitting Office:	Case ID (Use as Order Number) :
Address of Property (Inc Post Code):	Occupants Name:
Occupants Phone No:	Access Arrangements:
Owners Name :	Owners Address:
Owners Phone No:	0000000:

EH Inspection Outcomes

Description Of Premises:	Household Composition: No. Adults _____ No. Children _____
Date(s) of Unsuccessful Visits: / / / /	Date Successful Visit Made: / /

Part 1 - Lack of Amenities / Suitable Condition (Indicate Yes/No)	Lack of Amenities Comments
Structurally unstable	
Accommodation in serious disrepair	
Dampness prejudicial to health	
Inadequate provision heating/lighting/ventilation	
Lack of wholesome water supply	
Inadequate kitchen facilities	
Unsuitable located WC or no WC	
Inadequate or no bath/shower	
Ineffective foul, waste or surface water drainage	

After considering legislative requirements this dwelling is/is not fit for human habitation. Please refer overleaf for the detailed Condition Report
 EH Officer: _____ Date: _____

E

Report on	Service level agreement with Drinking Water Inspectorate for NI the provision of services by the Environmental Health Department
Reporting Officer	Fiona McClements
Contact Officer	Fiona McClements

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	The Service Level Agreement formalises a voluntary agreement which has existed between the Drinking Water Inspectorate and District Councils for the collection of private water samples within their respective areas.
2.0	Background
2.1	<p>The Drinking Water Inspectorate (DWI) was established in 1996. It is a unit within the Department of the Environment and Rural Affairs (DAERA). The Drinking Water Inspectorate regulates drinking water quality in Northern Ireland for both public and private water supplies, protecting public health and providing independent assurance that public and private drinking water supplies in Northern Ireland are safe, clean and wholesome through effective and proportionate regulation.</p> <p>In implementing the regulations relating to private water supplies, it has been standard practice that environmental health staff, through a voluntary agreement, has undertaken the collection of samples and undertaking risk assessments on behalf of the DWI from private water supplies located within their respective district council area. The arrangement has and continues to work well providing a collaborative approach to ensuring public health and food safety at site using private water supplies.</p>
3.0	Main Report
3.1	<p>The Service Level agreement (SLA) (attached) formalises the current voluntary agreements. The SLA will remain in force for 2 years and thereafter the parties may agree to extend. The SLA provides the legislative background, the objectives and the detailed operating procedures for both parties. The SLA will enable the DWI to authorise relevant Mid Ulster District Council staff as competent persons for the carrying out of duties on their behalf. Annex C to the SLA details the schedule of fees which will be reviewed on a bi-annual basis.</p> <p>Environmental Health staff enforce various legislative requirements in food establishments, commercial premises and within rented accommodation ensuring provision of a wholesome water supply. The competency within environmental health staff ensures that the DWI can effectively meet their legislative requirements.</p>

4.0	Other Considerations
4.1	<u>Financial & Human Resources Implications</u> The schedule of Fees in Annex C has been developed on the basis of cost neutral impact to Councils.
4.2	<u>Equality and Good Relations Implications</u> N/A
4.3	<u>Risk Management Implications</u> N/A
5.0	Recommendation(s)
5.1	That members agree the Service Level Agreement for Drinking Water Sampling to be reviewed after 12 months .
6.0	Documents Attached & References
6.1	Service level agreement for the provision of services by the Environmental Health Department of Mid Ulster District Council to the Drinking Water Inspectorate for Northern Ireland

SERVICE LEVEL AGREEMENT
For the provision of services by the Environmental Health
Department of Mid Ulster District Council to the Drinking Water
Inspectorate for Northern Ireland

BETWEEN:

- (1) Mid Ulster District Council of Burn Road, Cookstown, BT80 8DT (hereinafter known as ‘The Council’) and**
- (2) Drinking Water Inspectorate for Northern Ireland acting on behalf of the Department of Agriculture, Environment and Rural Affairs (DAERA) of Klondyke Building, Cromac Avenue, Belfast, BT7 2JA (hereinafter referred to as DWI) together known as ‘the Parties’.**

1.0 LEGISLATIVE BACKGROUND AND AUTHORISATION

- 1.1 This agreement outlines the arrangement between the Drinking Water Inspectorate for Northern Ireland and the Mid Ulster District Council, appointed as a competent person, for the purposes of undertaking on behalf of the DWI risk assessments and sampling of private water supplies under The Private Water Supplies Regulations (Northern Ireland) 2009 (as amended).
- 1.2 The *‘Drinking water and health: a guide for public and environmental health professionals and for those in the water industry in Northern Ireland’¹* document (hereinafter referred to as ‘the Framework’), produced by the Drinking Water and Health Liaison Group outlines the roles and responsibilities of the key partner organisations and provides the basis for this agreement.

2.0 TERMS OF AGREEMENT

- 2.1 The Agreement shall take effect from the date of signature by both parties and shall remain in force for a period of two years (unless terminated in accordance with 2.2). At the expiry of the two year period, the parties may agree to extend the SLA on a bi-annual basis thereafter.

¹ Drinking water and health: a guide for public and environmental health professionals;
www.niwater.com/sitefiles/resources/pdf/reports/guidancedocumentondrinkingwaterandhealth-2015version2415.06.25.pdf

- 2.2 The Agreement may be terminated or not extended (as in Section 2.1) by either party on 3 months' written notice.
- 2.3 The Agreement shall be reviewed at least every two years, or on request at any time by either party (in accordance with Section 12.0). Any revised Agreement must have the approval of both Parties.
- 2.4 Any dispute in relation to the operation of the Agreement can be raised at the Annual Meeting (Section 7) for resolution. Any dispute requiring urgent resolution should be raised in writing by the relevant signatory(s) to the Chief Inspector of Drinking Water for resolution.

3.0 OBJECTIVES

- 3.1 The objectives of the Agreement are to establish administrative provision under which the Council will provide the professional services of council staff in roles where they are acting as agents of the DWI. It will enable the Council to provide sampling, risk assessment, and investigatory services, including staff and resources to DWI as defined in 3.2, and to define each party's role, responsibilities and obligations as detailed in the Annex A to this document. It will enable the DWI to individually authorise the Council to carry out duties on their behalf.
- 3.2 The services being provided by each of the Parties hereto are as listed below hereinafter referred to as the "Services". Further detail of the exact nature of the Services being provided is set out in Annex A hereto.

- **Private Supplies Registration**
- **Private Supplies Risk Assessment**
- **Private Supplies Sampling**
- **Private Supplies Investigations**
- **Private Supplies Training / Competency**

4.0. OPERATING PROCEDURES FOR THE COUNCIL

- 4.1 The Council shall ensure that delivery of the Services is carried out expeditiously and competently, in accordance with such timescales, conditions and costs as may be agreed with DWI.
- 4.2 The Council shall use reasonable endeavours to ensure that the staff resources necessary to discharge the Services are available.
- 4.3 Both the DWI and the Council have a legal obligation for the Health and Safety of their respective staff. The Parties hereto shall take all reasonable steps to ensure that all employees involved with the Services comply with the requirements of the Health & Safety at Work (Northern Ireland) Order 1978 and such other regulations as required.

5.0. OPERATING PROCEDURES FOR DRINKING WATER INSPECTORATE (DWI)

- 5.1 DWI is responsible for specifying the exact nature of the service required of the Council; monitoring the delivery of these services in accordance with this Agreement and subject to satisfactory completion of services, ensuring payment of agreed costs within 30 days from receipt of invoice.
- 5.2 DWI will issue quarterly invoice requests to the Council detailing the sampling and risk assessments undertaken in the previous quarter (3 months).
- 5.3 An annual programme of sampling will be issued by 31 December each year. This schedule will be subject to review and updated at least quarterly.
- 5.4 DWI will provide the Council with training, equipment and all sampling kit consumables as required to conduct sampling and risk assessments of registered private water supplies.
- 5.5 DWI will provide technical advice and guidance to the Council in relation to private water supplies.

- 5.6 All council staff carrying out duties on behalf of the DWI should be individually authorised by the DWI to perform those duties. A sample authorisation document is attached at Annex B.

6.0. BILLING ARRANGEMENTS

- 6.1 The Council will provide quarterly invoices to DWI based on the invoice requests issued by DWI for each quarter. DWI will ensure invoices are paid within 30 days of receipt.
- 6.2 The Chief Inspector of Drinking Water in consultation with the Council through Environmental Health NI (EHNI) will agree a Schedule of Fees which would be standard for all Councils.
- 6.3 The Schedule of Fees is given in Annex C and shall be updated from time to time with the agreement of both Parties, throughout the duration of this Agreement.

7.0 ANNUAL MEETING & ONGOING ENGAGEMENT

- 7.1 DWI will engage with the Council through Environmental Health (NI) (EHNI) and agree the membership and Terms of Reference for a new Partnership Working Group, which will meet annually to discuss the provision of services covered by this agreement.
- 7.2 All day-to-day matters relating to the services covered by this Agreement shall be conducted by officers of either party operating under the terms of the Agreement.

8.0 CONFIDENTIALITY

- 8.1 Information relating to private drinking water supplies will be subject to the requirements of the Data Protection Act. All information received by or gathered by the Parties as a result of performing the Services shall be held in accordance with the Parties' respective Records Management / Information policy.

9.0 LIABILITY

Each Party shall indemnify and keep indemnified, the other, against all claims, proceedings actions, damages, legal costs, expense, fines, penalties, demands, loss or damage and any other liabilities, howsoever arising, whether in contract, tort, under statute, common law or otherwise directly or indirectly out of or in the course of or in connection with any provision or failure to provide those Services set out in this Agreement which are the responsibility of that party.

10.0 COMPLAINTS

If a complaint is received by either party in respect of the services carried out under this agreement, the Party receiving the complaint will inform the other in writing and the Parties will agree which Party will investigate the complaint.

11.0 FORCE MAJEURE

Neither party to this Agreement shall be liable to the other or shall be held to be in breach of this Agreement to the extent that it is prevented, hindered or delayed in the performance or observation of its obligations hereunder due to any cause beyond its control (including industrial action, strike, walk out, riot, civil disobedience inclement weather, inability to obtain supplies, accident or any other contingency whatsoever beyond its reasonable control).

12.0 AGREEMENT VARIATIONS

Both parties may request amendments to the scope of Services at any time by submitting a written request to the other party. Any variations will be made only with the consent of both Parties in writing.

13.0 DISPUTE RESOLUTION

A dispute shall be deemed to have arisen when either Party notifies the other Party in writing to that effect.

The Parties shall use all reasonable efforts to resolve any dispute that may arise under this SLA through good faith negotiations. Each party shall nominate a senior

representative of its management to meet at any mutually agreed location to resolve the dispute.

Where an attempt to resolve any dispute under this Service Level Agreement and where initial contact between representatives of management of either Party has failed, the matter will be escalated to a discussion between a member of senior management from both parties hereto.

14.0 CONFLICT OF INTEREST

In the circumstances where the Council is providing the Service on premises which are in the ownership or control of the Council it is acknowledged that there may be a conflict of interest arising. The Council shall inform the DWI, if it believes that there may be a conflict of interest. The DWI shall, in consultation with the Council provide such staff as are necessary to assist with or carry on the Services in order to investigate a failure on the Council premises.


15.0 GOVERNING LAW

It is hereby agreed that this Agreement shall be governed by Northern Ireland law and that the Courts of Northern Ireland shall have exclusive jurisdiction in all matters arising hereunder.

16.0 AUTHORISATION

16.1 The authorised person² within the council and the Chief Inspector of Drinking Water authorise this agreement.

Council	Print Name	Signature	Position
<i>[Insert position of the relevant authorised person for Mid Ulster District Council]</i>			

Drinking Water Inspectorate	Print Name	Signature
Chief Inspector of Drinking Water for Northern Ireland	Catriona Davis	

16.2 The Agreement will take effect from the *[Insert Date]*

² Chief Executive, Head of Service, or Director as appropriate

OPERATIONAL DELIVERY OF SERVICES

Private Supplies Registration**Councils to:**

- Advise DWI of new private water supplies when identified;
- Inform DWI of any changes to registered private supplies;
- Provide information on the annual review of the register of supplies and potential new supplies within required timescales.

Drinking Water Inspectorate to:

- Provide private water supply registration forms for completion;
- Notify council of newly registered supplies where received directly and provide copies of completed registration forms;
- Provide details of registered sites and any known potential new supplies to councils annually for review;
- Manage and maintain register of private water supplies.

Private Supplies Risk Assessment**Councils to:**

- Liaise with owner/users to collate information in preparation for the risk assessment;
- Undertake site visit to carry out risk assessment of private water supply;
- Complete/review a risk assessment of private water supply within the required timeframe (within 6 months for new supplies, and review every 5 years or sooner if circumstances change at a site or following an event);
- Follow up with owner/user on any information outstanding to complete risk assessment/review of the supply.

Drinking Water Inspectorate to:

- Provide methodology and guidance for completion of risk assessments;

- Provide electronic system for collation of risk assessment information;
- Provide historical data, where available, in preparation for risk assessment;
- On request, accompany councils on completion of risk assessments.

Private Supplies Sampling

Councils to:

- Liaise with the appointed contractor on the receipt and storage of sample bottles;
- Collect, transport and store samples in accordance with guidance provided by DWI;
- Undertake on-site testing with validated instrumentation and in line with the manufacturer's instructions for equipment being used;
- Ensure accurate completion of field sheets;
- Care for and store sampling kit and meters in accordance with manufacturer's instructions;
- Provide on-site meters for annual validation by DWI and sampling kits for inspection if required;
- Ensure consumables within sample kit are within expiry date;
- Advise DWI or appointed contractor as soon as possible if unable to collect scheduled samples;
- Adopt a flexible approach and liaise with DWI and the appointed contractor in the collection of scheduled monthly compliance samples.

Drinking Water Inspectorate to:

- Provide sampling kits and appropriate meters to councils for the purpose of sampling registered private supplies;
- Replenish sampling consumables on an annual basis or sooner if required;
- Validate on-site meters annually;

- Provide guidance on sampling and identification of appropriate sample points;
- Provide annual sampling schedule for the year and at least quarterly updates;
- Through contractor, arrange the provision of the necessary sample bottles and field sheets for the collection of samples each month;
- Adopt a flexible approach and liaise with councils and the appointed contractor in the collection of scheduled monthly compliance samples.

Private Supplies Investigations

Councils to:

- Provide points of contact to be notified in the event of failure;
- Notify owners/users of sample failures, provision of public health advice and collection of resamples;
- Adopt a flexible approach and liaise with DWI and the appointed contractor in the collection of resamples or other adhoc samples to ensure they are taken in a timely manner and in response to any public health concerns;
- Work in conjunction with DWI and other agencies in the investigation of failures as outlined in the Framework referred to in Section 1.2;
- Follow-up with owners/users to ensure the ongoing protection of public health.

Drinking Water Inspectorate to:

- Adopt a flexible approach and liaise with councils and the appointed contractor in the collection of resamples or other adhoc samples to ensure they are taken in a timely manner and in response to any public health concerns;
- To notify and liaise on public health failures to Public Health Agency;
- Provide onward advice in relation to public health to councils;
- Accompany council staff, on request, to investigate failures;
- Work in conjunction with council and other agencies in the investigation of failures as outlined in the Framework referred to in Section 1.2.

Private Supplies Training/Competency

Councils to:

- Permit only competent, authorised staff to undertake sampling and risk assessments;
- Complete designated DWI training courses to ensure ongoing competency in relation to private water supplies;
- Maintain appropriate auditable training records for staff;
- Facilitate DWI audits to ensure competency under the regulations.

Drinking Water Inspectorate to:

- Authorise all individual Council staff to carry out duties on behalf of the DWI;
- Provide staff undertaking sampling and risk assessments of private water supplies with the necessary training to ensure competency;
- Provide technical support/guidance in relation to risk assessments and private water supplies in general;
- Conduct annual audit of the service provided.

SAMPLE AUTHORISATION DOCUMENT



Northern Ireland
Environment
Agency

Card No.PWSXXX
Expires:
XX/XX/XXXX

THE WATER AND SEWERAGE
SERVICES (NORTHERN IRELAND)
ORDER 2006:
ARTICLE 124 RIGHTS OF ENTRY
THE PRIVATE WATER SUPPLIES
REGULATIONS (NORTHERN IRELAND)
2009 AS AMENDED:
REGULATION 7—RISK ASSESSMENT
REGULATION 12—SAMPLING



Issued by: The Department of Agriculture,
Environment and Rural Affairs
Northern Ireland Environment Agency
Klondyke Building
Cromac Avenue
Gasworks Business Park
Belfast BT7 2JA
Tel No. 0845 302 0008

and if found should be returned to this address or
handed in to your local police station

This is to certify that
is authorised to act on behalf of The
Department of Agriculture, Environment
and Rural Affairs to exercise and
perform the powers and duties conferred
upon him/her by the aforementioned
legislation and as detailed below:

.....
Authorised Officer (DAERA)
a

**Rights of entry, under Article 124 of
The Water & Sewage Services Order
(Northern Ireland) 2006 to enter any
premises for the purpose of
Regulation 7 Requirement to carry
out a Risk Assessment and of
Regulation 12 Sampling and
Analysis under The Private Water
Supplies Regulations (Northern
Ireland) 2009, as amended.**

Each Officer's Warrant card will reflect their level of authorisation

SCHEDULE OF FEES

Activity	Unit Cost
Scheduled Sample Collection	£75/sample
Resample Collection (Investigation)	£75/sample
Completion of Risk Assessment	£150/risk assessment

F

Report on	Street Naming and Property Numbering
Reporting Officer	William Wilkinson
Contact Officer	William Wilkinson

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 street naming of new residential Housing Developments within Mid-Ulster.
2.0	Background
2.1	<p>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.</p> <p>The Policy for Street Naming and Dual Language Signage Policy – Section 5.0 Naming of New Streets, as adopted (See Appendix 1) forms the basis for considering proposals for the street naming of new developments.</p>
3.0	Main Report
3.1	<p>The Building Control Department have received requests for the naming of streets in new residential developments within Mid-Ulster as follows:-</p> <p>I. Site off Ballyronan Road, Magherafelt.</p> <p>An application has been submitted by KLLC Ltd for the naming of a street within a residential development off Ballyronan Road, Magherafelt. The developer has submitted the following options for consideration (See Appendix 2).</p> <ol style="list-style-type: none"> 1. Ronan Mews 2. Sycamore Drive 3. Ronan Way

	<p>II. Site off Moneymore Road, Cookstown</p> <p>An application has been submitted by NM Developments for the naming of a street within a residential development off Moneymore Road, Cookstown. The developer has submitted the following options for consideration (See Appendix 3).</p> <p style="text-align: center;"> 1. Sandy Hill 2. Gallion Manor 3. Gallion Glen </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	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: None</p> <p>Human: None</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>None</p>
4.3	<p><u>Risk Management Implications</u></p> <p>None</p>
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 new residential developments within Mid Ulster.</p> <p style="text-align: center;"> 1. Site off Ballyronan Road, Magherafelt. </p> <p style="text-align: center;"> Either Ronan Mews Or Sycamore Drive Or Ronan Way </p> <p style="text-align: center;"> 2. Site off Moneymore Road, Cookstown </p> <p style="text-align: center;"> Either Sandy Hill Or Gallion Manor Or Gallion Glen </p>

6.0	Documents Attached & References
6.1	<p data-bbox="240 286 1410 360">Appendix 1 - Street Naming and Dual Language Signage Policy – Section 5.0, Naming of New Streets</p> <p data-bbox="240 398 1410 472">Appendix 2 - Pro-forma containing street naming proposals, location map and site layout plan for new streets off Ballyronan Road, Magherafelt.</p> <p data-bbox="240 510 1410 584">Appendix 3 - Pro-forma containing street naming proposals, location map and site layout plan for new streets off Moneymore Road, Cookstown.</p>

MID ULSTER DISTRICT COUNCIL

Street Naming and Property Numbering Policy for New Developments (Article 11 of The Local Government (Miscellaneous Provisions) (NI) Order 1995)

Revised Policy and Procedure

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.

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

Naming of New Streets and Housing Developments: *Procedure*

- 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.
- 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.
- 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.
- 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.
- 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.
- Should the Committee not accept any of the presented options the applicant/ developer will be informed of the Council's decision.
- 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.
- 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.
- Names shall be shown on nameplates which will include the townland where relevant.
 - New buildings will be allocated numbers consecutively with odd numbers to the right hand side and even numbers to the left hand side.

MID ULSTER DISTRICT COUNCIL

New Street Name Proposals



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Applicants Name & Address: **KLLC Ltd**
120 FOREGLEN BAS
Clausing
Description:
Ref: **Frederick of 5 Dwellings**
F/2016/2192

	Proposed Street Name	Linkage to Locality	Reason for Choice
Option 1	Ronan Mews	Off Ballyronan road	To correspond with Ronan Drive, which is opposite.
Option 2	Sycamore Drive	Large sycamore tree at entrance to the site →	
Option 3	Ronan Way	Off Ballyronan road	To correspond with Ronan Drive which is opposite.

* 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)

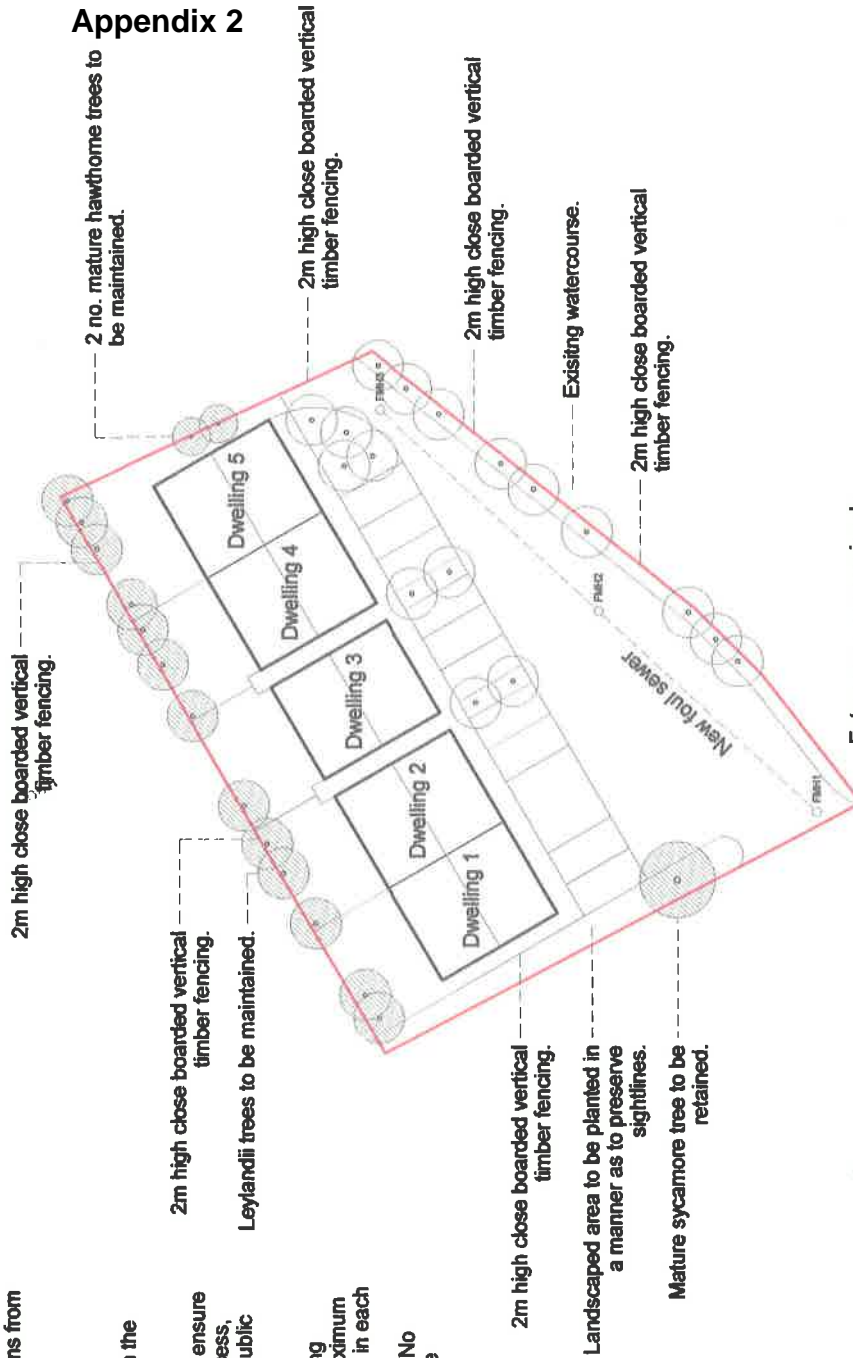
Signed 

Dated **5/5/17**

Appendix 2



Appendix 2



Entrance as per previously
approved planning application -
H/2008/0064/RM

th directions from
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not exceed
metres from the

made to ensure
the access,
unto the public

ily affecting
ved. A maximum
ceptable in each
removing
he client. No
e until the
provided.

2m high close boarded vertical timber fencing.

Landscaped area to be planted in a manner as to preserve sightlines.

Mature sycamore tree to be retained.

MID ULSTER DISTRICT COUNCIL

New Street Name Proposals



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Applicants Name & Address: NM DEVELOPMENTS
1A AGHERTON VILLAGE, PORTSTEWART BT55 7FE

Description: DETACHED HOUSES MONEYMORE ROAD, COOKSTOWN NM-DEVELOPMENTS@btconnect.com

Ref: 02870 833307

	Proposed Street Name	Linkage to Locality	Reason for Choice
Option 1	SANDY HILL	SANDY SOIL	PREFERENCE.
Option 2	GALLION MANOR	VIEW OF MT GALLION	CLOSE TO GALLION
Option 3	GALLION GLEN	VIEW OF MT GALLION	DO

Mid Ulster District Council

5 JUN 2017

Building Control Department
(Cookstown Office)

Appendix 3

* 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 [Signature] for NM DEVELOPMENTS.

Dated 30-5-17



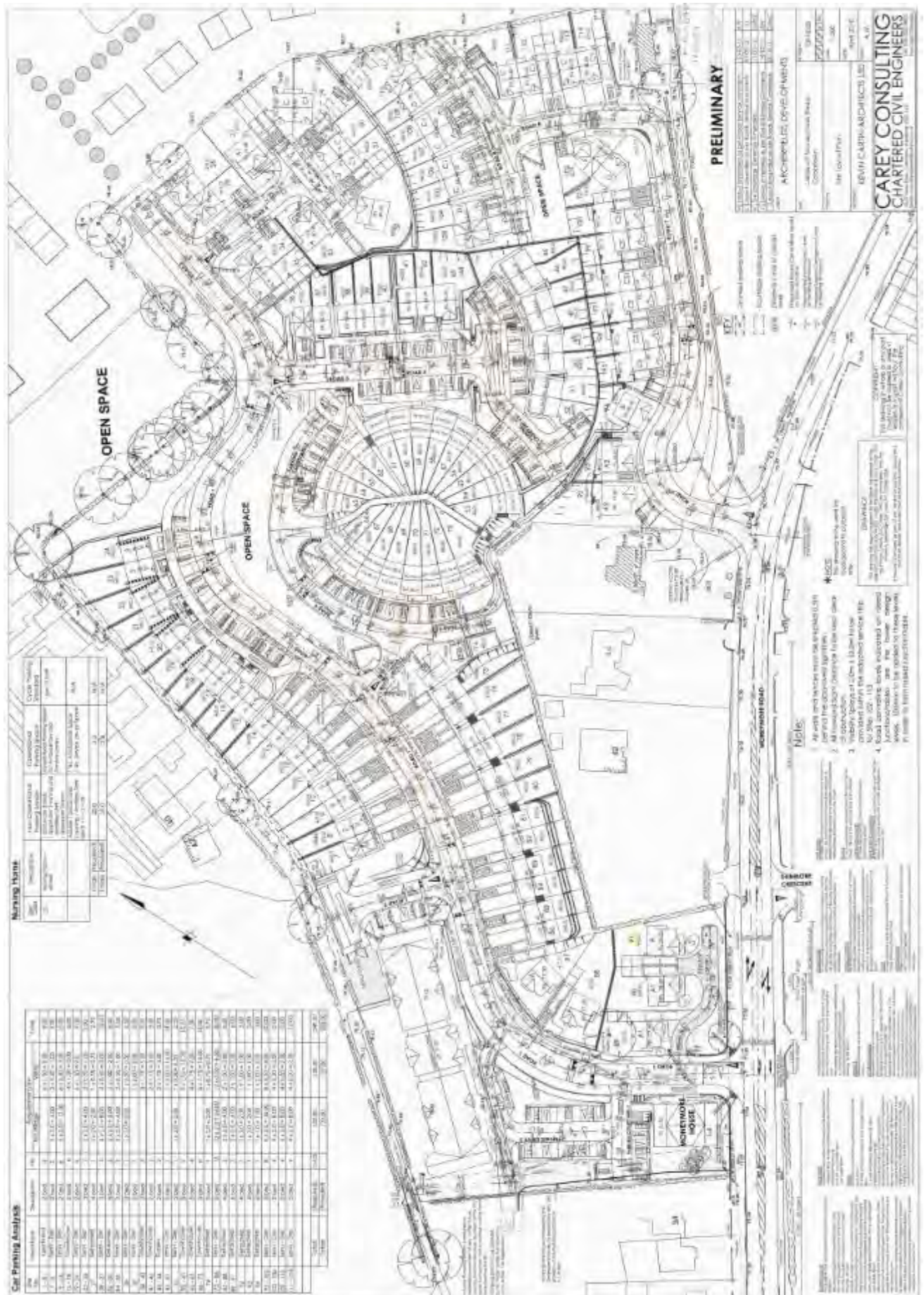
Mid Ulster District Council
F-16-0677
14 APR 2016
Building Control Department
(Cookstown Office)

APS
Architects Ltd

Unit 4
Mid Ulster Business Park
Sandford Road
Cookstown
BT80 9LU
028 867 60036
lerry@aps-architects.co.uk

PROPOSED DEVELOPMENT FOR
NEW BUILDINGS LTD
AT NEWCASTLE ROAD
COOKSTOWN
PROJECT REF: M.2806
Dwg. No. A01
SCALE 1/2500
DATE: MARCH 2016

Appendix 3



G

Report on	Dual Language Request
Reporting Officer	William Wilkinson
Contact Officer	William Wilkinson

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 a request for Dual Language Signage and subsequently to seek approval to undertake the survey of all applicable residents on the street/road in question.
2.0	Background
2.1	<p>In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility for the erection of dual language signs or second nameplates, adjacent to the nameplate in English.</p> <p>The Policy for Street Naming and Dual Language Signage – Section 6.0, as adopted (See Appendix 1) forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.</p>
3.0	Main Report
3.1	<p>The Building Control Service within the Public Health and Infrastructure Department have received a valid letter signed by an occupier of a street within Mid-Ulster (See Appendix 2) requesting signage to be erected in a second language adjacent to the nameplate in English as follows:-</p> <p>1. Beaghmore Road, Cookstown</p> <p>The occupier has been confirmed as a resident evidenced by their listing on the current Electoral Register as required in accordance with the Policy as adopted.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: None Human: None</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>None</p>

4.3	<p><u>Risk Management Implications</u></p> <p>None</p>
5.0	<p>Recommendation(s)</p>
5.1	<p>Approval to proceed with the Street Naming survey for Beaghmore Road in accordance with the Policy for Street Naming and Dual Language Signage .</p>
6.0	<p>Documents Attached & References</p>
6.1	<p>Appendix 1 – Street Naming and Dual Language Signage - Section 6.0 : Dual Language Signage Nameplates Policy</p> <p>Appendix 2 – Letter received from resident of Beaghmore Road Cookstown.</p>

MID ULSTER DISTRICT COUNCIL

Dual Language Signage Nameplates

(Article 11 of The Local Government (Miscellaneous Provisions) (NI) Order 1995)

Revised Policy and Procedure

6.0 DUAL LANGUAGE SIGNAGE NAMEPLATES

6.1 The Council will apply this policy when considering applications for dual language signage expressing the name of the street in a language other than English, to both existing and new streets.

6.2 The 1995 Order gives the Council a discretionary power to erect dual language signs or second nameplates, adjacent to the nameplate in English. In exercising this discretionary power the Council must have regard to any views on the matter expressed by the occupiers of premises in that street.

6.3 Criteria - General

The Council in making arrangements and providing opportunities for dual language signage within street naming shall;

1. Have regard to any views on the matter expressed by occupiers of the street
2. For the purposes of the policy, “occupiers” shall mean any person who resides in a dwelling, including a house, flat, maisonette or house in multiple occupancy and which has its frontage immediately adjoining the street, hereafter referred to as ‘property’. Only the views of occupiers aged 18 or over in each property that is occupied and listed on the Electoral Register at the date of survey will be considered.
3. In relation to properties , the ‘occupier’ will include the owner and family members or tenants as listed on the current Electoral / Rates Register as residing at that address or tenants in actual possession of the premises, but not employees within such premises at the date of the survey.
4. The naming of the street in a language other than English does not authorise or require its use as, or part of, the address of any person or the description of the land for the purpose of any statutory provision; e.g., Building Control applications.

6.4 The provision of dual language Street Names will normally only be considered in the following circumstances:

- In the case of existing streets, where the Council has been petitioned and/or consulted with the occupiers of premises in that street and other persons it deems appropriate, in accordance with these arrangements.

Dual Language Signage Nameplates: *Procedure*

In deciding whether it should exercise its discretionary powers in relation to erection of dual language nameplates under Article 11 of the 1995 Order, the Council shall only do so after having regard to the views of occupiers of premises which has its frontage immediately adjoining that street.

The procedure for seeking and assessing the views of occupiers and criteria to be applied in deciding whether to erect a dual language nameplate in a language other than English is;

1. A valid petition or letter, signed by occupiers of the street must be made to Council to enable this matter to be considered. Requests should be made to Building Control Service within the Public Health and Infrastructure Department. A petition / letter request shall be valid if; it is from an occupier who appears on the Electoral Register as maintained by the Electoral Office for NI; the address of the petitioner is contained on the petition / letter and; the individuals name is clearly stated and the letter has been signed by the petitioner (who must be an occupier of premises on the street). A petition / letter may be received by email but it must be attached as a file and signed. The Council shall not accept a request made within the body of an email.
2. The Environment Committee will receive notification of submitted requests by way of valid petition as referenced at 1, above. A petition will be deemed to be valid where it is completed by a minimum of one householder on that street. Approval will be sought from the Environment Committee to undertake the survey requested by the valid petition / letter.
3. Upon agreement, the Council will canvass, by post, all occupiers listed on the Electoral Register and the Pointer addressing system of that street; seeking their views on the request to erect a dual-language street nameplate. Each letter will contain survey forms for the number of occupiers registered on the Electoral Register for that property at that time.
4. The occupiers will be advised of the date by which completed surveys must be returned. Incomplete or illegible survey returns will not be counted. Completed surveys must be returned in the self- addressed envelopes provided for that purpose. Only replies received by the specified date shall be considered.
5. For purposes of assessment where 51 % (rounded to nearest whole number) of the occupiers that respond indicate that they are in favour of the erection of a dual language street nameplate, then this shall be presented to the Environment Committee for decision recommending that the dual language street nameplate be approved and erected. The Environment Committee having considered the request and the result of the survey may agree to permit or not permit the erection of the dual language nameplate.
6. Where 51 % of occupiers (rounded to nearest whole number) that respond indicate that they are not in favour of the erection of a dual-language street nameplate, then this shall be presented to the Environment Committee for decision recommending that the dual language street nameplate shall not be approved or erected.
7. If the request is refused by those households surveyed, further requests will not be considered until the expiry of 12 months from the date at which the Environment Committee refuses it.

8. Where the request is granted and the other language is Irish, the Irish Language Section within Department of Culture and Leisure and / or an approved translator will provide the Irish language form of the street name. Any other language shall be obtained from an approved translation service the cost of which will be notified to the Environment Committee when receiving the report on the outcome of the survey. The other language will not be used to express the name of the street for statutory purposes
9. The font and size of lettering of the other language shall be in accordance with that as shown in Appendix E.
10. Following the Council's decision on the matter all occupiers of the street will be notified of the decision.
11. Where agreed, a new dual language nameplate will be erected at the start and finish of the street or road in question and at such points along it as required e.g. at other road junctions, in accordance with any operational requirements as determined by the Property Services Team.

F.A.O: Building Control Service – Mr Willie Wilkinson

[REDACTED]
Beaghmore Road
Cookstown
Co Tyrone
BT80 9PB

29th May 2017

Ref : Bi-lingual Road Signage Request – Beaghmore Road
Requested by [REDACTED] – Occupier, 5 Beaghmore Road, Cookstown, Co Tyrone.

Dear Mr Wilkinson

In accordance with Mid Ulster Councils recently adopted policy and procedure for Dual Language Signage, I wish to proceed with my initial request made 29/06/16, for erection of dual language nameplates on the Beaghmore Road. I request that nameplates include both English and Irish Language version of same.

Yours sincerely

[REDACTED]
[REDACTED]



H

**Minutes of Meeting of Environment Committee of Mid Ulster District Council
held on Tuesday 13 June 2017 in Council Offices, Burn Road, Cookstown**

Members Present Councillor McGinley, (Chair)

Councillors Buchanan, Burton (7.08 pm), Cuthbertson, Gillespie, Glasgow, Kearney, McFlynn, B McGuigan, S McGuigan, McNamee, Mulligan, J O'Neill, M Quinn, Totten

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

The meeting commenced at 7.00 pm

E143/17 Apologies

Councillor Reid.

E144/17 Declarations of Interest

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

E145/17 Chair's Business

The Chair offered his thanks to outgoing Chair, Councillor Cuthbertson and Vice Chair, Councillor S McGuigan for a job well done in the past year in chairing the Environment Committee. Councillor McGinley advised that as it was the first time both he and Vice Chair, Councillor M Quinn had been elected to such roles he hoped to continue the good manner in which the Environment Committee meetings were run and sought the support of fellow Councillors and Officers for the coming year.

Matters for Decision

E146/17 Emergency Planning – Support Arrangements

The Director of Public Health and Infrastructure presented previously circulated report which provided update on the review of a number of Emergency Planning Support Arrangements and sought approval for implementation of same.

Proposed by Councillor McNamee
Seconded by Councillor S McGuigan and

- Resolved** That it be recommended to Council to implement the following Emergency Planning Support Arrangements as previously attached to report –
- (I) District Council Mutual Aid Protocol
 - (II) Memorandum of Understanding between the Department of Agriculture, Environment and Rural Affairs (DAERA) and each district council regarding epizootic diseases
 - (III) Joint Protocol 'Emergency Call-Off Contracts' between Northern Ireland Housing Executive and Northern Ireland District Councils

E147/17 Street Naming and Dual Language Signage

Members considered previously circulated report regarding the renaming of a new residential housing development within Mid Ulster as follows –

Site off Tullynagee Road, Moneymore

Councillor McNamee proposed the name Carndaisy Lane and asked if occupiers had agreed to change of site name.

The Head of Building Control advised that normally occupiers would have to be consulted but in this case the dwellings were only at floor level with no occupiers therefore a name change was easier at this point.

Councillor McFlynn seconded the name Carndaisy Lane.

In response to Councillor Cuthbertson's question the Head of Building Control confirmed that no dwellings within the development had yet been sold.

- Resolved** That it be recommended to Council to name development off Tullynagee Road, Moneymore as Carndaisy Lane.

Councillor McNamee asked for update in relation to Dual Language Signage.

The Head of Building Control advised that to date, about a dozen applications had been received and that an update would be brought to meeting next month.

E148/17 Land and Property Services – Property Addressing – Best Practice

The Head of Building Control presented previously circulated report which sought approval for proposals from Land and Property Services (LPS) to introduce two Addressing Best Practice Papers for the purposes of strengthening and improving the joint activities of LPS and Local Authorities in the area of collecting and sharing addressing information.

Proposed by Councillor McNamee
Seconded by Councillor B McGuigan and

- Resolved** That it be recommended to Council to adopt the proposals submitted by Land and Property Services which are included within "Addressing

Best Practice” and “Addressing Best Practice – unverified address creation proposals” guidance papers as previously circulated.

Councillor Burton entered the meeting at 7.08 pm.

E149/17 Food Standards Agency Consultation on The Food Hygiene Rating (Online Display) Regulations (Northern Ireland) 2017

The Head of Environmental Health presented previously circulated report which advised of the Food Standards Agency’s Consultation on The Food Hygiene Rating (Online Display) Regulations (Northern Ireland) 2017 and proposed Council response to same.

Proposed by Councillor Cuthbertson
Seconded by Councillor Gillespie and

Resolved That it be recommended to Council to respond to the Food Standards Agency as outlined within report previously circulated.

E150/17 Tackling Nitrogen Dioxide in our towns and cities – A consultation May 2017

The Head of Environmental Health presented previously circulated report which advised of the ‘Tackling Nitrogen Dioxide in our towns and cities’ Consultation and proposed Council response to same.

Councillor Kearney referred to air quality monitor in Dungiven and asked if air quality is monitored in the District.

The Head of Environmental Health advised that Mid Ulster have three air quality management areas – two in Dungannon and one in Magherafelt. In these areas air quality is monitored and limits are in place. Council are duty bound to report any exceedance of these limits. In relation to the air quality management area in Magherafelt where the main contributor to poor air quality is traffic it is hoped that levels will be reduced due to recently opened bypass around town.

Proposed by Councillor Kearney
Seconded by Councillor Mulligan and

Resolved That it be recommended to Council to respond to ‘Tackling Nitrogen Dioxide in our towns and cities’ consultation as outlined within report previously circulated.

E151/17 Transport NI Proposals to Mid Ulster District Council – Proposed 20mph Speed Limit, Cloneen and Cloneen Drive, Dungannon

E152/17 Transport NI Proposals to Mid Ulster District Council – Proposed Speed Limit Reduction – Tamnamore Road, Dungannon

Members considered previously circulated reports which sought agreement in relation to proposals from Transport NI with regard to proposed 20mph speed limit at

Cloneen and Cloneen Drive, Dungannon and proposed speed limit reduction at Tamnamore Road, Dungannon.

Proposed by Councillor Gillespie
Seconded by Councillor Burton and

Resolved That it be recommended to Council to endorse the proposals submitted by Transport NI in relation to proposed 20mph speed limit at Cloneen and Cloneen Drive, Dungannon and proposed speed limit reduction at Tamnamore Road, Dungannon.

Councillor Gillespie proposed that Council write to TransportNI with regard to reducing the speed limit outside schools to 20mph during drop off and pick up times.

Councillor Burton seconded this proposal as this issue had been brought up time and time again. Councillor Burton asked if enforcement of speed limits was a Police matter.

The Director of Environment and Property advised that Police had been consulted on the above proposals and were in agreement with them. The Director advised that TransportNI was the regulator of such proposals and that Police had enforcement powers.

Councillor M Quinn referred to previous initiative which sought to reduce speed outside schools.

The Director of Environment and Property advised of initiative “Safer Routes to Schools” which included a number of measures regarding traffic safety around schools. The Director advised that emphasis on this initiative could be included in correspondence to TransportNI.

Councillor Gillespie referred to previous pilot 20mph schemes outside some schools.

Councillor B McGuigan referred to Notice of Motion passed by Council in relation to 20mph speed limit outside schools and if a response had been received in relation to this.

The Chair, Councillor McGinley stated there were a number of avenues where this matter could be further explored including PCSP.

Councillor McFlynn felt there was more that could be done to improve road safety around schools.

The Director of Environment and Property reminded Members of meeting taking place with TransportNI at end of June.

Resolved That it be recommended to Council to write to TransportNI with regard to reducing the speed limit outside schools to 20mph during drop off and pick up times.

Matters for Information

E153/17 Minutes of Environment Committee held on Tuesday 9 May 2017

Members noted minutes of Environment Committee held on Tuesday 9 May 2017.

E154/17 Entertainment Licensing Applications

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

E155/17 Building Control Workload

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

E156/17 Launch of Live Here Love Here Small Grants Scheme

The Head of Environmental Health presented previously circulated report which advised of the launch to the Mid Ulster District Council Live Here Love Here Small Grants Scheme.

Members noted the content of the report.

E157/17 Current byelaws relating to the consumption of Intoxicating Liquor in Designated Places

The Head of Environmental Health presented previously circulated report which provided update on the current byelaws relating to the consumption of Intoxicating Liquor in Designated Places.

Councillor Cuthbertson stated he had raised a matter related to this last month, however had not expected such a high number of areas to be identified. The Councillor asked how he could move forward with his concerns.

The Head of Environmental Health advised that a review of byelaws was last carried out in legacy Dungannon area in 2000 therefore any new facility developed since then would not be included within current designated list. The Head of Environmental Health advised that the process of designation was lengthy and highlighted guidance which states that byelaws should only be used where there is an existing, specific problem.

Councillor Cuthbertson referred to recent problem at Castlehill and Earls pathway and getting these areas designated.

The Head of Environmental Health advised that Police have powers to deal with anti social behaviour and that focus should be given to specific problem areas.

Councillor Cuthbertson advised that Council staff could provide more detail in relation to incident at Castlehill.

Councillor B McGuigan expressed the need to deal with anti social behaviour as similar types of instances occur across the District.

E158/17 Mid Ulster Community Resuscitation Group

Members noted previously circulated report which provided update on progress of the Mid Ulster Community Resuscitation Group.

E159/17 Bus Shelters – Update

The Head of Technical Services presented previously circulated report which considered the erection of bus shelters that have been requested at various locations throughout the District.

Councillor B McGuigan referred to proposed relocation of bus shelter at Dunlady Road/Kilrea Road, Crosskeys. The Councillor advised that the current bus shelter was put in place just over 2 years ago with consultations taking place at that time and determination being that this was the best location with good infrastructure being in place (footpath). Councillor B McGuigan stated he did not understand why this bus shelter needed to be relocated and that an alternative location would be difficult to find.

Councillor Kearney advised that he had been approached by a number of concerned parents whose children use this shelter and that a number of accidents had occurred at this location. Councillor Kearney advised he had been present at the bus shelter at a drop off time and that the scene had been chaotic at that time hence why a relocation of the bus shelter had been requested.

Councillor B McGuigan advised he had spoken with PSNI and that there was one recorded accident at the bus shelter location.

The Head of Technical Services advised that the proposal was brought forward due to the number of accidents stated to have taken place at that location and that the recommendation was to take the proposal forward to the next stages of process.

In response to Councillor Glasgow's question it was advised that it would depend on the condition of a bus shelter whether it could be relocated or a new one would be required.

Councillor M Quinn stated he would welcome the proposed relocation of bus shelter at Annaghmore/Reenaderry Road Junction, Kingsisland. In relation to proposed relocation of bus shelter at Annaghboe Road, Clonoe Councillor M Quinn stated that this bus shelter had been there for a number of years and that the proposed relocation is to a very fast part of road. Councillor M Quinn also stated he did not understand why it was taking so long to get response from TransportNI with regard to proposals at Coole Road, Coalisland, Killeen Crossroads, Coalisland and Brocagh Crossroads, Coalisland and felt that rural roads were being put at a disadvantage to get bus shelters due to the level of infrastructure required to be put in place.

Councillor J O'Neill advised that bus shelter at Annaghboe Road, Clonoe needed to be moved from that junction as the bus did not stop at the current location.

The Head of Technical Services advised that TransportNI were voicing difficulty with resources and being able to provide a timely response to consultations. It was advised that officers were meeting with TransportNI to try to put in place process which will ensure a more timely responses being received going forward.

The Director of Public Health and Infrastructure referred to infrastructure meeting taking place with TransportNI at end of June at which members might like to raise these issues .

Councillor Burton referred to requested bus shelters which have been in the process for a long time particularly Glendavagh Road/Tullybleety Road, Aughnacloy and Augher village.

The Head of Technical Services advised that there is a bus stop in Augher village however the layby adjacent to the bus stop is not a bus layby and is required to be redesignated.

Councillor Burton referred to the condition of some bus shelters and difficulty of access due to grass and weeds.

The Director of Environment and Property advised that there was a programme of grass cutting in place which included cutting around bus shelters.

Councillor Gillespie advised that bus shelter in Cappagh was corroded at the bottom and requested that this be investigated.

The Chair, Councillor McGinley referred to the disparity between the type of bus shelter used in urban/rural locations and felt all bus shelters should be the one standard across the District.

The Director of Environment and Property advised that there were a number of designs of bus shelters across the District which was due to legacy. The Director advised that a report would be brought to future committee meeting which will look at the design of bus shelters going forward.

Proposed by Councillor S McGuigan
Seconded by Councillor J O'Neill and

Resolved That it be recommended to Council to approve

- (i) The proposals to the erection of a bus shelter at the following locations pending completion of Stages 6, 7 and 8:
 - The Square, Stewartstown
 - Cappagh Road/Corlea Road, Galbally
 - Duffs Corner, Battery Road, Coagh (relocation)
 - Battery Road/Kinrush Road, Coagh
 - Annaghmore Road/Reenaderry Road Junction, Kingsisland (relocation)
 - Mayogall Road/Ballymacpeake Road Junction, Clady
 - Innishrush, Clady
 - Main Street/Primary School, Culnady
 - Tirkane Road/Craigmore Road, Maghera
 - Dunnamore Road, Cookstown

- (ii) Hillhead Road/Quarry Road, Knockloughrim (relocation); and
A report be brought to committee regarding Annaghboe Road, Clonoe (relocation) and Dunlady Road/Kilrea Road, Crosskeys (relocation)

E160/17 Health and Wellbeing – Ageing Well Model

The Director of Public Health and Infrastructure presented previously circulated report which provided update on the development of a future Ageing Well model for Mid Ulster.

Members noted the content of the report.

Councillors Burton and McFlynn declared an interest in this item (Agewell).

E161/17 Bonfire Working Group – Update

Members noted previously circulated report which provided update on the Mid Ulster District Council Bonfire Working Group.

Councillor McNamee requested an urgent meeting of the Bonfire Working Group, to include Cookstown DEA Councillors, in relation to bonfire at Killymoon. Councillor McNamee stated that residents did not want a repeat of last year and that he had visited the Killymoon site and that material was being stockpiled. The Councillor advised that Police had also met with residents and should be invited to the requested next meeting of the working group.

Councillor McNamee also referred to bonfire site at Monrush in which he had been made aware of hazardous material being dumped there at the weekend.

The Director of Public Health and Infrastructure advised that the working group had met on a number of occasions and had plans to meet again at the end of June. Members were advised that the working group had engaged with the statutory agencies and that these discussions had been constructive.

The Director of Public Health and Infrastructure advised that Council were aware of the situation at Monrush in which asbestos material had been dumped at the weekend. The Director advised that Council had liaised with NIEA and Police in respect of this matter and that a quantity of material was removed by NIEA, with support from Police. The rest of the material was removed today and Police were following up on the matter.

E162/17 Bin-Ovation App

Members noted previously circulated report which provided update on the usage and promotion of the Bin-Ovation App throughout the District.

E163/17 Compost Awareness Week 2017

Members noted previously circulated report which provided update on Compost Awareness Week held from 8 to 13 May 2017.

E164/17 Eco Speak Competition

Members noted previously circulated report which provided update on the annual Eco Speak Competition for Mid Ulster Primary Schools.

E165/17 Closure of Magheraglass Landfill Site

Members noted previously circulated report which provided update regarding closure of the Council landfill site at Magheraglass, Cookstown.

E166/17 Compliance Report of MUDC Property Fuel Tanks

Members noted previously circulated previously circulated report which provided update on the level of Council compliance with the Control of Pollution (Oil Storage) Regulations (Northern Ireland) 2010 in regard to fuel storage arrangements on Council properties.

Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor Gillespie
Seconded by Councillor McNamee 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 E167/17 to E171/17.

Matters for Decision

- E167/17 Tender Report for the supply of Grounds Maintenance Ride on Mowers
- E168/17 Tender Report for Play Park Consumables and Specialist Maintenance/Repairs
- E169/17 Installation of Memorial Benches on Council Property

Matters for Information

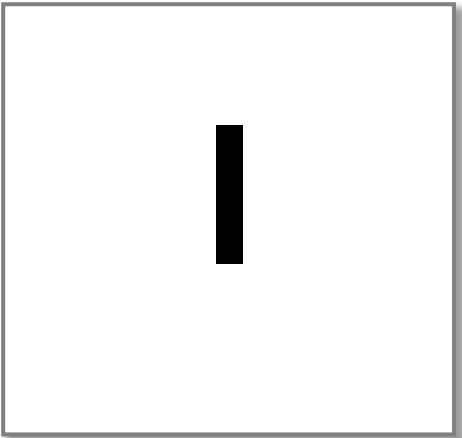
- E170/17 Confidential Minutes of Environment Committee held on Tuesday 9 May 2017
- E171/17 Contracts Update

E172/17 Duration of Meeting

The meeting was called for 7.00 pm and ended at 8.10 pm.

CHAIR _____

DATE _____



Report on	Entertainment Licensing Applications
Reporting Officer	William Wilkinson
Contact Officer	William Wilkinson

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	<p>The Council has responsibility for Licensing Places of Entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985.</p> <p>Entertainment Licensing applications are received on a continued basis across the District.</p> <p>Statutory Consultations are carried out with PSNI and NIFRS for each entertainment licence application (grant or renewal) submitted.</p> <p>An officer will carry out an inspection of each place of entertainment to ensure compliance on site and that all certification and information deemed necessary in accordance with the approved policy has been addressed.</p>
3.0	Main Report
3.1	<p>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.</p> <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>

3.2	<p>2 Electrical certification is required for the following:</p> <ul style="list-style-type: none"> (a) General electrical installation (b) Emergency lighting system (c) Fire alarm system <p>3 Details of current public liability insurance for premises</p> <p>4 Copy of public advertisement in local press</p> <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.</p> <p>Areas which would be inspected are as follows:</p> <ul style="list-style-type: none"> 1. Means of escape from the venue ie. 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
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: Within Current Resources</p> <p>Human: Within Current Resources</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>None</p>
4.3	<p><u>Risk Management Implications</u></p> <p>None</p>

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.

Appendix 1

Schedule of applications received for the Grant/Renewal of Entertainment Licences in June 2017

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max No of Patrons
F O'Donnell	Galbally Community Centre	40 Lurgylea Road Dungannon BT70 2NX	Annual	Monday To Saturday From : 09.00 To : 01.00 Sunday From : 09.00 To : 24.00	955
S Mallon	Killeshil Community Centre	216 Ballygawley Road Dungannon BT70 1EL	14 Unspecified Days	Monday To Sunday From : 11.00 To : 02.00	600
M Marcus	Parkanaur Manor House	57 Parkanaur Road Dungannon BT70 3AA	Annual	Monday To Sunday From : 08.00 To : 01.00	100

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max No of Patrons
M & T Love	Hanover House	24 Hanover Square Cookstown BT80 0EF	14 Unspecified Days	Thursday To Saturday From : 11:30 To : 01:30	360

Appendix 2

Schedule of applications issued for the Grant/Renewal of Entertainment Licences in June 2017.

Name of Applicant	Name of Premises	Address Of Premises	Type of Licence	Days and Hours Granted	Date of Issue
L Doyle	Islandhill AOH Hall	185 Shore Road Magherafelt BT45 6LP	Annual	Monday To Sunday From: 10.00 To: 01.30	25 May 2017
Mid Ulster District Council	Towers and Good Weather Space	26 Market Square Dungannon BT70 1AB	Annual	Monday To Sunday From: 08.00 To: 23.00	31 May 2017
Messrs 1 Oak Leisure Ireland Limited	Lanyon Hall & Black Horse Bar	21-23 Molesworth Street Cookstown BT80 8NX	Annual	Monday To Sunday From: 12.00 To: 02.00	5 June 2017

Name of Applicant	Name of Premises	Address Of Premises	Type of Licence	Days and Hours Granted	Date of Issue
M Davison	Davison's Bar	44-46 Main Street Castlecaulfield BT70 3NP	Annual	Monday To Sunday From: 11.30 To: 01.00 Sunday From: 12.30 To: 01.30	6 June 2017
L Bradley	The Back Door Bar	31-33 Main Street Maghera BT46 5AA	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 01.00	12 June 2017
R McKenna	St. Colm's High School	2 Magherafelt Road Draperstown BT45 7AF	14 Unspecified Days	Monday To Friday From: 10.00 To: 01.00	13 June 2017

Name of Applicant	Name of Premises	Address Of Premises	Type of Licence	Days and Hours Granted	Date of Issue
M Hudson	Desertmartin Parish Hall	19 Dromore Road Desertmartin BT45 5JZ	14 Unspecified Days	Monday To Sunday From: 12.00 To: 24.00	22 May 2017
The Wee Buns Pub Co. Ltd	The Lettuce Inn	64-66 Main Street Pomeroy BT70 2QH	Annual	Monday To Thursday From: 12.00 To: 24.00 Friday To Saturday From: 12.00 To: 01.00 Sunday From: 12.30 To: 24.00	6 June 2017
E Donaghy	Donaghy's Bar	26 William Street Dungannon BT70 1DX	Annual	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 01.30	6 June 2017

J

Report on	Building Control Workload
Reporting Officer	William Wilkinson
Contact Officer	William Wilkinson

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> <p>a Full Applications - submitted with detailed working drawings.</p> <p>b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc.</p> <p>c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval.</p>		
3.0	Main Report		
3.1	Workload Analysis	June 2017	Accumulative 2017/18
	Total number of Applications	115	511
	Full plans applications received	56	214
	Building Notices applications received	51	263
	Regularisations applications received	8	34
	Estimated value of works submitted	£10,075,341	£45,237,754

	Number of inspections carried out by Building Control Officers	556	2153
	Commencements	125	489
	Domestic Dwellings	39	167
	Domestic alterations and Extensions	79	293
	Non-Domestic work	7	29
	Completions	92	376
	Domestic Dwellings	24	95
	Domestic alterations and Extensions	64	264
	Non-Domestic work	4	17
	Property Certificates Received	138	458
3.2	Over the past month a number of significant applications have been received as noted in Appendix 1.		
4.0	Other Considerations		
4.1	<u>Financial & Human Resources Implications</u> Financial: Within current resources Human: Within current resources		
4.2	<u>Equality and Good Relations Implications</u> None		
4.3	<u>Risk Management Implications</u> 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.

Appendix 1

Significant Developments - June 2017

Applicant	Location of Development	Details of Development	External value of development
Western Building Systems	Derrywinnin Heights, Dungannon	Erection of 42no. dwellings (average floor area 111m ²) B.C. fee - £6,717	£2,639,824
MDK Construction Ltd	Annaghmore Meadows, Coalisland	Erection of 13no. dwellings (average floor area 115m ²) B.C. fee - £2,903	£873,904
St Marys Grammar School	3 Castledawson Road Magherafelt	Extension & alterations to existing teaching block (floor area 315m ²) B.C. fee - £3,715	£654,591

K

Report on	Building Control Responsibilities on Fire Safety related Regulations & Legislation
Reporting Officer	William Wilkinson
Contact Officer	William Wilkinson

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 the members on the existing procedures in place to ensure compliance with Fire Safety requirements within the Building Regulations (NI) and associated functions.
2.0	Background
2.1	Following the recent tragedy at Grenfell Towers, London which caused the deaths of numerous residents and other occupants, the importance of ensuring that our buildings are designed, built and maintained to comply with fire related Building Regulations and related legislation has been highlighted.
3.0	Main Report
3.1	<p>The responsibility of enforcing fire safety regulations and legislation for new and renovated buildings mainly lies with the Building Control Service within the Department of Public Health & Infrastructure in Mid-Ulster District Council.</p> <p>The Officers in Building Control have developed a sound knowledge of fire related regulations and legislation, and apply this to the following areas within the Service:-</p> <ol style="list-style-type: none"> 1. Building Control Applications – both Domestic & Non-Domestic 2. Licensing Applications – Entertainment & Petroleum; which includes an assessment of applicants Fire Risk Assessments to confirm the adequacy 3. Fire Risk Assessments – of Mid Ulster Council property <p>1. Building Control Applications</p> <p>An application form and plans are submitted by the Agent/Applicant and Validated.</p> <p>Part E (Fire Safety) of The Building Regulations (NI) 2012 in Northern Ireland covers fire safety matters within and around buildings for all scenarios applicable to Building Regulations.</p> <p>As many of the provisions of Part E Fire Regulations are related to the use of a building or compartment it is necessary to classify each, according to its use, into a purpose group, which will define the risk factor on which the plans must be assessed. The relevant areas requiring compliance are as follows:</p>

- i. Means of Escape
- ii. Internal fire spread – linings and structure
- iii. External fire spread

In considering compliance with fire regulations the floor, elevation and sectional plans are assessed along with the written specification for the type of materials proposed. These are assessed against the minimum requirements of “Technical Booklet E - Fire Safety” and associated Legislation contained within.

Building Control Officers methodically assess the plans and specifications and complete the necessary Plan Assessment Check for each application.

The Applicant/Agent will be notified where proposals do not meet the minimum requirements of Part E Fire Safety. The application will only be approved when the assessing Officer is satisfied that the proposals are in compliance with the relevant requirements.

Inspections are carried out on site as requested by the contractor or by the way of interim inspections. Where non-compliance of Fire Safety Regulations are identified on-site during an inspection, the Building Control Officer notifies the contractor/owner to highlight the non-compliant issues and the remedial action which must be taken to comply. A completion certificate will not be issued for the application until compliance has been achieved and enforcement action would be taken where considered necessary.

2. Licensing Applications

For Entertainment Licensing, an annual inspection of the premises is arranged to ensure compliance with the relevant conditions of the Entertainment Licence.

This will mean that the type of entertainment is suitable for the premises, safe numbers of people are to be permitted, travel distances, escape routes, fire exits, flammability of material finishes and certification of fire extinguishers, the electrical installation, fire alarm system and emergency lighting system are satisfactory and valid.

In addition, the licensee must carry out their own Fire Risk Assessment under The Fire and Rescue Services (Northern Ireland) Order 2006 and this is checked via a desktop and on-the-premises assessment by the inspecting Building Control Officers.

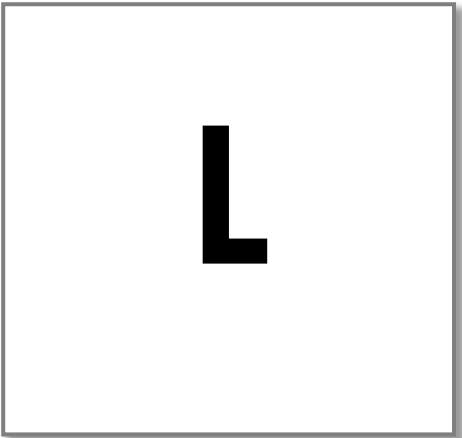
As part of the application process, the Northern Ireland Fire Authority (NIFRS) are notified of submitted applications and they are consulted upon to provide comments in relation to fire safety issues of the premises including joint inspections with Building Control Officers where requested.

‘During Performance’ inspections are also carried out by Building Control Officers to ensure that the premises are in compliance during planned functions.

For Petroleum Licensing an assessment of premises ensures a check for compliance with related DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) i.e. leak-free pumps, tanks, pipes and the availability of fire extinguishers, sand, control measures for the delivery of petrol and the storage of combustible materials.

The DSEAR risk assessment and electrical certificate for hazardous areas are checked for any remedial measures that may be required.

	<p>3. Fire Risk Assessments</p> <p>Specific Building Control Officers in each Office location have completed approved Fire Risk Assessment courses.</p> <p>The Building Control Service in Mid Ulster Council are responsible for carrying out Fire Risk Assessments & Reviews of each building under the ownership of the Council.</p> <p>Completed Assessments are forwarded to Property Services in the Council for notification and to attend to fire related defects.</p> <p>Building Control record and maintain a database of the properties, and carry out reviews at specified periods dependant on the level of risks associated.</p> <p>In addition there is a Fire Safety satellite panel of “Building Control Northern Ireland – BCNI” which has representation from each Building Control Department in Northern Ireland. This forum has been beneficial in the sharing and discussing of information in relation to fire safety matters.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: None</p> <p>Human: None</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>None</p>
4.3	<p><u>Risk Management Implications</u></p> <p>No addition issues identified</p>
5.0	Recommendation(s)
5.1	It is recommended that Members note the content of this report.
6.0	Documents Attached & References



Report on	Environmental Health Department Food Service Plan for 2017/18.
Reporting Officer	Fiona McClements
Contact Officer	Fiona McClements

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 Council about the Environmental Health Department's Food Service Plan 2017/18.
2.0	Background
2.1	<p>The Food Standards Agency (FSA) requires each competent authority to have an up-to-date, documented Food Service Plan, which is readily available to food business operators (FBOs) and consumers. The plan must be subject to regular review and clearly state the period of time during which the plan has effect.</p> <p>The plan must cover all areas of food law that the competent authority has a duty to enforce and set out how it intends to deliver official controls within its area.</p> <p>The FSA requires Competent Authority to have regard to any advice issued by FSA in Northern Ireland when drafting the Food Service Plan.</p>

3.0	Main Report
3.1	<p>The Food Standards Agency's 'Framework Agreement on Local Authority Law Enforcement' sets out what the FSA expects from local authorities in their delivery of official controls on feed and food law, based on the existing statutory Codes of Practice.</p> <p>Therefore, the Environmental Health Department's Food Service Plan for 2017/18 has been developed in order to meet the requirements outlined in the Framework Agreement, and covers in detail:</p> <ul style="list-style-type: none"> • The aims and objectives of the food service • The profile of the council, including the organisational structure and the scope of the service provided • The ways in which the service will be delivered and the targets for its delivery • The human and financial resources involved in providing the service • The ways in which the quality of the service will be monitored and improved upon • The ways in which the service will be reviewed and improved upon. <p>The Food Service Plan also includes a review of the delivery of the food service during the period April 2016 – March 2017.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: Food Standards Agency provides support funding for provision of the Service each year.</p> <p>Human: Within existing staff resource .</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p>N/A</p>
4.3	<p><u>Risk Management Implications</u></p> <p>N/A</p>
5.0	Recommendation(s)
5.1	<p>That members note the content of the attached Food Service Plan for 2017/18.</p>

6.0	Documents Attached & References
	Food Service Plan April 2017 – March 2018 for Mid Ulster District Council's Environmental Health Department.



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Mid Ulster District Council

Food Service Plan

April 2017 – March 2018

Foreword

This Plan sets out Mid Ulster District Council's Food Service Delivery priorities for the coming twelve months. The plan has been developed in order to meet the requirements of the "Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement" and covers in detail:

- The Food Service Aims and Objectives
- The profile of the Council, including the organisational structure and the scope of the services provided
- The ways in which the service will be delivered and the targets for its delivery
- The human and financial resources involved in providing the service
- The ways in which the quality of the service will be monitored and improved upon
- The ways in which the service will be reviewed and improved upon

The Food Service takes account of the principles of the Government's Better Regulation agenda when planning and delivering these services; these include:

- Targeting
- Proportionality
- Accountability
- Consistency
- Transparency

1.0 Service Aims and Objectives

1.1 Aims and Objectives

The Food Service delivered on behalf of the Council aims to:-

- Reduce the risk to consumers by striving to ensure that all food produced, manufactured, processed, imported or sold within the district is fit for human consumption, is of genuine quality and composition, correctly labelled and free from contamination.

The overarching objectives of the Food Service are:

- To achieve our aim through helping food businesses deliver products which are safe and are produced from premises, which are hygienic and properly controlled.
- To provide information to consumers to help them make informed choices about what and where to eat, through education and promotion.

1.2 Links to the Corporate Objectives and Plans

The objectives of the Food Service are in harmony with the goals and objectives of the Environmental Health Business Plan, our Service Improvement Plan and our Community Plan. In the delivery of the Food Service, officers strive to take into account the Council's vision, values and corporate themes.

The Council's vision is:

'Mid Ulster District Council aspires to be at the heart of our community.'

The Council's values are at the core of what is done and these values guide how services are delivered. The Council values are:

- **Professional** – consistently striving to exceed the expectations of our customers by knowing what to do, how to do it, when to do it and why we do it
- **Trustworthy** – working for our communities in a spirit of friendliness and openness by delivering fair, transparent, equitable and ethical services
- **Quality Driven** – delivering the best services we can, making the best use of the resources we have
- **Team focussed** – working together to deliver the best results possible for Mid Ulster District Council
- **Innovative** – New and better ways of doing what we do
- **Customer Focussed** – Designing and delivering our services in response to, and around the needs of our customers.

The Council's Corporate Themes are:

- Delivering for Our People
- Creating Growth
- Building Unity

- Sustaining our Environment

Links are drawn with the Food Standards Agency Strategic Plan 2015-2020, the underpinning definition of which is that:

'Food is safe and what it says it is, and we have access to an affordable healthy diet, and can make informed choices about what we eat, now and in the future'.

This Food Service Plan includes areas which demonstrate how the Food Service actively contributes to and assists in meeting the key aims of the Food Standards Agency's Strategic Plan.

The Food Service will engage, as appropriate, in the Department of Health, Social Services and Public Safety (DHSSPS) Strategic Framework for Public Health 2013-2023, 'Making Life Better', regarding input in respect of health and well-being issues.

2.0 Background

2.1 Profile of the District

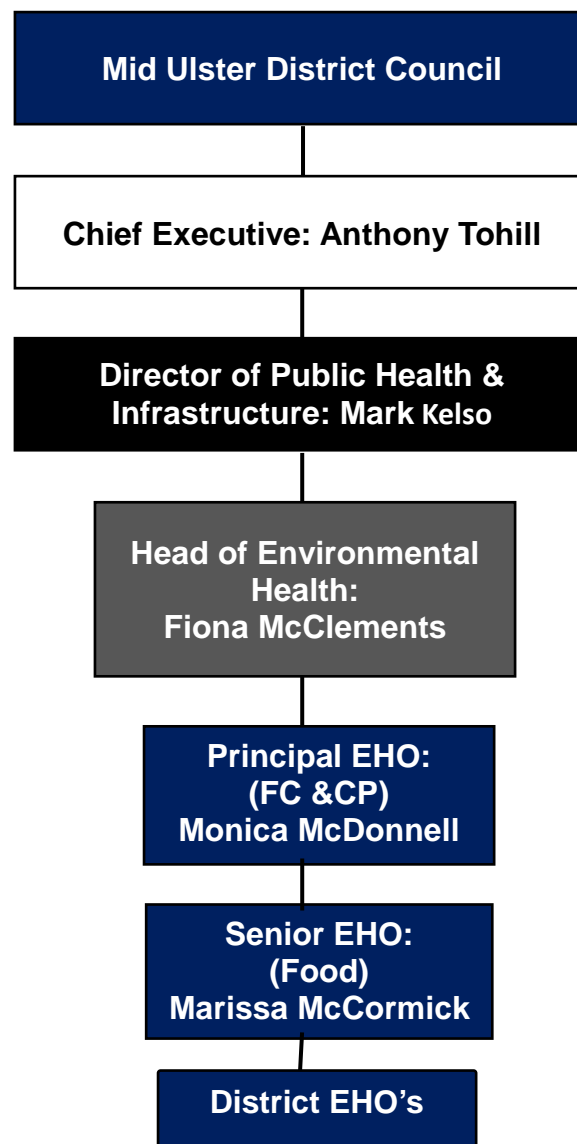
Mid Ulster District Council straddles two counties, running from Swatragh in the north to Fivemiletown in the south and from the Sperrin Mountains in the west to the shores of Lough Neagh in the east. The area is represented by 40 councillors across 7 District Electoral Areas including Carntogher, Clogher Valley, Cookstown, Dungannon, Magherafelt, Moyola and Torrent. Offices are located at Cookstown, Dungannon and Magherafelt.

As the seventh largest of the new Council areas, Mid Ulster District Council covers a geographical area of 1714km² and serves a population of over 141,000. Mid Ulster District Council experienced a population growth of 12.9% from 2005 to 2015 compared to the Northern Ireland average of 7.2%.

One third of the residents live in urban areas, whilst two thirds inhabit rural areas. The main towns are Cookstown, Coalisland, Dungannon, Magherafelt and Maghera.

Employment concentrates on manufacturing, engineering, construction and agri-food industries. A total of 71% of the population aged between 16 to 64 are economically active. Mid Ulster District Council will seek to avail of every opportunity to positively contribute towards everyone's quality of life.

2.2 Organisational Structure



2.3 Scope of the Food Service

The Food Service covers a range of legislative and advisory functions all of which are undertaken by staff employed directly by Mid Ulster District Council. Food Service activities are either planned or reactive.

Planned	Reactive
<ul style="list-style-type: none">◆ Food Hygiene Interventions◆ Food Standards Interventions◆ Sampling◆ Health Promotion◆ Partnerships◆ Student training◆ Alternative Enforcement Strategy	<ul style="list-style-type: none">◆ Food/Water borne illness◆ Food Complaints◆ Food Alerts◆ Consultations◆ Liaison with other organisations◆ Reactive Health Promotion◆ Reactive revisit requests/appeals under the FHRS

Food Hygiene interventions are generally carried out on their own, but low risk premises may be inspected in conjunction with Food Standards, Health & Safety and targeted promotional initiatives. With the introduction of the smoke free legislation in April 2007, food inspections also encompass checks in relation to premises remaining smoke free. In line with the CEHOG vision, food officers should embrace health, well-being and sustainability. New premises are registered for Health & Safety as well as food.

2.4 Demands on the Food Service

2.4.1 Establishment Profile

Mid Ulster District Council has food enforcement responsibility for 1682 food premises.

The food premises fall into the following categories: -

Category Breakdown	Number of Premises	Percentage of Total Premises
Primary Producers	1	0.06
Manufacturers/Packers	127	7.52
Importers/Exporters	0	0
Distributors/Transporters	47	2.78
Retailers	295	17.5
Restaurants and Caterers	1212	71.86
Total	1682	100

2.4.2 Approved and Registered Premises

Of the 1682 food premises in the Council area, 1657 are registered with the department as required under Regulation (EC) No 852/2004, whilst the remaining 25 premises are approved, as required under the Regulation (EC) No 853/2004.

2.4.2.1 Approved Premises

The following table provides a breakdown of the number of each Approved product specific establishment. These premises due to the nature of the processes and activities require additional time spend to other premises as outlined in the following table:

	Total	Task time	Total hours
Meat Products	9	25	225
Meat Preparations	1	25	25

Dairy Products	3	25	75
Egg Products	1	25	25
Fishery Products	5	25	125
Edible Co-Products	2	25	50
Cold Stores	4	25	100

Where premises are approved for more than one product; the above figures relate to the largest percentage of output from the premises.

2.4.2.2 Home Authority Premises (excluding EC)

As well as Approved Premises, the Council has a number of manufacturers and packers for which they act as Home Authority, providing additional advice and guidance on legislative requirements.

	Total	Task time	Total hours
Home Authority Premises	45	10	450

2.4.2.3 Local Specialist / Complex Processes

A number of large scale manufacturing premises are located within the District, exporting product worldwide. One premise holds Protected Geographical Indication status for its product.

Where necessary, queries on specialist or complex processes are directed to the Northern Ireland Food Managers Group (NIFMG) or the Northern Ireland Approvals Forum for opinion to ensure competent and consistent enforcement of legislation. Advice may also be sought from other external agencies as necessary.

2.4.2.4 Imported Foods

The Mid Ulster District Council area does not have a port of entry. However, the Department would have enforcement responsibility as an inland authority for imported foods where;

- Imported food not of animal origin (FNAO) does not comply with food law or fails to meet food safety requirements.
- Products of Animal Origin (POAO) have been brought into NI other than through a Border Inspection Post (BIP)
- POAO has been removed from border inspection post without a common veterinary entry document (CVED) or the authority of the official veterinary surgeon.

- POAO has been transported from the border inspection post to a destination other than that specified on the common veterinary entry document.

2.4.3 Service Delivery Points

The service is available from Monday to Friday inclusive from 0900hrs to 1700hrs at the three offices of Mid Ulster District Council. The addresses of these offices are:

Cookstown Office - Burn Road, Cookstown, BT80 8DT
 Dungannon Office - Circular Road, Dungannon, BT71 6DT
 Magherafelt Office - Ballyronan Rd, Magherafelt, BT45 6EN

During the hours outlined above, officers can be accessed by telephoning **03000 132 132** or by direct access e-mail. The Environmental Health email address is environmentalhealth@midulstercouncil.org.

Planned out of hours work is carried out as agreed by the Head of the Environmental Health. The Department is currently liaising with other local authorities to establish an out of hours service, as required under the Food Law Code of Practice (Northern Ireland).

2.4.4 Specialist Services

Mid Ulster District Council avails of the following external services:

- Public Health laboratory Services (PHLS)
- Department of Agriculture, Environment and Rural Affairs (DAERA)
- Public Analyst Scientific Services Ltd. (PASS), Wolverhampton.
- Public Health Agency (PHA)
- Food Standards Agency (FSA)
- Northern Ireland Water (NIW)
- Safe food
- Education Authority
- NIFMG and associated subgroups
- NIEA – Drinking Water Inspectorate

2.4.5 Factors likely to impact on Food Service Delivery

Current issues that may impact on the demands of the service in the forthcoming year are:

- Continued convergence of the policies, procedures and practices of the three former food services (Dungannon, Cookstown & Magherafelt) to Mid Ulster District Council.
- Continuation of consistency exercises across the three offices to ensure ongoing consistency in the application of the statutory FHRS.
- Preparation of businesses for the online aspect of the Statutory Food Hygiene Rating Scheme, the Regulations for which are currently in draft form.
- Implementation of the regional Allergen Management Strategy.

- Working jointly with the FSA to consider Nutrition and Dietary Health priorities in line with the FSA strategic Plan 2015-2020.
- The FSA's ongoing review of the delivery of the food service, 'Regulating our Future'.
- Implementation of the competency framework for staff as required by the Food Law Code of Practice for Northern Ireland.
- Preparation for the potential impact of Brexit on policies, procedures and local businesses.

2.5 Enforcement Policy

The Council has adopted a Generic Enforcement Policy which has an appendix specific to Food Law enforcement issues. Food businesses and the general public will have the opportunity to access the Enforcement Policy on the Environmental Health section of the Council's website at www.midulstercouncil.org.

3.0 Service Delivery

3.1 Programmed Interventions

The Council intends to carry out food hygiene and food standards interventions at a minimum frequency as outlined in the Food Law Code of Practice (Northern Ireland). It will also register and where necessary approve new premises that open within the District throughout the year. All food interventions will be conducted according to the following policies:

- Mid Ulster District Council Enforcement Policy
- Enforcement Concordat
- Home Authority Principle / Primary Authority
- Food Hygiene Rating Scheme Guidance for District Councils

The Food Law Code of Practice (COP) allows local authorities greater flexibility in how to secure compliance with food safety legislation, particularly in relation to lower risk premises.

Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. Interventions can be divided into 2 categories, official controls and other interventions.

The table below identifies types of both categories:

Official Controls	Other Interventions
Inspections (Full or partial)	Education
Audits	Advice
Sampling visits	Coaching

Monitoring visits	Information and intelligence gathering
Surveillance visits	
Verification visits	

The majority of due inspections/interventions for the year 17-18 will be carried out as inspections as these are businesses which would be included within the scope of the statutory FHRS. However, due to the flexibility provided in the COP, lower risk establishments may receive an intervention other than inspection. These visits may be any of the official controls listed in the above table, and may take the form of an alternative enforcement strategy (e.g.) information gathering via questionnaires. This approach would be taken with lower risk establishments which are not included in the statutory FHRS (e.g.) childminders, pharmacies etc.

The following interventions are planned for the 2017/18 year.

3.1.1 Food Hygiene

Risk Category	Planned Interventions	Task Time (hrs)	Total Hours
A	2	7	14
B	33	6	198
C	208*	5	1040
D	248*	4	992
E	234*	2	468
Unrated	14	4	56
Outside Programme	4	1	4

* Includes carryover from 16-17

3.1.2 Food Standards

Risk Category	Planned Interventions	Task Time (hrs)	Total Hours
A	15	7	105
B	107	5	535
C	164	2	328
Unrated	11	2	22
Outside Programme	5	1	5

The number of 'unrated' establishments will vary throughout the year as new businesses open or businesses change ownership. These businesses will be inspected within 28 days of starting or from when the Council becomes aware that the establishment is in operation.

Businesses within the 'outside the programme' category relate to those where the risk is considered to be so low that there is effectively no inspectable risk. This category also

includes mobile food units that are registered in other district council areas but that trade within the Mid Ulster district council area. In such cases, Mid Ulster officers will inspect these premises and liaise with the registering authority in relation to the Food Hygiene Rating for the business. Businesses such as primary producers which are outside the programme for food hygiene but included for food standards are also included in this category.

3.1.3 Revisits

Revisits may be required for a number of reasons:

- Compliance monitoring following a programmed intervention
- Revisit following submission of a Request for Revisit form under Food Hygiene Rating Scheme
- Other revisit not related to the above

The number of planned revisits under each category, for food hygiene and food standards (based on figures from 2016/17), is outlined in the tables below:

3.1.3.1 Food Hygiene Revisits

	Planned Interventions	Task Time	Total Hours
FHRV	99	2	198
FHO	60	2	120
FHRSRV	62	2	124

3.1.3.2 Food Standards Revisits

	Planned Interventions	Task Time	Total Hours
FSRV	21	2	42
FSO	5	2	10

3.1.4 Sampling

The Council undertakes routine sampling in accordance with the Food Law Code of Practice (Northern Ireland) and the Council's Chemical and Microbiological Sampling Programmes. Follow up action in response to unsatisfactory sample results is contained within the sampling programmes.

The Public Health Laboratory at Belfast City Hospital will complete microbiological examination of food samples. The Public Analyst appointed by the Council to carry out chemical analysis of food samples is Public Analyst Scientific Services Ltd. (PASS), Wolverhampton.

The Council also undertakes sampling on behalf of the Drinking Water Inspectorate for food businesses using private water supplies.

The estimated number of samples is outlined in the following table:

	Planned Interventions	Task Time (hrs)	Total Hours
Microbiological Sampling	357	1.0	357
DWI	44	1.0	44
DWI Risk Assessments	22	3.0	66
Chemical Sampling	203	2.5	507.5

It may also be necessary to submit samples or swabs as part of complaint investigations or in the investigation of foodborne illness.

3.2 Reactive Work

3.2.1 New Premises / Advisory Visits

Throughout the year, a number of businesses change ownership and new businesses open. This requires a new premises inspection to be completed within 28 days of opening. A number of advisory visits are also completed for both new and existing businesses as outlined in the table below. (Figures based on those for 2016/17)

	New and Advisory Visits	Task Time (hrs)	Total Hours
New Premises Inspections	146	3	438
Advisory Visits	38	2	76

3.2.2 Food Complaints

Food complaints will be investigated according to the food complaints procedure. The estimated number of complaints for the 2017/18 year is outlined below (based on figures for 2016/17). On occasion, requests will be received from another Council area for a Home Authority report to assist with a food complaint investigation. This is considered under Section 2.4.2.2 on the Home Authority Premises.

	Complaints	Task Time	Total Hours
Food hygiene & Food standards	105	8	840

3.2.3 Food Alerts / Incidents

The Council will respond to alerts in accordance with the Food Law Code of Practice (Northern Ireland) and the Food Alerts Procedure. The estimated number of alerts for the 2017/18 year is outlined below (based on figures for 2016/17). Other alerts for

information and Allergy Alerts will be considered by the Principal Food Officer and actioned where necessary.

	Number	Task Time	Total Hours
Food Alerts for Action	3	5	15
Localised Food Incidents	12	5	60

3.2.4 Food Related Illness and Infectious Disease

The Council completes investigations on behalf of the Public Health Agency for Infectious Disease Notifications through the completion of questionnaires and follow up action with implicated food businesses as necessary. The estimated number of food related illness for the 2017/18 year is outlined below (based on figures for 2016/17).

	Planned Interventions	Task Time (hrs)	Total Hours
Sporadic Investigations including ID notifications from Public Health Agency	79	4	316

3.3 Enforcement Action

Follow up enforcement action may be required as a result of either programmed or reactive work which involves additional Officer time. This is outlined in the following table (based on 2016/17 figures):

	Follow Up Action	Task Time Hrs/premises	Total Hours
Hygiene Improvement Notice	5	2	10
Hygiene Emergency Prohibition Notice	1	14	14
Caution	1	10	10
Voluntary Closure	1	2	2
Voluntary Surrender	4	6	24
Detention Notice	3	4	12
Remedial Action Notice	1	2	2
Prosecution	1	40	40

3.4 Food Safety and Standards Promotion

Throughout the year, the Council participates in promotional campaigns in partnership with the Food Standards Agency, other Council departments and external partners to deliver promotional messages through various projects, including:

Promotional Activity	Total Hours
Food Safety Week	10
Christmas Food Safety Campaign	10
Presentations to Schools / Community Groups	20
Participation in Health Fairs	10
FSA's Dietary Health Paper	20

3.5 Additional Resource Requirements

In addition to delivery of the inspection programme, a number of administrative and management duties must be completed for the delivery of the service. These are outlined in the following table.

Additional Resource Requirements	Total Hours
Food Hygiene Rating Scheme including database/portal management, consistency training, weeks of action etc.	220
Food Hygiene Rating Scheme Appeals / Right to Reply	20
LAEMS Return	150
KPI performance statistics	20
Food Service Plan	100
Sample Plans	30
Freedom of Information Requests	50
Food Officers CPD Personal Development/Competency Framework	520
MUDC Convergence of policies/procedures/forms etc.	300

Representation at NIFMG, NI Approvals Forum, Food Standards and Food Fraud Subgroup, FHRS Implementation Group and similar steering groups	140
Food Management – staff review and recruitment	100
Participation in the NI Allergen Strategy	400

4.0 Financial Allocation

The estimated level of expenditure required by the Council towards delivery of the food service for the financial year 2017/18 will be approximately **£345,925**, as outlined in the table below:

	Total
Staffing	294,385
Travel and Subsistence	14,800
Equipment (Including investment in IT)	4,040
Sampling Budget	30000
Shared on call service	2,700
Total	345,925

4.1 Staffing Allocation

Officer	Total
PEHO	0.6
SEHO	1
DEHO	3.4
Support Staff	0
Clerical Staff	2
Total	7

The total number of officer hours identified to deliver the service outlined in this plan is 10289.5 hours. This equates to 6.24 full time equivalent (FTE) Environmental Health Officers, a shortfall of 1.24 officers.

4.2 Staff Development Plan

All staff within the Food Section are encouraged to identify training needs via the competency framework and in conjunction with the Principal and Senior EHO's for Food on an annual basis. These needs are recorded and prioritised.

All lead and authorised officers are required to undertake at least 20 hours of Continuing Professional Development each year. Officers undertaking food duties are required to complete at least 10 core hours in food training.

In addition, training needs may arise outside the annual review due to changing workloads, staff movement and legislation. Such additional training needs may be accommodated in house.

The programmes for training courses are assessed for relevance by the PEHO for Food to ensure the training objectives have been met and implemented. These are then signed off as necessary by the Director of Public Health and Infrastructure.

5.0 Quality Assessment

The PEHO/SEHO (Food) will carry out management checks on planned vs actual inspections, examine workload distribution and file management and review performance at food team meetings. Accompanied inspections will be carried out as and when necessary, including visits to approved premises, and/or Home Authority premises.

Additionally, the Principal Officer/Senior Officer will carry out periodic documentation checks of files, letters, notices, etc. Consistency exercises will be undertaken with all staff to ensure consistency in approach to enforcement and the scoring of premises.

6.0 Review

6.1 Review against the Service Plan

The following reviews will be undertaken against the work carried out to ensure effective implementation of the component parts of the Food Service Plan:

- Review KPI's within the Business Plan and Service Improvement Plan
- Annual Report to Council against Plan

6.2 Identification of any variation from the Service Plan

A review will be carried out at the end of the year to identify variation from the plan.

The review of the 2016/17 Service plan is summarised in the table below.

Food Hygiene 2016/2017		Planned Vs Actual
New premise inspections	136	87%
FH programmed inspections	604	89%
Other Food Hygiene visits	437	98%
Infectious Disease investigations	79	100%
Food Standards 2016/2017		
New premise inspections	144	87%
FS programmed inspections	304	64%
Other Food Standards visits	167	97%
Food hygiene & food standards service requests 2016/2017		
Service request including FOIs	459 (7 FOI)	100%
Food complaints	102	100%

6.3 Areas of Improvement

The work carried out by the food team was impacted throughout the year by a number of factors:

- The Department undertook a significant body of work in preparation for the statutory FHRS in Northern Ireland which came into force on 1st October 2016. This involved issuing statutory ratings to all relevant businesses and educating those businesses in the requirements of the Act and Regulations.
- The structure of the Department was still not fully formed within the 2016/2017 year. Senior EHO's were not in post until December 2016. The output of the Department will improve as convergence progresses and all posts are filled.

Other areas for improvement will be identified throughout the year via quality assessment procedures, as outlined in section 5.0. Plans to action such improvements will be developed and implemented.

M

Report on	Smoke Free Northern Ireland, 10 years on
Reporting Officer	Fiona McClements
Contact Officer	Fiona McClements

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 highlight to members that the smoke free status for workplaces and work vehicles has been in force for ten years. The report also provide an update on an ongoing smoking shelter survey of licensed premises.
2.0	Background
2.1	The smoke free legislation that made enclosed or substantially enclosed workplaces and public places smoke-free was introduced ten years ago, in April 2007. The primary aim of the legislation was to protect employees and members of the public from exposure to second hand smoke. The legislation has been a success, with over 99% compliance recorded for businesses across Northern Ireland. There is no requirement for employers or businesses to provide a smoking area for employees or patrons.

3.0	Main Report
3.1	<p>Although there is no requirement for employers or businesses to provide a smoking shelter/area, many have chosen to do for the comfort of their staff and customers. Over time the design and size of these has moved away from the traditional view of a smoking shelter, similar to a bus shelter, to become more elaborate structures or areas. Many businesses have outdoor areas, such as beer gardens, where smoking is permitted. These outdoor areas, if substantially enclosed, must also comply with the smoke free requirements.</p> <p>Under the legislation, smoking is not permitted in any area which is fully or substantially enclosed. In practical terms, this means that if an area has a ceiling or roof, smoking would only be permitted if the area did not have sides, including doors, walls, windows or other fittings that can be opened or shut, and that encloses more than 50% of the area. A roof includes any fixed or moveable structure that covers all or part of the area, such as canvas awnings and umbrellas.</p> <p>These enclosed, or substantially enclosed, outdoor areas can be either permanent or temporary in nature.</p> <p>As part of a regional exercise, the Tobacco Control Officers at the Environmental Health Department are currently undertaking visits to licensed premises across Mid Ulster District Council to assess the outdoor areas and smoking shelters to ensure that they comply with current legislation.</p> <p>This department has written to licensed premises to advise them that visits will be carried out and to offer businesses advice if they are considering making changes to their smoke free provision for staff or patrons.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: N/A</p> <p>Human: Officer time</p>
4.2	<p><u>Equality and Good Relations Implications</u></p> <p><u>N/A</u></p>
4.3	<p><u>Risk Management Implications</u></p> <p><u>N/A</u></p>

5.0	Recommendation(s)
5.1	It is recommended that members note the above.
6.0	Documents Attached & References
	N/A

N

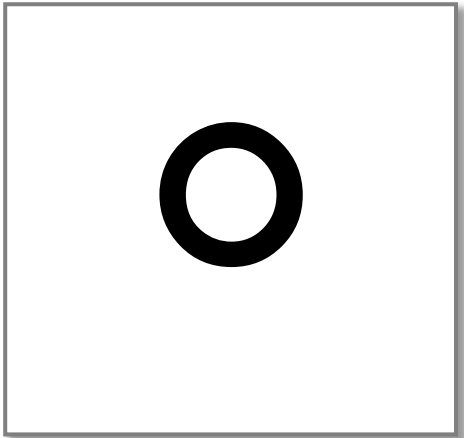
Report on	Mid Ulster Community Pharmacy Partnership Networking Event, 'Making links to lighten the load'
Reporting Officer	Fiona McClements, Head of Environmental Health
Contact Officer	Fiona McClements

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	The purpose of this report is to advise the committee of the Mid Ulster Community Pharmacy Partnership Networking Event, 'Making links to lighten the load' which held in the Glenavon House Hotel, Cookstown on 29th March 2017.
2.0	Background
2.1	<p>The Mid Ulster Community Pharmacy Partnership is a multi-agency group with representation from the Mid Ulster District Council, the Northern and Southern Health and Social Care Trusts, Integrated Care Partnerships, the Public Health Agency and the Community Development and Health Network (CDHN).</p> <p>The Partnership recognises pharmacies have a key part to play in the delivery of public health messages and that they are well positioned to do so. They also recognise that being better connected and networked into local community, voluntary and statutory support structures will help them to do this more effectively. They can support people to implement individual changes and signpost them to other organisations and services that may be able to support them on wider issues.</p> <p>'Making Links to Lighten the Load' event was set up to offer pharmacists, and their staff, information about what is happening in the community and to provide support and advice on how to develop links with local services. Presentations demonstrated local initiatives and give practical examples of how pharmacies can engage with them for the benefit of the pharmacist, their staff and their customers.</p>
3.0	Main Report
3.1	<p>The event was primarily for local community pharmacists and staff to increase their knowledge of what other services are available to them in local communities and to develop their skills in strengthening the relationship with them.</p> <p>37 people attended the event including 26 pharmacists/pharmacy staff representing 8 separate pharmacies from across the council area.</p> <p>8 organisations displayed and shared their work at the information stands and there were 4 formal presentations. Community, voluntary and statutory sector organisations gave an insight into their services and highlighted the links to pharmacy. Mid Ulster District Council gave 2 presentations; one was the Home Accident Prevention and the other</p>

	<p>Make a Change programme. There were 2 community based presentations from Alzheimer's Society and the Northern Recovery College. The evening was divided into 2 sessions, each with 2 presentations followed by a table discussion</p> <p>Mid Ulster District Council also had stands at the event including Energy Efficiency Service, Home Accident Prevention and Make A Change</p> <p>On the night of the event there was an opportunity for networking and exchanging of contact details and the slides and details of the presentations are available on request</p> <p>The event was very successful; the feedback has been extremely positive and this has proven to be a great opportunity to share information, provide support and develop connections and relationships between sectors.</p> <p>The learning from the event will help shape the next steps for the partnership. There are currently 3 key areas the partnership is keen to explore further:</p> <p>1. Knowledge Exchange To ensure that the learning from the work of the Partnership is shared across NI at both local and strategic level. The report will be shared with all participants, and through Trust, Council, ICP, PHA, local communities and CDHN networks. It will also be shared on the pharmacy section of the Knowledge Exchange and with the Health and Social Care Board and Department of Health.</p> <p>2. Asset Mapping The Partnership is planning to support asset mapping pilots within two pharmacies one in the Northern Trust and one in the Southern. This work will help pharmacist engage further in the social model of health, and will map support available to them and their customers, so that they can get better fulfil their public health role.</p> <p>3. Health Literacy The Partnership recognises the importance of Health Literacy and plans to organise a workshop for pharmacy staff to increase their involvement and ascertain the necessity for more formal training in this area.</p>
4.0	Other Considerations
4.1	<p><u>Financial & Human Resources Implications</u></p> <p>Financial: The event was Funded via PHA (Public Health Agency) funding</p>
4.2	<u>Equality and Good Relations Implications</u>
4.3	<u>Risk Management Implications</u>
5.0	Recommendation(s)
5.1	To note the content of this report.

6.0	Documents Attached & References
6.1	Final report on the findings from The Mid Ulster Community Pharmacy Event 'Making Links to Lighten the load.' Available on request .



Report on	Flax Project - Sustainability
Reporting Officer	Raymond Lowry, Head of Technical Services
Contact Officer	Yvonne Zellmann - Sustainability

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 introduction of a small Flax Growing Project to the district
2.0	Background
2.1	An idea to grow small patches of flax in order to raise public awareness of District's heritage was brought to the Council by a local resident who has set up the "Mills of Northern Ireland" website and has a strong interest in bringing back the growing of flax to the area, because of its legacy and history with the area.
2.2	Flax was once a widely grown crop at a time and in the 1860's/70's Cookstown had possibly the largest flax market in the UK. Magherafelt also had a market for flax in King Street. There is now very little flax grown in Northern Ireland at all.
2.3	The website www.millsofnorthernireland.com shows the location of different type of mills and it is obvious that there were numerous flax mills in many locations across Mid Ulster
3.0	Main Report
3.1	In co-operation with Council's Grounds Maintenance Service the Sustainability Officer has initiated a small trial of growing fibre flax in a few raised planters in Moneymore Manor Park and at the A29 Loughry roundabout in Cookstown this year.
3.2	There are around 220 different varieties of flax and two distinct types of flax: linseed flax - for seed or oil production and <u>fibre flax</u> - to produce fibre for spinning linen yarn, which is the kind of flax this project is about. The linen variety of flax seed produces tall straight plants and long staple fibre that is easy to spin. One of the most commonly used variety of fibre flax worldwide is the variety <u>Marylin</u> which was purchased for the plantings.
3.3	The planters mark the start of a small sustainability project to raise local awareness of this traditional and beautiful plant and get local residents, schools and groups involved in growing small patches of it as a means of reconnecting with our history, local environment and almost forgotten skills. The project is only at its start, and will be further developed as part of Council's Sustainability Programme.
3.4	Nowadays most of us are removed from the manufacturing process of our textiles, we hardly know how and where our clothes are made. In the past many local families in our area grew a little bit of flax to use for spinning and weaving their own linen. This tradition

	has almost completely died out and we hope to involve our local communities in reviving some of the skills involved with the growing, harvesting and processing of flax.
3.5	Due to the recent warm, sunny weather the flax has gone much earlier into flower than would be expected and information has gone out to be placed on Council website and through social media to raise awareness of the plants and wider project.
3.6	It is hoped to organise a small talk about the project later on in the summer, possibly connected to harvesting of the flax.
	<div data-bbox="256 553 874 913" data-label="Image"> </div> <div data-bbox="1015 542 1308 1055" data-label="Image"> </div> <p><i>Flax in Flower planters in Moneymore Manor Park</i></p>
4.0	Other Considerations
4.1	NONE
4.2	<u>Equality and Good Relations Implications</u> N/A
4.3	<u>Risk Management Implications</u> None
5.0	Recommendation(s)
	That Members Note the content of this report .
6.0	Documents Attached & References
	None

P

Report on	Keep Northern Ireland Beautiful - Spring Clean/Benchmark Report
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 Keep Northern Ireland Beautiful Big Spring Clean 2017 and 2016/17 National Benchmark Report (Annual Litter Survey) for local environmental quality
2.0	Background
2.1	Keep Northern Ireland Beautiful (KNIB) runs the annual Big Spring Clean, which is Northern Ireland's biggest volunteer clean up. The Big Spring Clean supports local community clean-ups across all 11 council areas in Northern Ireland. It is open to schools, community groups and businesses wishing to rid their streets of litter/rubbish.
2.2	As part of the annual Recycling and Environmental Education Communications Plan, Environmental Services supported a number of local schools and groups which were undertaking Spring Clean activities during the period from March to June 2017
2.3	KNIB also recently published its National Benchmarking Report for 2016/17 (see copy included as appendix) which includes environmental quality data for Mid Ulster District.
3.0	Main Report
3.1	The Spring Clean activities supported by Council were scheduled to coincide with and compliment the annual "Big Spring Clean" Campaign run by Keep Northern Ireland Beautiful. Whilst the Big Spring Clean focused on the month of April, many activities were also ran in May and June, as schools and community groups did their part in helping tidy up their local area and environment.
3.2	Schools, youth groups and community groups from throughout the District were encouraged to facilitate local clean ups for which the Council loaned litter pickers, provided refuse bags and removed rubbish if required (see attached photographs).
3.3	<p>The aims of Spring Clean 2017 were as follows:</p> <ul style="list-style-type: none"> To raise awareness of the problems that litter causes in our local area in a fun and practical way. To reduce litter in Mid Ulster through increased understanding and awareness.

	<ul style="list-style-type: none"> To actually improve the quality of our local environment by physically removing litter from our local, schools, parks, roadsides and public places.
3.4	A total of 12 local clean ups took place which were supported by Council (11 schools and 1 community group) involving hundreds of volunteers and dozens of bags of rubbish.
3.5	<p>As well as providing information on engagement by community and volunteer groups in clean-up events the recent KNIB Annual Benchmarking Report, includes details on:</p> <ul style="list-style-type: none"> Litter and cleanliness data from a survey of 1,100 individual transects covering 55km (or 34 miles) of streets and parks across all 11 Council areas Enforcement action by Councils, including the number of fixed penalties issued Enrolment in the Eco Schools programme which has litter as its core topic Council-led litter education programmes The amount and impact of spending on street cleansing <p>Benchmarking data in respect of the above for all Northern Ireland Councils, including the Mid Ulster District; can be viewed/compared on pages 10, 15, 17, 25 and 25 of the report.</p>
4.0	Other Considerations
4.1	<u>Financial & Human Resources Implications</u>
4.1.1	Financial: The cost of supplying refuse bags and disposing of the waste/litter collected.
4.1.2	Human: Some officer time in coordinating the various activities across the district.
4.2	<u>Equality and Good Relations Implications</u>
4.2.1	Schools and community groups conducting “Big Spring Clean 2017” activities were ranged/located across all the Mid Ulster District.
4.3	<u>Risk Management Implications</u>
4.3.1	All groups taking part were advised to conduct their own risk assessments, and to ensure that all persons taking part in the activity were equipped with the appropriate PPE.
5.0	Recommendation(s)
5.1	Members are asked to note the content of this report.
6.0	Documents Attached & References
6.1	Photographs of Mid Ulster Spring Clean activities (St Patricks and Orritor Primary Schools)
6.2	Keep Northern Ireland Beautiful (KNIB) National Benchmarking Annual Report 2016/17



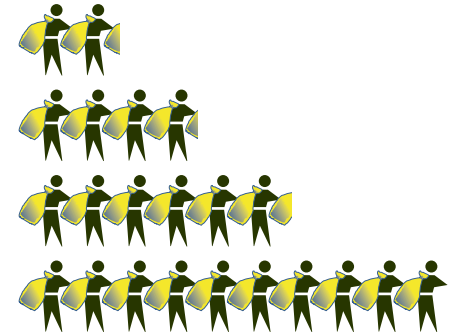


National Benchmarking Report

**KEEP
NORTHERN
IRELAND
BEAUTIFUL**



**LIVE
HERE
LOVE
HERE**



Keep Northern Ireland Beautiful is the charity that inspires people to create **cleaner, greener and more sustainable communities**. Through our behaviour change campaigns and education on local, national and global environmental issues we are working to **improve the quality of people's lives, the places they live in and the places they love.**

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Foreword

Most people don't drop litter. Most people don't set out to put tourists off visiting or businesses from investing. They don't think of raising the taxes we all have to pay or of the painful slow deaths they inflict on life in our seas, where much litter ends up. And that's the problem; when people are littering they are not thinking.

We have to change this if we are to see an improvement in how we all look after our small part of planet earth. We may not be able to individually stop climate change, prevent extreme weather or avoid biodiversity loss but we can all do our bit to better look after the world on our doorstep.

This report clearly sets out the scale of the problem. Around 34% of the public admit to littering. If they dropped just one piece of litter a day that would mount up to 230 million items to pick up every year. No wonder street cleansing is costing £43m and rising. No wonder you only have a one in twenty chance of walking down a street with no litter. There are also many hidden costs of littering such as disamenity, lost tourism income, increases in crime and road accidents, poorer mental health and lower house prices. These double the financial cost to our economy and it is damaging everyone's prosperity, health and happiness. So it is also no wonder that we are now beginning to all work together to pool scarce resources and share intelligence and learning.

Thankfully, this report also shows people have had enough and change is on the way. Inside we highlight many of the positive efforts now being applied to the problem. Education, whether through Council's own initiatives or other wider programmes, such as Eco-Schools, all have an important role to play in inculcating strong critical thinking skills that can be applied to the littering issue. Raising awareness of the impact of littering and stigmatising the antisocial behaviour is also important and again can be delivered

through local initiatives or broader programmes. Live Here Love Here has made good progress in the past three years, involving more people from different sectors. It is supporting a growing confidence and belief in communities that they can make a difference and can create places that we can all be proud of. The media activity has resulted in 86% of people saying it would make them likely to think twice about littering and over a third think about getting involved in practical activities such as clean-ups. Recent moves to target the main littering demographic (taken from the Live Here Love Here market research) through social media look promising. The efficiencies of working together on tightening budgets are beginning to be felt. So there is much to celebrate between these covers, despite the scale of the problem portrayed.

In the end it will all come down to individuals deciding how to act; deciding what sort of society they want, and want for their children to grow up in. Our work revolves around changing behaviour for the good of this small place we call home. To a large extent the future is in our hands. It is a big responsibility and we must continue to strive for excellence in all that we do.



Dr. Ian Humphreys

CHEIF EXECUTIVE,
KEEP NORTHERN IRELAND
BEAUTIFUL

Key facts and figures at a glance for the period 2015-2016

15%

of streets failed to meet the accepted standard for litter, a rise of 3% on the 2015-16 figure.

37%



of the operational time accrued by a mechanical sweeping machine is wasted because obstructions prevent them from reaching the curb or pavement backline

The availability of a bin or not had no statistically significant impact on the litter grade achieved by an individual transect



265



schools earned the right to fly a green flag, 23% of all schools in the country

6%

of streets had dog fouling, a fall of 6% on the 2015-16 figure

5%

of streets were completely free of any litter

There were an average of **431** litter items washed up by the tide per **100m** of Northern Irish beach, of which over **82%** was plastic and over **91%** was likely to be recyclable (plastic metal or glass)

24,500

children took active part in **anti-litter education** through the Eco-Schools programme

Higher spending on street cleansing does not correlate with better Local Environmental Quality

233

Adopt A Spot

groups have adopted a spot in their local area, committing to undertake four clean ups per year in 2016-17

46%



of respondents living in the participating council areas recognised one or more element of the advertising campaign when shown (TV/outdoor/newspaper/social media or council specific poster)

3,724

Fixed Penalties were issued for littering during 2015-16 (the last complete year for which records are available)

Dog fouling tended to be very 'clustered' in High density



Housing areas, with a relatively low percentage of transects experiencing a relatively high total number of deposits

£43m

was spent on street cleansing in Northern Ireland during 2015-16 (the last complete year for which records are available)



1st **Live Here Love Here Awards night** was held, recognising volunteers in participating Council areas and Partner organisations.

310



Fixed Penalties were issued for failing to clean up dog fouling during 2015-16 (the last complete year for which records are available)

Executive summary

Keep Northern Ireland Beautiful is an independent charity which works with the Department for Agriculture, Environment and Rural Affairs, local Councils and businesses to assist in improving our local environmental quality and increasing the cleanliness of our towns and countryside.

Our work includes managing Live Here Love Here, the largest single civic pride and volunteering campaign in Northern Ireland with over 100,000 supporting our campaign in 2016-17. We also manage the Eco-Schools environmental education programme and the marine litter survey.

This report is based on a number of sources. Litter and cleanliness data comes from a survey of 1,100 individual transects covering 55km (or 34 miles) of streets and parks across all 11 councils. Fixed penalty records, spend on street cleansing data and information on enforcement and education activities was collected directly by Keep Northern Ireland Beautiful from individual Councils.

The cost of street cleansing in Northern Ireland for 2015-16 was £43,285,212¹. This figure includes activities such as litter picking, street sweeping, graffiti removal and collection of flytipping from council lands. This would pay for the construction of the Aurora Aquatic and Leisure Complex in Bangor, Northern Ireland's only Olympic-size swimming pool, with £5 million left over² for other projects or maintenance. It is only the cost to the Councils, and does not include the cost to other land owners such as the National Trust; Housing Executive; Transport

NI; Translink; The Forest Service or Ulster Wildlife, who allow the public access to their land, and must clear up after them.

Just under one in seven transects (a section of path, pavement or green space 50m long) fails to meet accepted standards for cleanliness, which is described as 'predominantly free of litter apart from small items'.

There is just a one in twenty chance that any given 50m stretch of street or green space in Northern Ireland will be completely free of litter. We are all working to shorten those odds but need to pool scarce resources if we are to make the biggest impact.

¹ Spending figures were collected from individual Council financial statements, which are available at Council websites.

² Bangor Aurora cost £38 million to construct, with completion in 2013. <http://www.dqi.org.uk/case-studies/sport-leisure/bagoraauroraaquaticandleisurecomplex.php>

Interpreting this report

Benchmark in this report refers to the process of comparing the performance of one council against another, or of comparing NI results to those of other regions of the UK.

Baseline refers to the average of the results of the NI Litter Surveys carried out in 2012, 2013 and 2014 with the data mathematically weighted to reflect the amended landuse ratios used in subsequent surveys. Consequently, 'weighted baseline' figures may be different from those given in previous reports.

Transect is the term given to an individual survey site. For this survey it is a length of pavement 50m long, extending from the backline into the gully. In recreational areas it is either a 50m length of path plus 1m into the grass on either side, or an area of open space approximately 100m², depending on which is more appropriate.



Keep Northern Ireland Beautiful



Keep Northern Ireland Beautiful is the charity that inspires people to create cleaner, greener and more sustainable communities.

Through our behaviour change campaigns and education on local, national and global environmental issues we are working to improve the quality of people's lives, the places they live in and the places they love.

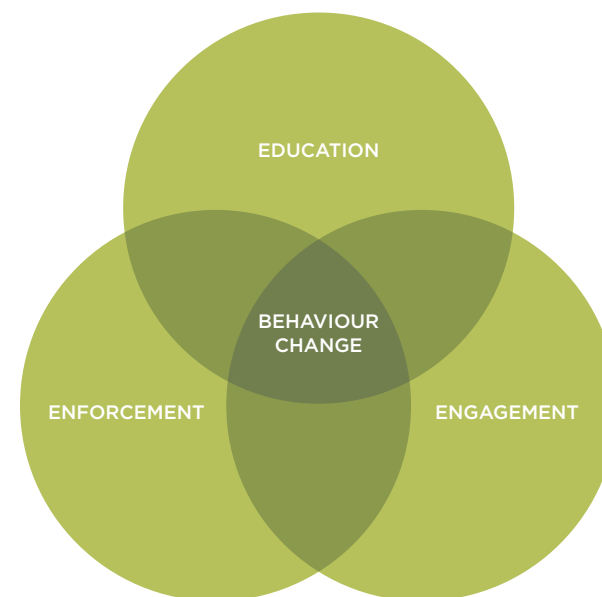
Keep Northern Ireland Beautiful provides a range of programmes, services and initiatives that include:

Education: Eco-Schools is the world's largest education programme. Focused on behaviour change, it encourages pupil led action. Northern Ireland is the first country in the world to have all its 1,163 schools participating and 20% fly the green flag, having reached the international standard.

Volunteering: The BIG Spring Clean, a part of Live Here Love Here, mobilises tens of thousands of people every year in cleaning up their parks, sports pitches, streets and beaches. Live Here Love Here is raising the bar on anti-social behaviour by building civic pride and stronger communities.

Local Environmental Quality

Standards: Blue Flag for beaches and marinas, Seaside Awards, Green Flag for Parks, the Green Business Award and the NI Environmental Quality Forum all help raise and maintain the quality of the places we live in and visit by setting national and international benchmarking standards.



For more information on our work contact:

Dr. Ian Humphreys
CHIEF EXECUTIVE OFFICER

ian.humphreys@keepnorthernirelandbeautiful.org

T 028 9073 6920

www.keepnorthernirelandbeautiful.org

Northern Ireland Litter Survey

Keep Northern Ireland Beautiful have been collecting information about the amount and distribution of litter for over ten years.

Recognising in 2012 that litter was not the only 'indicator' of the quality or cleanliness of a space, we began to monitor graffiti, flyposting and pavement staining, as well as specific information about dog fouling.

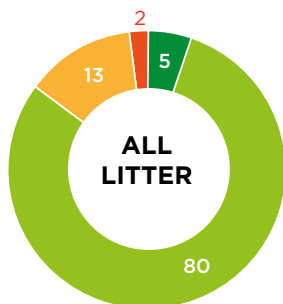
Readers should note that many of the statistics relate to the presence or absence of the indicator (e.g. litter or dog fouling), rather than the volume or amount dropped. However, the standard against which sites are graded as "acceptable" or not acceptable does take into account the volume and distribution present. Surveys are a snapshot of a site at the time surveyors arrive, so the results are sensitive to how thoroughly or how recently the survey site has been cleansed before data is recorded. Over the course of the 1,100 individual surveys any effect this may have had is very likely to have been evened out.

The 2016-17 data was collected between July and October 2016. Previous work using five years' worth of data has shown a weak tendency for higher failure rates for litter in winter.

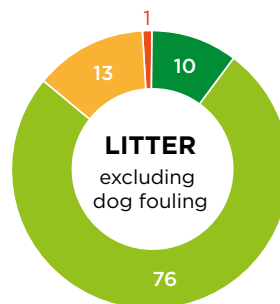
Councils which participate in the Keep Northern Ireland Beautiful Borough Cleanliness Survey receive additional detail, support and interpretation of this information online. Currently six Councils are participants in this programme.

Headline indicators for each marker

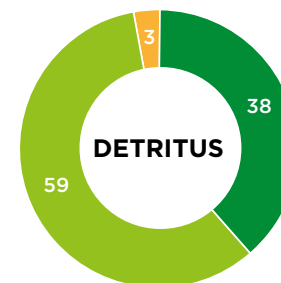
The percentage of transects allocated each grade for each indicator measured. See the key for an explanation of the grading system used for litter, detritus and other indicators. In this report intermediate grades for pollution indicators have been folded into the grade below for ease of understanding (so a B+ is included in the B grade). This has no effect on the results.



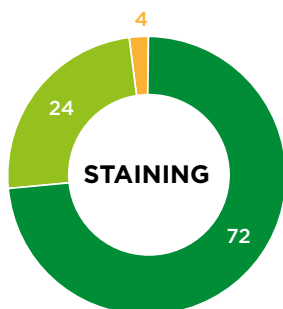
Litter is anything that is dropped, discarded or thrown down by anyone. It includes cigarettes, crisp bags, bottles and cans, receipts and many more things as well as dog fouling.



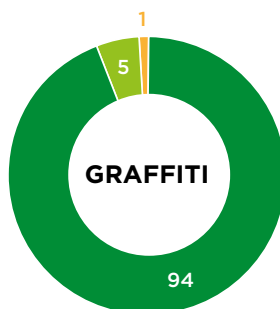
Anthropic is what the picture of litter would be like if we do not include dog fouling. We measure this because dog fouling is much more difficult for street cleansing to collect than other types of litter.



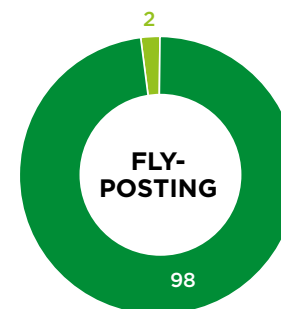
Detritus comprises small, broken down particles of synthetic and natural materials and includes dust, mud, soil, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials.



Staining is all the substances that mark a pavement, and commonly includes chewing gum, oil, drinks stains and heavy discolouration.



Graffiti is writing or drawings scribbled, scratched, or sprayed illicitly on a wall or other surface in or visible from a public place. Murals and cultural artworks are not considered graffiti.



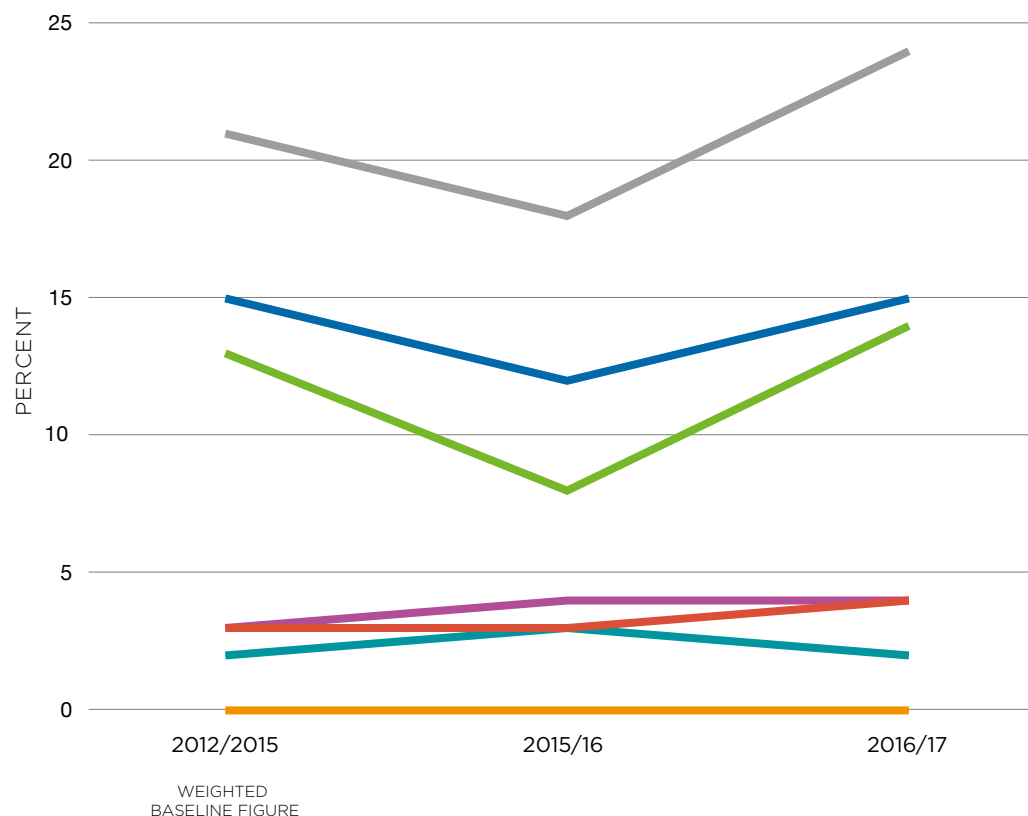
Flyposting is the placing of unauthorised advertising or posters in a public place, and includes stickers, bills and large posters.

KEY	
■	Grade A (pass) Completely free of indicator
■	Grade B (pass) Predominantly free of indicator apart from some small items
■	Grade C (fail) Widespread distribution of indicator with minor accumulations
■	Grade D (fail) Heavily affected with significant accumulations

The trend in pollution indicators

2012-15 is the baseline against which current performance should be compared.

■ Litter ■ Anthropic ■ Staining ■ Detrius ■ Graffiti ■ Flyposting ■ Perception



On 36 of the 1,100 transects (3%) weed growth was noted as being a significant issue – this is likely an underrepresentation as weed growth is not currently an indicator, and these have simply been recorded ad hoc in the notes. As a result of this weed growth will be added to the indicators recorded by the survey from April 2017. Other measures including the level of pavement obstruction and measures of dilapidation have also been added following discussions with stakeholders and other groups. Other illustrative comments made in the notes included:

‘Count over 30 plastic bottles lying around’

in a children’s play area in Coleraine

‘Hundreds of cigarette butts’

in a Retail Shed area in Ballycastle

‘Needs a bin’

on an industrial estate in Lisburn

‘Litter chopped up by grass cutting’

in a public park in Crossgar

‘Phenomenal view’

on a rural road outside Armoyle

‘A sign on the wall beside the changing rooms says ‘no ball games’’

on a sports pitch in Gracehill

‘Drain blocked with drinks and takeaway packaging’

in Milltown

‘Stream culvert full of bottles and cans’

in Carrickfergus

‘Local spoke to me and complained that bin needs relocated to top of steps’


in a play park in Ballygalley


Survey results for each Council


Transects badly affected by litter or dog fouling

The percentage of transects which fall below the required standard for litter, and the percentage of transects on which dog fouling was observed in each council area.

KEY

 Litter including dog fouling (%)

 Dog fouling present (%)

 Councils participating in the Borough Cleanliness survey





Derry City & Strabane District Council
Comhairle Chathair Dhoire & Cheantar an tSrátha Báin
Derry City & Strabane District Council



Láir Uladh
Mid Ulster
Rannsóiríocht

AVERAGE FOR ALL OF NI:

 15%


 6%



Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí



Armagh City Banbridge & Craigavon Borough Council



Causeway Coast & Glens Borough Council



Mid & East Antrim Borough Council



Antrim and Newtownabbey Borough Council



Belfast City Council



Ards and North Down Borough Council



LCCC
Lisburn & Castlereagh City Council



Newry, Mourne and Down Borough Council

Levels of litter pollution in each land use

The pattern of littering in each landuse remains relatively constant from year to year in Northern Ireland.

Rural and industrial areas have higher rates of failure than residential areas, which could be due to less frequent cleansing; greater likelihood of people to litter in these areas; or some other factor or combination of factors. It is not possible to say definitively which is the leading contribution without further study.

Using the Pollution Index system it is clear that a fall in overall performance between 2015 and 2016 has been the result of falls in six of the eight landuses. Only Low Density Residential and Recreational areas showed improvements during this period, and these were modest. Between them these two landuses account for 37% of the survey. The percentage of passing grades in Industrial and Retail Shed areas fell for the second year in row. This taken along with a large fall in the main retail areas indicates that many people are going to work in a more littered environment than they were previously.

Local Environmental Audit and Management System (LEAMS)

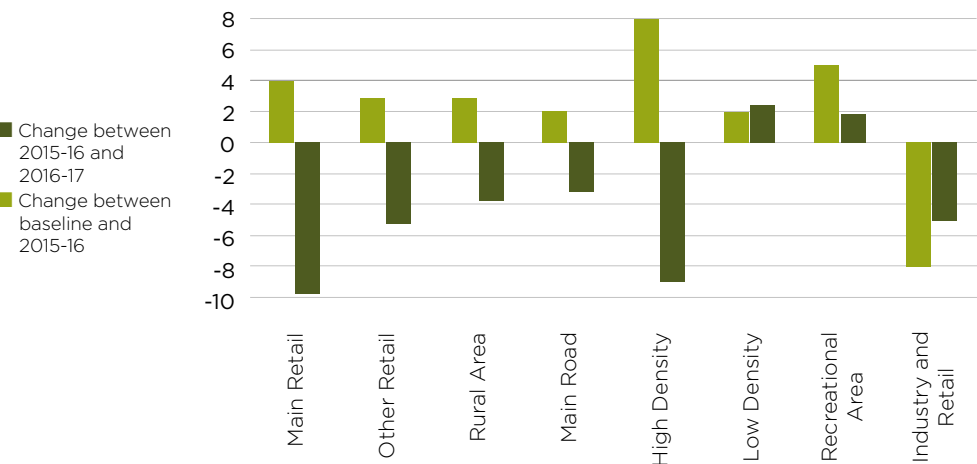
LEAMS is an alternative method of measuring litter and other indicators. Unlike the pass/fail Performance Index, LEAMS scores are generated by assigning a value to each grade, and then calculating the average value of all the grades assigned. It differs from the Performance Index in that a LEAMS score takes account of how clean or littered a transect is, rather than just whether it is a pass or fail. In this way if several transects just fall below the acceptable standard, the LEAMS score would be higher than it would if they were well below the standard. Due to this more nuanced expression, LEAMS can be used

to perform various analysis that are not possible with the Pollution Indicator.

By the LEAMS measure four of the eight landuses experienced a fall in performance. Rural areas and main roads improved slightly under this measure, in contrast to the Pollution Index. This suggests that while more transects may have failed to meet the accepted standard, there were a greater percentage of transects which were better than their counterparts in 2015. In addition, the LEAMS score also shows falls in Main Retail and High Density Housing, suggesting that these are the two areas which have seen the largest decrease in performance during 2016.

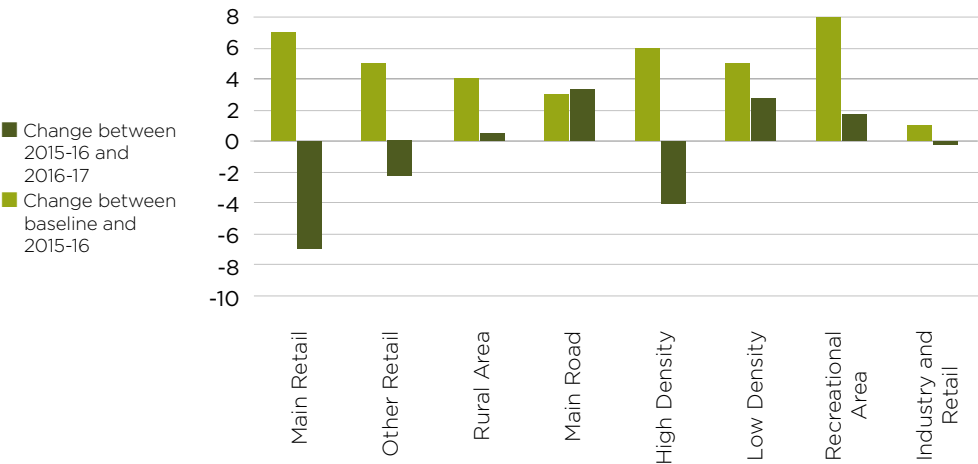
The Litter Pollution Index

The Litter Pollution Index (percentage of transects which fail) in each landuse. A positive move indicates improved performance compared to the previous year. Note the different analysis given in, for example, main roads, where the Pollution Index shows deterioration between 2015 and 2016 while LEAMS (right) indicates an improvement



LEAMS score

The corresponding LEAMS Score. A positive move indicates improved performance compared to the previous year. Note the different analysis given in, for example, main roads, where the Pollution Index (left) shows deterioration between 2015 and 2016 while LEAMS indicates an improvement



Dog fouling

Dog fouling showed a welcome fall in prevalence, from 12% of transects in 2015 to just 6% in 2016. In a reversal of previous year's results, dog fouling was observed less often on High Density Housing transects than in Low Density Housing transects. This is surprising given that 17% of High Density transects failed for Litter, while just 1% of Low Density transects did.

Dog fouling was observed on 6% of transects, down from 12% in 2015 while the weighted baseline figure is 11, suggesting that dog fouling was much less common during the summer of 2016 than previously found. Where surveys suggest that dog fouling is becoming more of an issue is within Main Retail areas. There were striking falls in the rate of observation on Main Road and High Obstruction Housing areas. However, this is the result of just one survey, and it would need to be backed up by further observations before any clear trend can be endorsed.

The data on dog fouling continues to appear to show clustering behaviour. While a relatively low proportion of transects was affected by dog fouling this year, they tend to be heavily affected, with an average of 1.25 deposits on each affected transect, rising to almost 1.7/transect in High Obstruction Housing, suggesting that either people return to the same place to allow their dog to foul, or that dog walkers are signalled by the presence of fouling that they do not need to pick up after their dog either.

Prevalence of dog fouling in each land use

Dog fouling was observed on 8% of main retail sites in 2016, up from just 2% in 2015. By contrast, the observation rate in High Density Housing areas fell from 19% to just 7%.

	Percentage of transects baseline	Percentage of transects 2015	Percentage of transects 2016	Total number of dog fouling observed 2016
Main retail/commercial	2	2	7	10
Other retail/commercial	8	13	5	5
Rural area	5	7	2	2
Main road	11	16	0	0
High density residential	17	19	7	21
Low density residential	9	11	8	18
Recreational area	15	15	12	34
Industry and retail sheds	9	14	9	12
Total				102
Average	11	12	6	

Taken together, this suggests that by surveying a relatively large area of residential streets it should be possible to determine the approximately 6–10% of streets with a dog fouling problem. These streets are more likely than others to suffer from recurrent fouling problems, and as such make a much more efficient set of candidates for close monitoring and enforcement action.



Posters such as this are now available to Councils, Land Owners/Managers and Individuals from Keep Northern Ireland Beautiful

Bins

Lack of an available bin is often cited as a reason for dropping litter – the “the Council haven’t provided me with somewhere to put it; blame them” argument. Indeed, during an interview on Radio Ulster’s Talkback in response to the release of Street Cleansing costs in November 2016 this was raised by both members of the panel and one of the listeners.

Surveyors make a note of the number, placement and condition of any bins present on any transect, and also if they feel it is likely to be a cause of the litter, either because it is overflowing and people have left rubbish around it, or because it is blowing out of the bin. On

none of the 1,100 transects covered was a problem with a bin being overflowing or absent/ removed cited as a major cause of observed high litter levels. On one occasion a member of the public approached the surveyor and mentioned the lack of a bin, and on another they pointed out a spot near to but not on the transect which would benefit from a bin.

There were a total of 22 transects out of 1,100 observed to have overflowing bins, or just 2%. The presence or absence of a bin was not statistically significantly linked to the litter grade achieved ($r_s=0.009$) or to the likelihood of observing dog fouling ($r_s=0.026$).

Our surveys indicate that there is an average of 1.4 bins on every primary retail transect in Northern Ireland. Belfast has the most, with an average of 2.6 bins on every 50m transect, while Mid And East Antrim has the fewest, with 0.6 bins / transect. Given that Mid and East Antrim has a Primary Retail LEAMS Score 7% higher this suggests that availability of bins in this landuse has little effect on the prevalence of litter. Belfast however also has the highest per capita cost of cleansing; the highest number of fixed penalties issued for litter; and the largest area of primary retail in country by some margin, so it may be unfair to make comparisons between it and other NI councils.

This suggests that areas with both a bin and a litter problem are prime sites for sustained action, both by Enforcement Officers and through education and suggestion campaigns. Having a prompt or subconscious nudge toward using those bins already provided in the form of a

Prevalence of bins and transects with unacceptable levels of litter

There is no correlation between availability of a bin and the average cleanliness of a particular landuse.
* There were only 4 beaches surveyed during the bathing season, which is not enough to provide a reasonable analysis of this recreation type.

Landuse	% with bins present	% of transects with unacceptable levels of litter
Main retail/commercial	66	2
Other retail/commercial	55	12
Rural area	2	22
Main road	14	11
High density residential	4	8
Low density residential	1	3
Recreational area	71	15
Beach	N/A*	N/A
Public park	77	20
Children’s play area	93	10
Sports pitch	51	19
Industry and retail sheds	6	23

poster, or simply making the bin more salient – making it stand out from its surroundings by for example painting it bright yellow – could be a highly cost effective means of tackling littering in most landuses.



Obstructions preventing sweeping

A significant issue in any cleansing routine is the ability to fully exploit the cleansing resources available. If a mechanical sweeper is unable to access an area then the choice becomes: a) leave any litter and detritus; b) task a sweeper on foot to an area, or c) schedule a return to an area in the hope that the pattern of obstructions will change. The majority of obstructions are parked cars preventing access to the kerb, but other obstructions, especially in retail areas, include fixed signs, movable signs, inappropriately placed street furniture and poorly designed sites which would prevent access, especially outside retail areas.

Belfast had the lowest average percentage of pavement which could be cleaned mechanically – approximately 2.5km of the 5km of road and path surveyed in Belfast could not be cleaned by a mechanical sweeper. Derry City and Strabane District experience the highest level of completely obstructed transects, with 40% (not shown in table). Focusing on residential areas, the data indicates that less than half as much of a high obstruction housing area can be mechanically swept as a low obstruction area (97% against 44%). This means that, for a given input of resources (cost or time), the resulting outcome (how clean the area is) is likely to be better in low obstruction housing areas.

Manual litter picking and sweeping has a specific and important place in any cleansing routine – in parks it may not be possible or sensible to use a mechanical sweeper; in smaller hamlets remote from the nearest operations depot it may be more cost effective to task a manual clean than to send a sweeper; gravel paths and some types of brick pavers are not suitable for mechanical cleaning. However, given that between a quarter and a half of all a mechanical sweeper's operational time is unproductive, this represents an area that could produce significant efficiency savings.

RECOMMENDATION

The Assembly, Transport NI and Councils examine the business and technical cases for implementing a parking management system which would enable sweeping to be carried out more efficiently in high obstruction areas.



Percentage of transects on which obstruction prevents sweeping

The average percentage of each transect that a mechanical sweeper would not be able to access in each council area. The analysis is based on the ability of standard-size sweepers to access the kerb and channel and for the smaller single-operator versions to travel along the pavement. The availability of such machines to councils is not considered.

KEY



Inaccessible areas for a mechanical sweeper



Councils participating in the Borough Cleanliness survey



Derry City & Strabane District Council
Comhairle Chathair
Dhoire & Cheantar
an tSrátha Bál
Derry Cille & Strábane
Districc Council



Comhairle Chathair
Lár Uladh
Mid Ulster
Borough Council

AVERAGE FOR ALL OF NI:



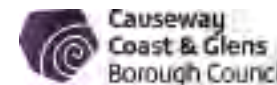
37%



Fermanagh & Omagh District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí



Armagh City
Banbridge & Craigavon
Borough Council



Causeway
Coast & Glens
Borough Council



Mid & East
Antrim
Borough Council



Antrim and
Newtownabbey
BOROUGH COUNCIL



Belfast
City Council



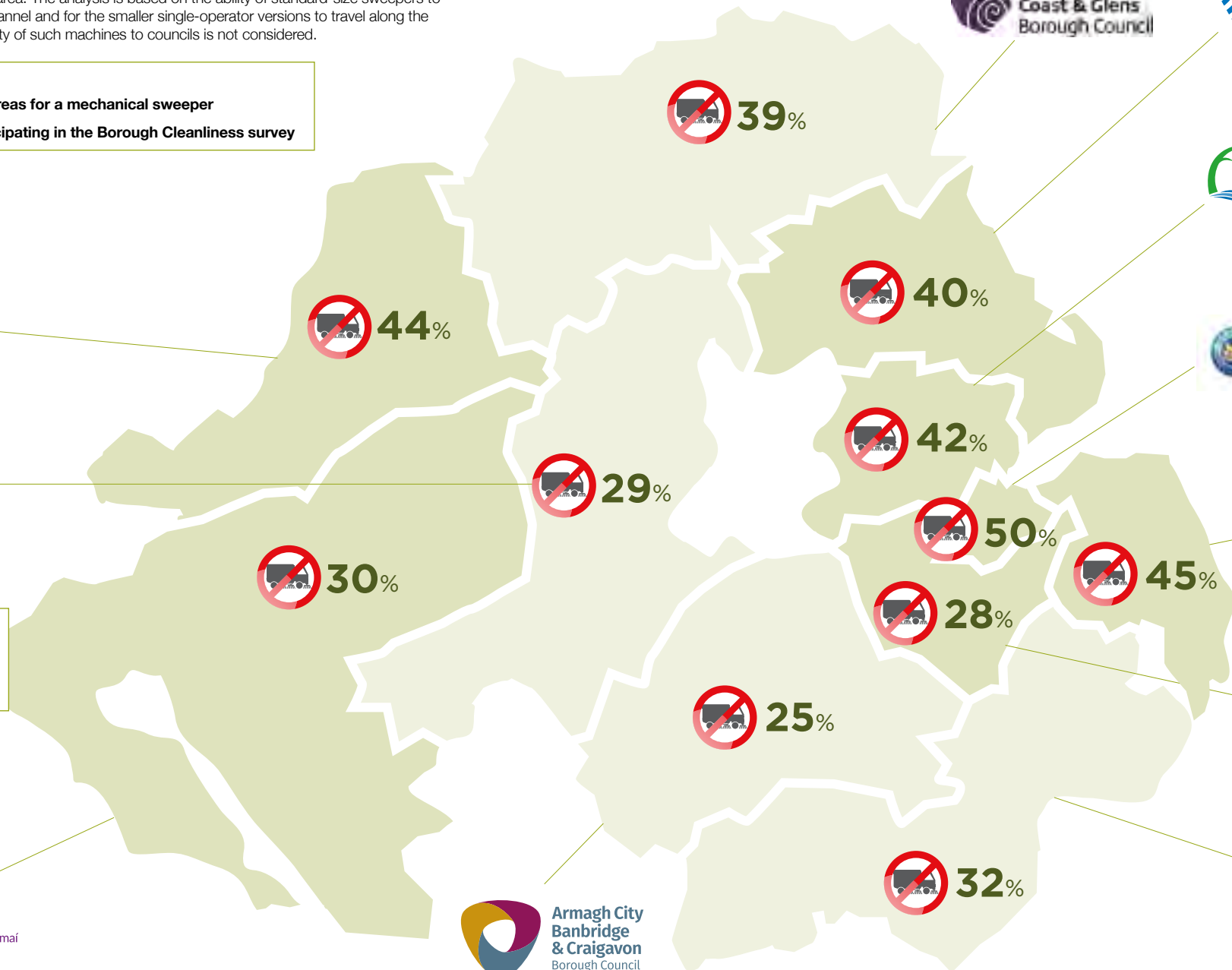
Ards and
North Down
Borough Council



LCCC
Lisburn &
Castlereagh
City Council



Newry, Mourne
and Down
District Council



Impact of spend on cleansing

The total average spend on street cleansing across all of Northern Ireland in 2015-16 was £43,285,212.

In other words every man, woman and child pays an average of £23.66 per year for this service. An alternative way of looking at this is that cleansing is paid for through the rates bill councils send each householder. With a total of 744,800 households in Northern Ireland this means that on average a rate payer was charged £58.12 for cleaning the streets, even if they are not personally a litterer.

Please note that these figures relate to 2015-16, and are therefore one year behind the figures in the rest of this report. Because of careful auditing and the public presentation process public finances go through, the approved figures are only made available in September or October of the following year.

By looking at the outcome of the spend on cleansing – the LEAMS data – we can see that councils with similar expenditure per head of population can have very different outcomes, and that higher spending on street cleansing does not correlate with better Local Environmental Quality. Street cleanliness is a result of many complex and often interrelated factors, and simply spending more on lifting litter is, as well as being unsustainable in even the short term, not an effective means of controlling litter.

FACT

Higher spending on street cleansing does not correlate with better Local Environmental Quality

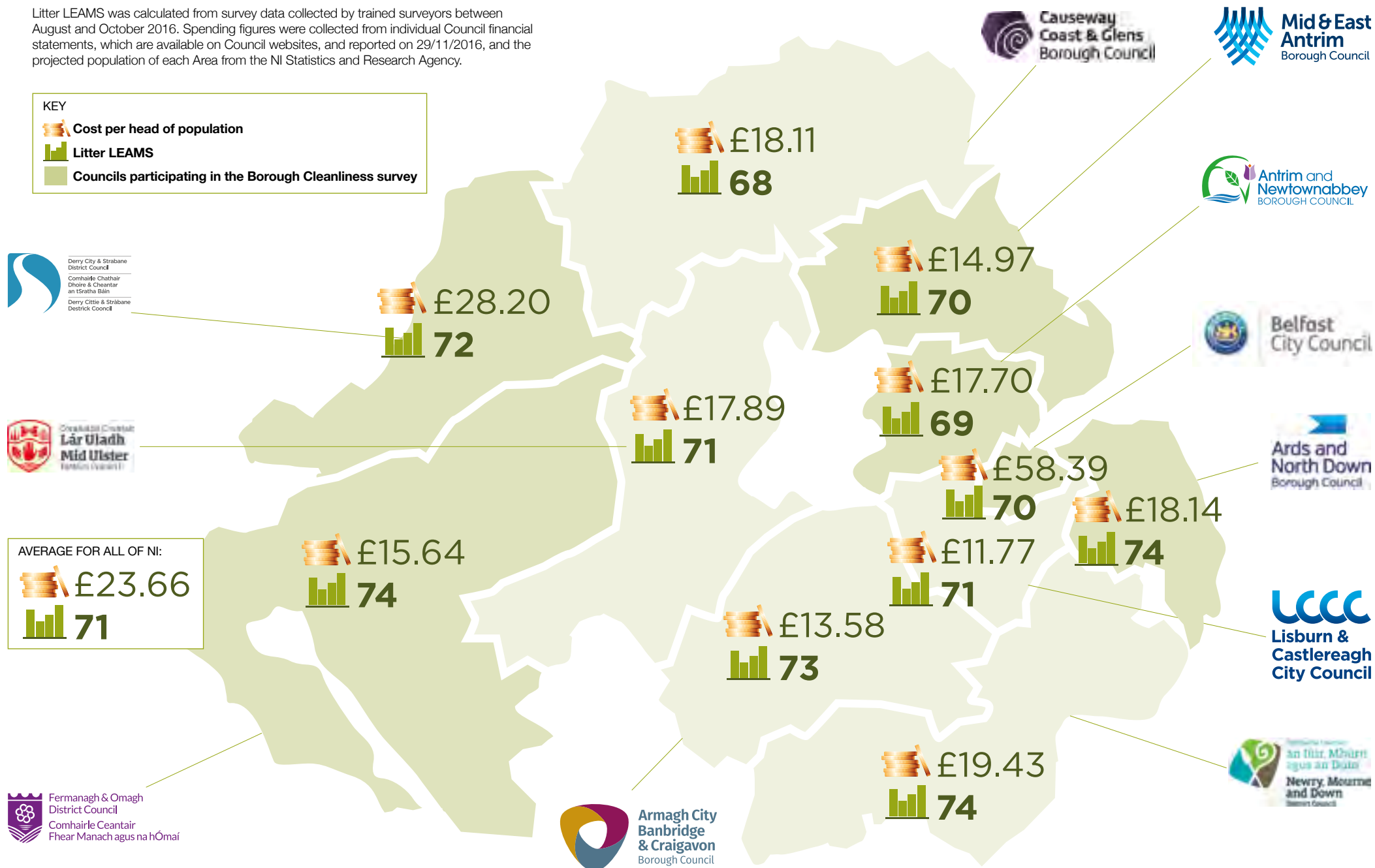
The inflation (CPI) adjusted spend on cleansing since 2011.

Spend actually dropped in 2012/13 but has risen steeply in the past three years. The inflation adjusted spend in 2011/12 was actually greater than it was for the following three years.



Amount spent on street cleansing and the effect of that spend

Litter LEAMS was calculated from survey data collected by trained surveyors between August and October 2016. Spending figures were collected from individual Council financial statements, which are available on Council websites, and reported on 29/11/2016, and the projected population of each Area from the NI Statistics and Research Agency.



Marine litter

Keep Northern Ireland Beautiful conducts four surveys on ten reference beaches each year on behalf of the Department for Agriculture, Environment and Rural Affairs.

This survey was designed to provide a baseline figure against which to measure progress toward what is termed “Good Environmental Status” (GES) under the European Marine Strategy Framework Directive. Good Environmental Status in the case of marine litter is defined as “Properties and quantities of marine litter do not cause harm to the coastal and marine environment”

In February the results of all the surveys since 2012 were reported in the media and placed online under the open data principle. The report highlighted the many effects of marine litter and the means by which litter may accumulate on some beaches and not others.

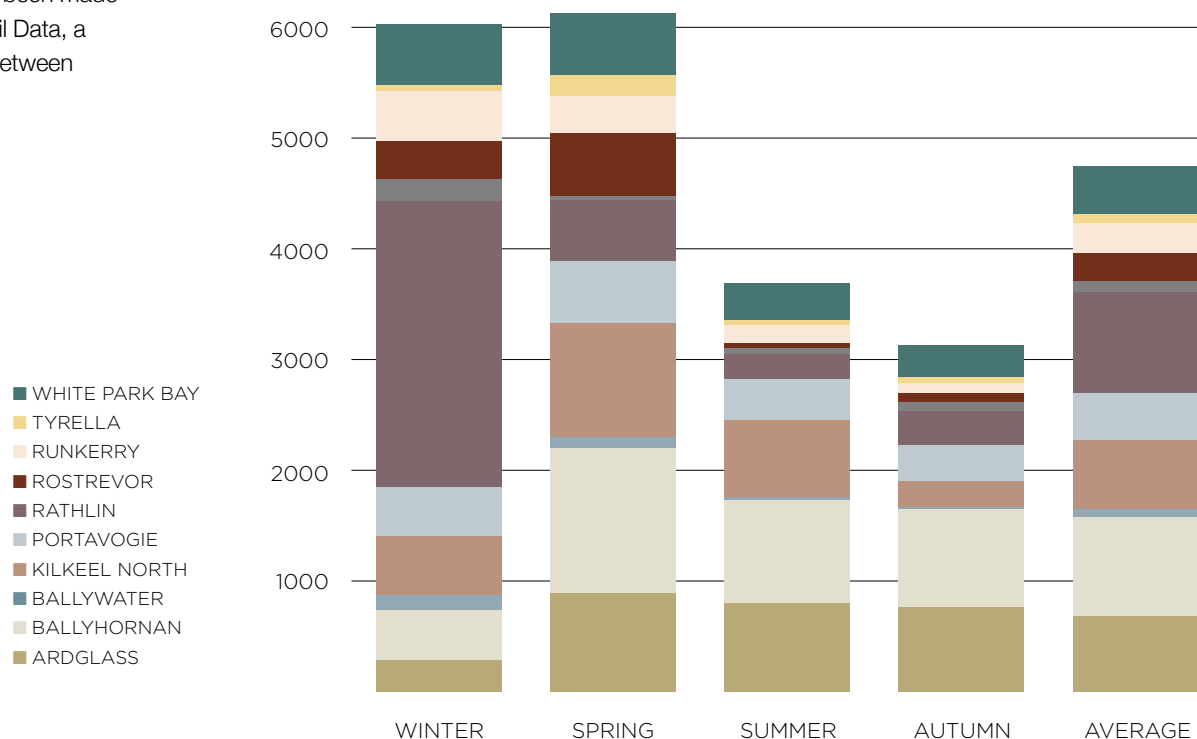
The major point of note in the surveys was the variability in the amount of litter, even on the same beach, and the apparent lack of a pattern or trend. Over the course of 2016 an average of 431 items of litter per 100m was recorded. One type of litter that has reduced since the survey started is plastic bag litter, which has dropped from an average of 12/km at the end of 2012 to

just over 5/km at the end of 2016, most likely as a result of the carrier bag levies introduced around the UK and Ireland.

Reports specifically about marine litter around the coast of Northern Ireland can be found at our website* as can tools to download or analyse the data. This facility has been made available in partnership with Detail Data, a BIG Lottery funded partnership between NICVA and theDetail.tv.

Litter count by beaches in 2016

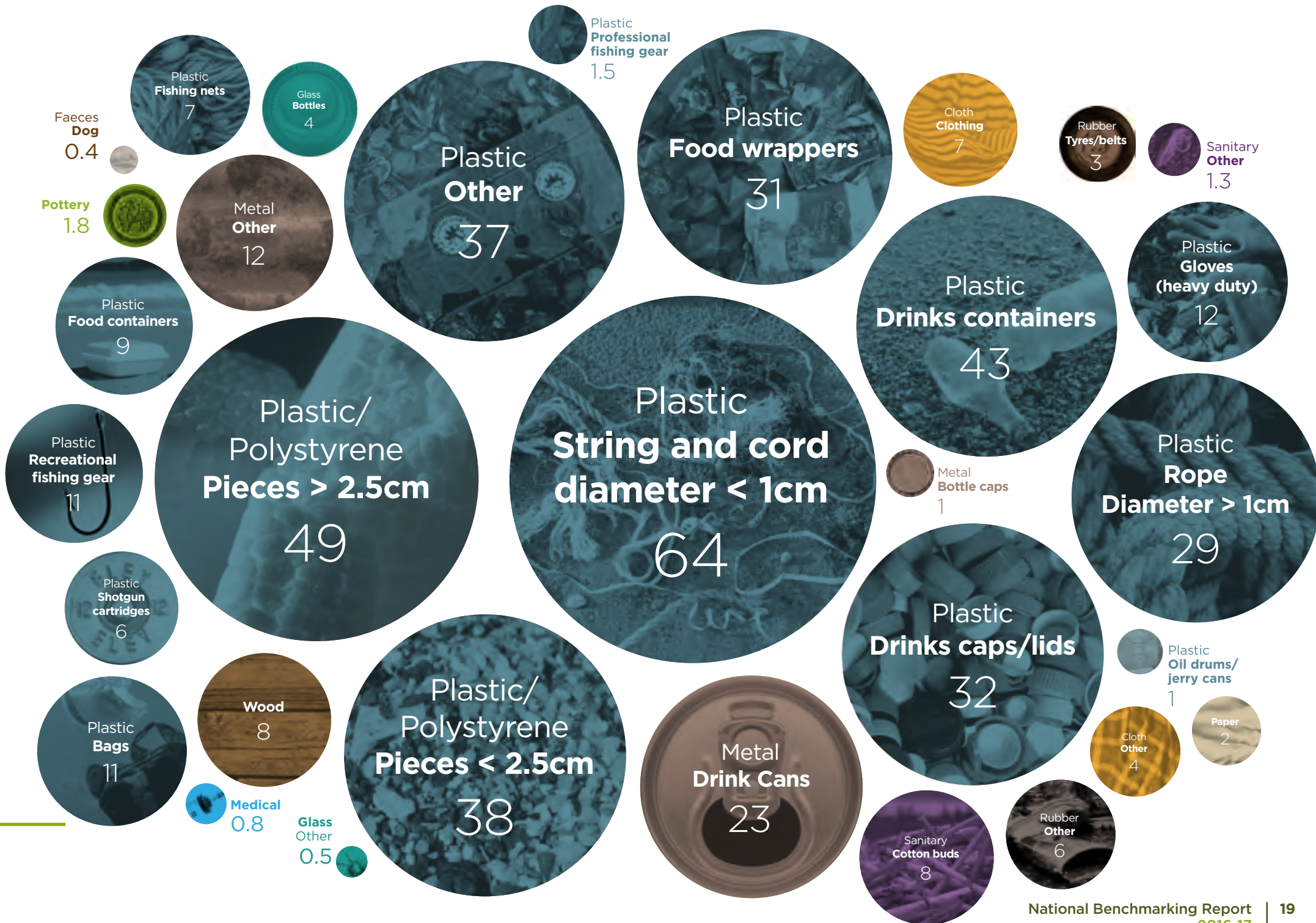
The contribution of each of the ten reference beaches to the total litter count in each of the four survey windows during 2016. Rathlin contributed a huge figure in the Winter survey, but much less in the other three surveys.



2016 marine litter survey: types of litter observed

The graphic on the opposite page shows the relative proportions of different types of litter observed during the 2016 marine litter surveys. Bits of string and cord smaller than 1cm in diameter were the most commonly observed type of litter. <https://public.tableau.com/profile/bob.harper#!/vizhome/SubcategoryBubbles/Sub-categorybubbles>.

*<http://www.keepnorthernirelandbeautiful.org/cgi-bin/generic?instanceID=50>



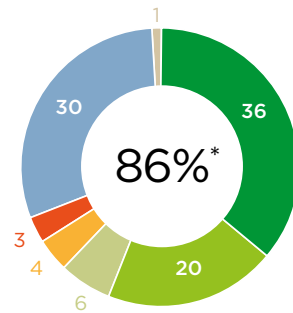
Live Here Love Here

In 2016 Live Here Love Here:

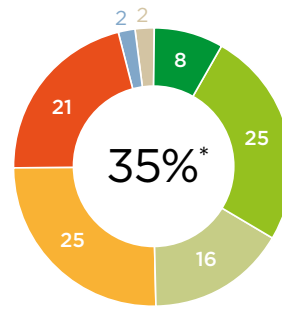
- Supported over 107,000 volunteers in clean-ups and other civic pride actions
- Removed nearly 300 tonnes of litter
- Operated a small grants scheme that was 9 fold over-subscribed, which supported 84 groups
- Developed and delivered significant media coverage including TV, outdoor and social
- Grew to include the social housing sector (and we are delighted to see it grow again in 2017 with the addition of Armagh City, Banbridge and Craigavon and Mid-Ulster Councils)
- Started to change our littering culture (see right)

Advertising impact on future intentions to drop litter

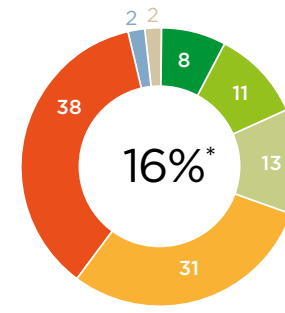
Including those who spontaneously say they would never drop litter, the advertising had a very strong impact on future intentions of dropping litter. The impact on likelihood of taking other more proactive action is significantly less, however more than 1 in 3 did say they would be at least fairly likely to volunteer



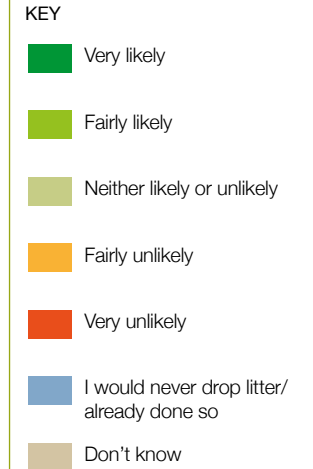
Think twice about dropping litter.



Volunteer or take part in a clean-up project, planting, updating buildings or similar civic pride activities



Organise a clean-up project, planting, updating buildings or similar civic pride activity



* Total of Very likely/Fairly likely or already done so (or would never drop litter)

MillwardBrown



Dave Foster (DAERA) presents an award to members of Love Your Lough at the first annual Live Here Love Here Awards ceremony in March 2017

These organisations are partners in Live Here Love Here:



Mid Waterside Residents Association



Success in the Live Here Love Here Small Grants Scheme spurred the newly constituted Mid Waterside Residents Association into direct action, bringing the community together in an alleyway improvement campaign, targeting weeds, rubbish, dog foul, broken glass and overgrown plants.

Residents and neighbours invited all local homeowners, tenants, landlords and local business that have access to and use of the alleyways to be a part of the group, to come out, clean up and support each other as a community that takes pride in their area.

As well as people taking pride in their area, the action brought people of all ages, nationalities, religions and political persuasions together. Some residents were meeting their neighbours for the first time and creating new friendships. Regular meetings and liaisons with council has resulted in a good working relationship, to date two new dog bins have been installed with the promise of increased signage targeting littering and dog fouling.

The funding from Live Here Love Here has allowed the group to spray weeds and regrowth as well as hire of equipment to power clean the space. The momentum of the work that the residents have achieved to date is helping the Association move forward into Spring with a renewed vigour.

Ballycraig Primary School



Ballycraig Primary School received funding through the Live Here Love Here Small Grants Scheme to create a colourful planted area and to compliment a mural that has been put up in Ballycraig Drive, Antrim. Recently the pupils from the school and the Considerate Constructor's scheme created a mural close to the school and close to the development of a mix of new houses and apartments within the community. When the mural was completed it looked wonderful and the school wanted to apply the Ballycraig School stamp to finish off the area by planting bulbs underneath it.

The school chose to use spring bulbs, including daffodils, crocuses and tulips, to help improve the aesthetics by adding more colour to the area. Ballycraig Primary School is known for its wonderful garden and they to extend this influence into the community. The children designed the bulb planting drifts as the teachers worked out how to plant them. The group also worked with the local Men's Shed to add some planters.

The event was attended by local councillors who interacted and chatted with the children as they planted bulbs - 'Shoots up and roots down!' The group were very resourceful and asked the folks from a local building site close by, who helped to put up the mural, to dig the trenches with a small digger to make it easier for the children to plant.

The success will be in spring, when they will see the fruits of their labour and the bulbs are blooming. Plans are afoot to put a garden seat there, for older members of the community. The group hope this venture under the new mural, will be an advert for their school, to highlight outdoor activities which the school is renowned for.

Education and awareness campaigns

Alongside the Live Here Love Here campaign Councils and community organisations run various education initiatives and workshops which buttress wider-scale campaigning.

All eleven councils were offered the opportunity to contribute a case study for this section.

Belfast City Council

In April Belfast City Council launched the Anti-Litter Billboard Challenge, a competition to design a billboard which would be displayed in the winning entry's local community. The Council contacted local schools and groups and asked them to register their interest in taking part. Once they had done so the Council contacted them to provide support in the preparation of the design. The theme was 'The impact of litter and graffiti in our community'

58 groups and schools registered from right across the city with 76 completed boards returned.



Chewing Gum Action Group campaign (CGAG) - Armagh City, Banbridge and Craigavon



Armagh City, Banbridge and Craigavon Borough Council were chosen for a third year running to deliver the high profile campaign in an effort to reduce gum litter across the Borough. The Council was the only Council in Northern Ireland to run the campaigns in 2014, 2015 and 2016 and have seen successive reductions in the amount of gum dropped in areas monitored. In 2014 the Craigavon area saw a 56% gum reduction in hotspot areas monitored during the campaign and in 2015 the reduction observed was 42%.

The highly visible promotional campaign includes visuals on bus stops, lamp-posts and telephone kiosks. Posters were distributed to secondary schools, community and leisure centres and window stickers were hand delivered to local shops to display the message. Gum-Raps were also given to pupils taking part in the Educational sessions. These sessions, aimed at pupils ranging from Primary 3 to 7, look at all the different types of litter; the consequences of littering and the steps we can all take to help fight the litter problem. The litter awareness programme has been very successful and many sign up to the Adopt-a-Street scheme as a result of the talks. Schools have reported that the children who have taken part in both schemes have gained a more responsible attitude towards littering and it is hoped that ultimately they will bring the message home to their parents and other family members.

Mid and East Antrim

Green Dog Walkers Scheme (GDW)

GDWs is aimed at tackling the issue of dog fouling and was launched to call on volunteers to sign up and make a difference together. The scheme wants to encourage people to get involved and take a pledge to clean up after their dogs as well as acting as a friendly reminder to other dog walkers to do the same, it is designed to be a non-confrontational, friendly way to change attitudes about dog fouling. Those who sign up to the scheme receive a doggie welcome pack which contains the Green Dog Walkers® armband, dog bone shaped bag dispenser, doggie bags and clip on hand sanitiser. They then take the pledge to say they will wear the armband when walking their dog to remind people to clean up after their pooch as well as carrying extra doggie bags and be happy to share these bags with dog walkers who need them. The scheme first launch in Craigavon area is being rolled out into the wider Borough of Banbridge and Armagh in coming months. Currently we have 210 dog walkers signed up to the scheme.

Dog Watch

Antrim and Newtownabbey Borough Council has launched its Dog Watch scheme, which aims to help locals who want to stamp out dog fouling in their area. Twinburn, Straid, Mayfield, Mount Pleasant and Ballyrobert have been the first areas to become involved and the scheme has proved to be a great success.

The community based scheme has seen some of the volunteers don a Dog Watch hi-visibility vest and actively patrol their own areas on the look out for dog owners who fail to pick up after their pets. This along with increased patrols by Council Enforcement Officers and regular cleaning by Council Cleansing Operatives acts as a visible deterrent to irresponsible dog owners. Along with the community presence the Council has placed signs in these areas highlighting that the scheme is in place and the area is being monitored. Volunteers also act as advocates, offering out dog fouling bags, as well as acting as a link between the Council and the community.

Frances Carson,
Twinburn Neighborhood Watch:

“The scheme has been a huge success and has made big improvements in our area. We initially got involved because of the increase in the amount of fouling on our footpaths and I felt passionately that we needed to work together to sort out the issue of dog fouling locally. I’d encourage other communities in the Borough to get involved in Dog Watch – it really doesn’t take up that much of your time, and the results are worth it.”

Not only are the residents providing a visible deterrent against dog fouling but have also been passing information about offences on to the Councils Enforcement Team. This



allows Council Officers to target their patrols more effectively.

The Councils Enforcement Officers offer support to Community Groups who want to tackle dog foul within their area. The project was initially piloted in Straid, though we since have established a network of “Dog Watch” groups, who act as the eyes and ears of the community, help to identify offenders, and

provide a highly visible and prompt response to concerns raised about the problem. The Council provide hi visibility “Dog Watch” vests, a supply of dog waste bags, and information leaflets to hand out to dog walkers. In addition, Dog Watch signs and anti-fouling pavement markings have been placed on the footpaths in problem areas to act as a deterrent.

Eco-Schools

Eco-Schools forms an important element of the anti-littering education package in most Councils in Northern Ireland.

The Eco-Schools programme was developed by the Foundation for Environmental Education, is actively run in 64 countries around the world and is acknowledged as the world's largest pupil led environmental education programme, engaging over 15 million young people. It also provides an excellent foundation for delivering many of the 17 Sustainable Development Goals. During 2015-2016 there were 136 schools in Northern Ireland awarded a Green Flag, the pinnacle of the programme. As well as undertaking detailed learning on three environmental topics, schools must maintain a litter free environment to achieve the Green Flag. Schools are reassessed every two years, ensuring that all participating pupils receive regular anti-litter messaging.

At the heart of the Eco-Schools programme is a very simple 7-step process supporting long-term behavioural change and promoting the environmental message beyond the school gates into the surrounding community. Northern Ireland was the first country in the world to have every school registered with the programme.

Anti-littering eduction through Eco-Schools in Northern Ireland

The number of Eco-Schools in Northern Ireland. Around nine out ten Green Flag schools are actively encouraging a pupil-led anti-litter message at any one time. Years quoted are academic years.

Year	Number of Green Flags	% of schools looking at topic	Children receiving anti-litter education
2012-2013	103	76.7	24,000
2013-2014	113	85.0	25,000
2014-2015	128	70.3	25,500
2015-2016	136	80.1	24,500



Presentation Primary School, Portadown, receiving their first Green Flag award in June 2016.




Eco-schools operates with the support of:



Eco-Schools green flags in Northern Ireland

Number and percentage of schools in each Council which held a Green Flag on 01/03/2017.
Lisburn City and Castlereagh District Council does not support the Eco-Schools programme.

KEY

-  Number of Schools that fly a green flag
-  Percentage of schools that are green flag
-  Councils which support the Eco-schools programme



Derry City & Strabane
District Council
Comhairle Chathair
Dhoire & Cheantar
an tSrátha Báin
Derry Cille & Strábane
Distric Council



Coimisiún Chathair
Lár Uladh
Mid Ulster
Education and Training Board

AVERAGE FOR ALL OF NI:

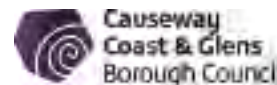
 22%



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí



Armagh City
Banbridge
& Craigavon
Borough Council



Causeway
Coast & Glens
Borough Council



Mid & East
Antrim
Borough Council



Antrim and
Newtownabbey
BOROUGH COUNCIL



Belfast
City Council



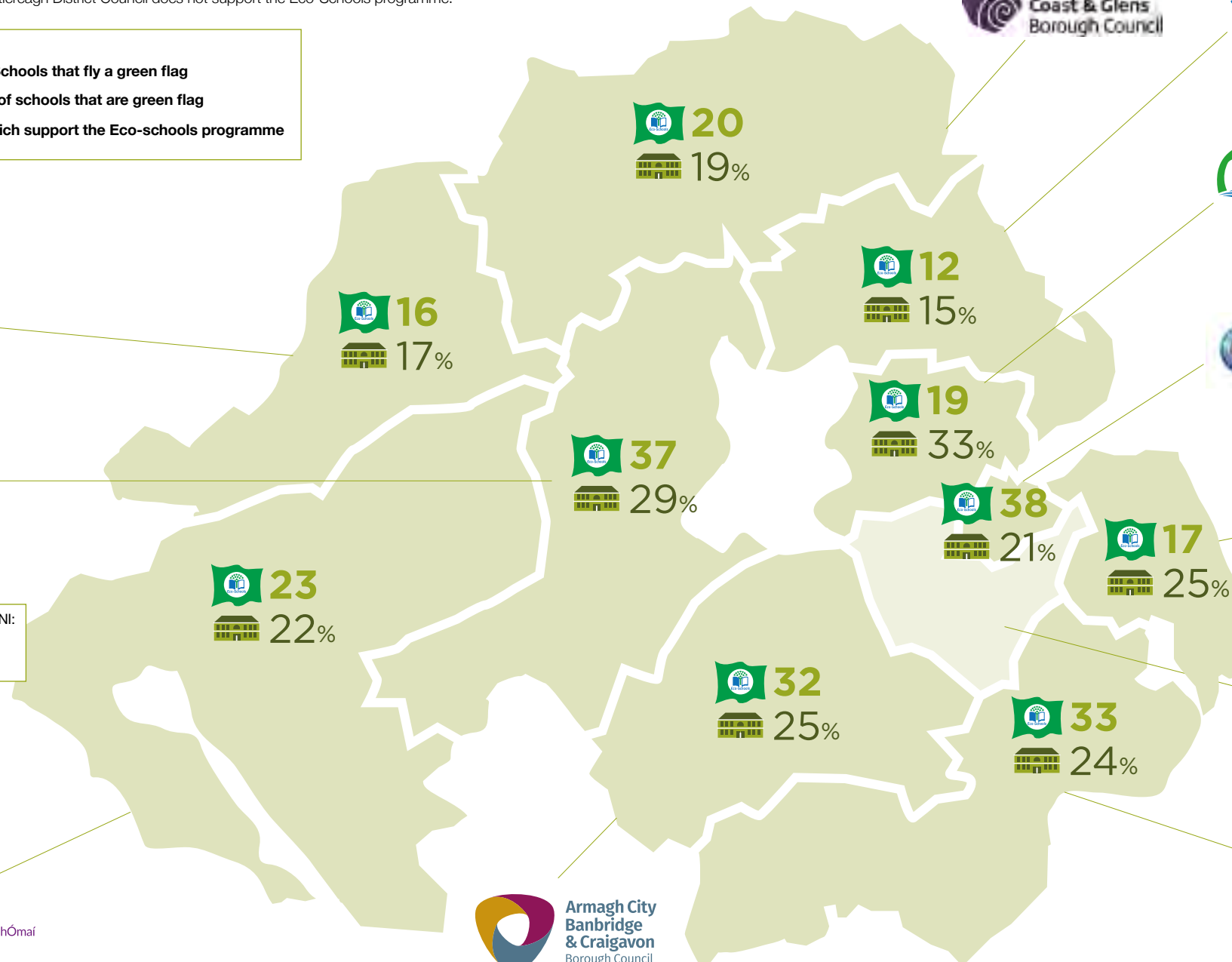
Ards and
North Down
Borough Council



Lisburn &
Castlereagh
City Council



Newry, Mourne
and Down
District Council



Enforcement actions

Alongside education campaigns and awareness raising, enforcement of expected standards is an integral part of an effective campaign to change individual behaviour in a group of people.

Councils in Northern Ireland keep records of their enforcement operations, and these can provide a measurement of a council's efforts to tackle litter and improve the local environmental quality for their residents. Keep Northern Ireland Beautiful requested this information, and all 11 councils voluntarily supplied the data in full for 2015/16.

Figure 6 presents the numbers of Fixed Penalty Notices (FPN) issued by each council over the past seven years, showing that positive enforcement peaked in 2013 and has fallen over the past two years.

Across Northern Ireland there were on average 20 fixed penalties issued for every 10,000 people between April 2015 and March 2016 – this is equivalent to one in every 454 people. However FPN issued in Belfast make up over half of the total, while Belfast also spends a massively disproportionate amount on cleansing, so it may be misleading to consider the total figures including Belfast.

Fixed penalties issued for litter and dog fouling

Belfast City Council issued over half of all Fixed Penalties in 2015-16. The average recovered from each fixed penalty issued is £49.71. The rate / 10,000 people in 2014-15 was 22. Dog fouling actions were not included in the data provided for 2014/15.



As with other reports which use data provided by others, there are limits to the analysis that can be done. Perhaps the most significant is the lack of reported figures on the provision of resource to this task within a council, for example how many full time equivalent posts are dedicated to litter enforcement, or what the budget for education programmes is. Discussions with a minority of the Councils has suggested that this more comprehensive data would allow a more advantageous analysis to be provided in future reports, but that providing it may be difficult. Further work will be done to determine both the value and the prospect of this during 2017.

Fixed penalties issued by each Council

FPN figures were provided by each Council in response to requests for the information. Litter LEAMS was calculated from survey data collected by trained surveyors between August and October 2016.

KEY



Fixed penalty notices issued



Litter LEAMS



Derry City & Strabane District Council
Comhairle Chathair
Dhoire & Cheantar
an tSrátha Bál
Derry Cille & Strábane
Districc Council

187
72



Comhairle Chathair
Lár Uladh
Mid Ulster
Borough Council

29
71

168
74

AVERAGE FOR ALL OF NI:



339



68



Fermanagh & Omagh District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

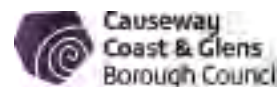


Armagh City
Banbridge & Craigavon
Borough Council

587
73

12
71

115
74



Causeway
Coast & Glens
Borough Council

49
68

65
70

187
69

2,269
70

56
74



Mid & East
Antrim
Borough Council



Antrim and
Newtownabbey
BOROUGH COUNCIL



Belfast
City Council



Ards and
North Down
Borough Council



Lisburn &
Castlereagh
City Council



Newry, Mourne
and Down
Borough Council

Recommendations

These recommendations are what Keep Northern Ireland Beautiful believes would be necessary to truly banish littering, dog fouling and related environmental incivilities from Northern Ireland. We have given priority to those recommendations which prevent these problems from occurring over those which mitigate the effects.

For national policy makers

1. Northern Ireland needs a Comprehensive litter strategy. In order to tackle littering behaviour, Northern Ireland should develop a strategy for combating the causes of litter. This would need to include a joined up approach across education; targeted, credible levels of enforcement and public engagement and the sharing of scarce resources. This would also support the EU Waste Directive, and development of a strategy could be informed by the seven 'Breakthrough Propositions' adopted by MEPs in March 2017.
2. Hold all bodies with responsibility to account equally. The Department of Infrastructure, particularly Transport NI and the Rivers Agency, should be held to account for their failure to provide a level of cleansing activity which will control the litter in areas within their remit. This includes actively managing and penalising contractors who fail to collect litter before cutting or clearing work is undertaken. Other public and private land managers should also be held to the same standard.
3. The Assembly; relevant Departments; beverage producers and environmental groups should examine the costs, benefits and hurdles to adoption of a container deposit return scheme. Such schemes have been effective in reducing litter around the world. The process should consider the practicality of introducing this and other viable options on an all-island basis as well as solely for Northern Ireland.
4. Clear obstructions from streets to improve cleansing outcomes. Consideration should be given to a requirement that residential areas are kept clear of vehicles between designated times on given days in a month to allow unfettered access for street sweeping. With almost 40% of a mechanical sweeper's operational time wasted due to parked cars blocking access, this would significantly improve the outcomes from street cleansing operations while reducing the resources required.
5. Clear guidance is required for the treatment of littering by the courts. This should contain structured guidance against which fines, penalties and other options issued during court proceedings can be set. This would ensure that fair and reasonable penalties are applied consistently, removing the opportunity to game the system and take to court a defence case that is without merit on the possibility that the sentence will be less costly than paying Fixed Penalty.
6. Adopt a suitable benchmark for all land managers. Development of a local environmental quality performance indicator for all Councils and other major land managers, based on the current surveys carried out by Keep Northern Ireland Beautiful.

For local policy makers

1. Schemes that reward desired behaviours should be promoted on an equal footing with enforcement. Positive messaging is an important and under-utilised element of a behaviour change campaign. Small scale examples of these schemes have already been successfully trialled in parts of Northern Ireland.
2. Provide education for new dog owners. New owners should be required to attend a basic awareness course when registering a dog for the first time. Ignorance of welfare issues and owner responsibilities should not be allowed to reduce the amenity of shared spaces.
3. Prioritise behaviour change above provision of additional disposal facilities. The presence of one or more bins on a transect has no statistically significant impact on litter or dog fouling outcome suggesting that bins which are there are often ignored. To decrease the number of people who litter it would likely be as cost effective, if not more so, to invest in ways of encouraging bin use than to simply place more bins.
4. Councils should work for a consensus on support for and application of enforcement practices. An apparent 'postcode lottery' in enforcement rates creates a resentment of the system, rather than understanding of and positive attitude toward it. Harmonisation is needed to project a clear and unambiguous message to the public regarding the treatment of offenders.

5. A greater role should be played in Public Realm procurement and planning by cleansing services. Examples of cluttered layouts, inappropriate street furniture selection and primacy of aesthetic considerations impair the ability of cleansing services to maintain an environment, resulting in increased maintenance spending and reduced amenity over the lifespan of the scheme.
6. Adopt a suitable benchmark for all land managers. A local policy goal as much as a national one, Councils should use the Local Environmental Quality survey data to establish a key performance indicator that is very close to the hearts' of the public. Ultimately, this will require all eleven Councils, to participate. It should consider going further and include all statutory undertakers and other organisations in the reporting.

For Other Agencies

1. Adopt a suitable benchmark for all land managers. At present there is no information available about the level of littering or the resources expended in combating litter in areas other than council lands. Organisations such as the NI Forest Service, Northern Ireland Water, Translink and the various government departments or bodies in charge of lands, for example Transport NI or the Rivers Agency should gather information on littering on their lands, and be held to the

same standard as the local councils in preventing or removing it. A number of these bodies are designated 'statutory undertakers' meaning that they are required to do this, but they are not being held to this duty. This will draw on resources but if we are serious about tackling Northern Ireland's negative litter image the battle must be fought on all fronts.

2. Study in greater detail the link between litter and dog fouling and social cohesion; economic progress and deprivation. Litter has been linked to depressed economic performance in the local area. Understanding what effect littered streets have on High Street shopping may help to revitalise town centres. High levels of litter have been linked to social problems including disrepair and a rise in antisocial behaviour and criminal activity. Effective solutions to the litter issue may raise the standard of living, economic outcomes and even mental health in many areas and improve social cohesion.
3. Study in greater detail the effect of poorly-kept private land on surround public areas. Resources are required to determine the extent to which poorly-kept private space, litter and scrap lying in gardens and state of repair has an effect on the amount of litter in the public space. This would allow us to understand better the relationship between littering by residents and by transients, and help formulate effective focused solutions to local littering issues.

Education and Awareness raising Actions

- Improve co-operation between stakeholders. Better integration of existing programmes such as Eco-Schools and Live Here Love Here with council messaging on litter and waste could bring an economy of scale, allowing for development and production of a larger or more diverse range of resources, and facilitate a more consistent approach across individual channels and agencies.
- Share information and ideas more widely. Greater sharing of information should be the norm, including sharing of education and enforcement endeavours through groups such as the Technical Advisory Group, Chief Environmental Health Officers Group and The NI Environmental Quality Forum. This could improve the quality of individual actions by making available a wider range of skills, experience and creativity, as well as greater resources.



To discuss how we can work together to tackle littering please contact:

Chris Allen

LOCAL ENVIRONMENTAL QUALITY CO-ORDINATOR OFFICER

chris.allen@keepnorthernirelandbeautiful.org

T 028 9073 6921 M 077 9664 7012

www.keepnorthernirelandbeautiful.org

**KEEP
NORTHERN
IRELAND
BEAUTIFUL**



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Registered Charity No XR36767 NI Charity No NIC 102973 Company No NI38848 VAT Reg No 860 2036 57

Q

Report on	Tullyvar Joint Committee update
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 provide members with an update on the business of the Tullyvar Joint Committee.
2.0	Background
2.1	Tullyvar Joint Committee is a formal Committee initially established in 1992 under the former constituent Councils of Dungannon & South Tyrone Borough Council and Omagh District Council under Section 19 of Local Government Act (NI) 1972. Five Councillor/representatives from Mid Ulster and Fermanagh & Omagh Councils now serve on the Joint Committee which is supported by senior Officers from each of the Council.
3.0	Main Report
3.1	The last meeting of the Joint Committee was held on 10th May. An associated agenda and a copy of the latest Committee report/papers including minutes of the previous Committee meeting held on 8 th March 2017 are attached for members information.
3.2	The next (bi-monthly) Joint Committee meeting is scheduled for 1 st August 2017.
4.0	Other Considerations
4.1	<u>Financial & Human Resources Implications</u> Financial: None Human: None
4.2	<u>Equality and Good Relations Implications</u> N/A
4.3	<u>Risk Management Implications</u> N/A
5.0	Recommendation(s)
5.1	Members are asked to note the content of this report and associated papers.

6.0	Documents Attached & References
6.1	Latest papers for Tullyvar Joint Committee.

**A Site Visit has been arranged to the Eco-Park, Granville, Dungannon
(at conclusion of meeting)**



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

3rd May 2017

To: Councillor Burton)
Councillor McGinley)
Councillor McGuigan) Mid Ulster District Council
Councillor Mullen)
Councillor Mulligan)

Mr A Cassells

Councillor Clarke)
Councillor Fitzgerald)
Councillor Rainey) Fermanagh & Omagh District
Councillor Shields) Council
Councillor Thompson)

Mr B Hegarty

Dear Sir/Madam

Re: Tullyvar Landfill Site Joint Committee Meeting

A meeting of the Management Committee for the development of Tullyvar Landfill Disposal Site will be held in the Office at Tullyvar Landfill Site on **Wednesday 10th May 2017 at 10.30am, followed by a site visit to Granville Eco Park, Dungannon.**

1. Confirmation of Minutes of Meeting held on Wednesday 8th March 2017 (copy herewith)
2. Matters Arising from the Minutes
3. Financial Matters
 - 3.1 Statement of Payments dated March & April 2017 (copies herewith)
4. Update from Head of Environmental Services/Site Manager's Report

5. Any Other Business
6. Date of Next Meeting

Yours faithfully

Andrew Cassells

Director of Environment & Property

Copy: A Tohill
 K O'Gara
 M McAdoo
 A McIlwrath
 K McGowan

**MINUTES OF TULLYVAR JOINT COMMITTEE MEETING HELD ON WEDNESDAY 8TH
MARCH 2017 AT 10.30AM AT TULLYVAR LANDFILL SITE**

PRESENT:

OMAGH & FERMANAGH: Councillor Rainey
Councillors Clarke, Fitzgerald & Thompson

MID ULSTER: Councillors Burton, McGuigan & Mulligan

APOLOGIES: Councillors McGinley and Mullen
Mr B Hegarty

Meeting commenced at 10.30am

1. CONFIRMATION OF MINUTES – 11TH JANUARY 2017

The above minutes were adopted.

Proposed by Councillor Thompson
Seconded by Councillor McGuigan and agreed.

2. MATTER ARISING

2.1 Treatment of Poultry Litter/AD Plants

The Site Manager advised Members that further research had been carried out in terms of the development of both plants. It was confirmed that the Ballybofey plant was still proceeding through the commissioning stage.

The Site Manager indicated that ROC's would conclude at the end of March and therefore not quite so lucrative for new companies moving into the marketplace. Members were informed that the current rate of 4 ROC's for AD plants, equating to 20p electricity, would drop to less than 5p by end of March.

The Site Manager referred to an opportunity to meet with companies at the forthcoming CIWM event and develop links for future site visits (ALG Biogas and Granville Eco-Park).

The Site Manager informed Members that some companies were liquefying the gas for transportation and putting it through gas plants where there was under capacity thereby qualifying for double ROC's.

It was agreed that the Site Manager engage in further research during the CIWM Exhibition.

3. FINANCIAL MATTERS

3.1 Statement of Payments – January & February 2017

The Statement of Payments for the months of January and February were presented for approval.

Proposed by Councillor Mulligan
Seconded by Councillor Clarke and agreed.

4. UPDATE REPORT FROM SITE MANAGER

The Site Manager's Report was circulated, copy attached as appendix one, reference being made to the undernoted:

4.1 Leachate

Site Manager confirmed there was no financial impact upon current budget but if wet conditions continued there may be implications for the incoming year. It was noted that capacity may not exist in Moygashel going forward. Matter to be kept under review.

4.2 Gas

It was reported that RPS were investigating the potential to drill new wells and to re-drill some non-performing wells.

Councillor Burton entered meeting at 10.35am

4.3 Commercial Waste Intake

The Site Manager referred Members to the circulated report and graph which outlined void space remaining at current infill rates. It was recommended that Council preserve remaining void for its own use, limiting commercial intake to fines and shredded plastics which had good compaction density. It was further recommended that notification be circulated to commercial customers.

A Cassells confirmed there had been significant increase in commercial waste intake over the past year and highlighted the need to retain void space for Councils own use as void was more valuable to Tullyvar than potential income generation. It was noted that MUDC had lodged a planning application for a waste transfer station at Drumcoo, Dungannon with anticipated completion by April 2018.

Councillor McGuigan referred to the void space available in Cell 4 and questioned if there were any plans to develop. K O'Gara advised of the potential to mothball the site with the opportunity that consideration could be given to future development of Cell 4 (600,000m³ of void) if the economic business case was viable.

Following query on the impact of Brexit and the Transfrontier Shipment of Waste Regulations, it was confirmed that NILAS/Recycling targets must be met regardless and the 60% target was set. It was noted that it was unlikely there would be any lesser environmental standards under Brexit.

Following discussion there was general consensus to preserve remaining void for Councils own use and notify commercial customers of the proposed changes to take effect from 1st June. Customers to be notified no later than mid April. Issue to be kept under review subject to infill rates/financial income.

Proposed by Councillor McGuigan
Seconded by Councillor Fitzgerald and agreed.

4.4 Ongoing Projects

In terms of Phase 3 Capping, the Site Manager confirmed that options would be considered in the forthcoming weeks and a report would be presented to a future Joint Committee meeting.

4.5 CIWM Conference – 29th March 2017 at Eikon Centre, Lisburn

Following discussion it was agreed that the Chair, Vice Chair and Site Manager attend the Conference and Exhibition to be held on 29th March at the Eikon Centre. Event is free of charge. A McIlwrath to liaise with Elected Members to determine if any other Member wishes to attend.

4.6 Adoption of Report

The Site Manager's Report was adopted.

Proposed by Councillor Mulligan

Seconded by Councillor McGuigan and agreed.

5.0 ANY OTHER BUSINESS

5.1 Five Council Waste Forum

A Cassells updated Members in terms of discussions within the five Council Waste Forum for a proposed facility for the processing of blue bin waste. It was confirmed that following a procurement exercise, Taggart's, in conjunction with PWC, had been selected to prepare an Outline Business Case. Members were informed on the advantages of Councils having a joint facility and retaining control of material for longer in terms of the processing operation. It was noted that during the OBC review, sites would be considered as part of a location solution and Tullyvar could be a potential site. It was noted that a joint venture may be the delivery mechanism for the project and that SIB were supportive of the initiative. Members were advised that reports would be tabled in respective Councils as matters progressed.

K O'Gara confirmed that consultants would carry out modelling on a number of sites, Tullyvar being considered as part of the process. It was suggested that a plant would provide greater control to Councils and less monopoly of the market place by the private sector. It was noted that the focus would be on the centre of waste arisings, transportation etc.

Following query from Councillor Burton in terms of impact upon neighbours, it was confirmed that due to the nature of the operation there would be higher environmental standards than current operations i.e. no smell, no odour and all within a contained site. It was also indicated that throughput of vehicles would not be any more significant than current operations.

6.0 DATE OF NEXT MEETING

It was agreed to convene the next meeting on **Wednesday 10th May at 10.30am at Tullyvar Landfill Site.**

Meeting ended at 11.15am

TULLYVAR JOINT COMMITTEE – 8th MARCH 2017SITE MANAGER'S REPORT1. Site Operational Update

Due to issues at Moygashel Sewage Treatment Works leachate could not be discharged for most of January. Limited tankering was granted in February to Culmore Sewage Treatment Works and approx. 250 tonnes per week was discharged with an average Ammoniacal Nitrogen strength of 13.4 mg/l. Additionally during this period approx. 700 m³ of treated leachate has been discharged through the sites Integrated Constructed Wetlands (ICW). Leachate head levels have risen across the site as a result but due to the drier than normal winter this has been manageable. It is hoped that normal operation will resume in Moygashel shortly as long term haulage to Culmore would increase haulage costs by approx. £120,000 per annum.

The electricity generation plant is currently operating at 700kW, which is just under 90% capacity. Renewable Power Systems were on-site in late February to review recent filling and the potential for additional wells. A drilling rig is expected on-site in the next month to install any potential new wells and to re-drill some non-performing ones.

Given the large increase in commercial waste volumes over the last 4 months the sites expected closure date has been shortened till October 2017. Consideration should now be given to limiting commercial waste acceptance in the coming financial year. A chart illustrating a number of projections is included with this report.

2. Ongoing Projects

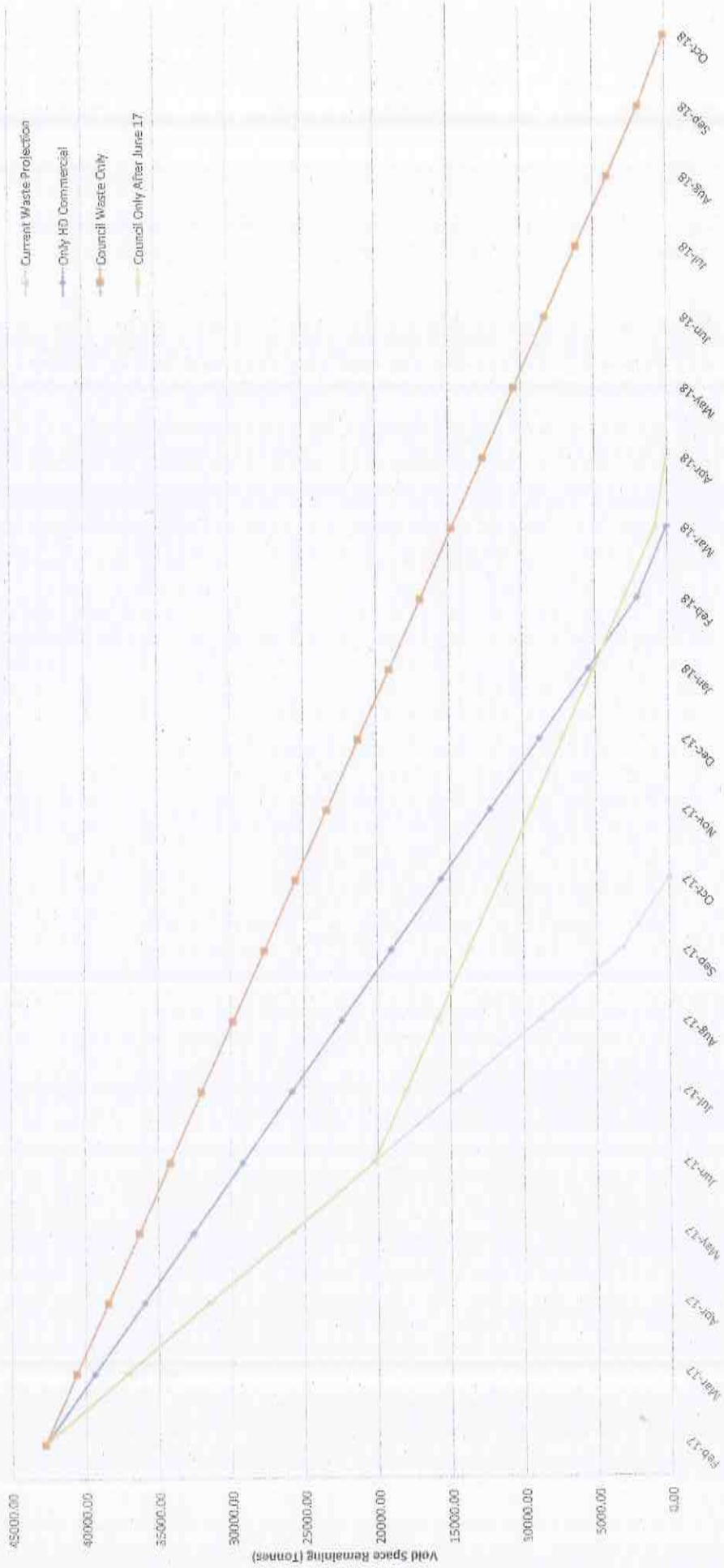
A number of projects are currently ongoing with the sites environmental & engineering consultants, WDR & RT Taggarts. They are:

- I. 4 Year Review – Periodically the NIEA requires that the site reviews its Hydrogeological Risk Assessment, Accident Management Plan, Site Protection & Monitoring Programme, Energy Efficiency Plan, and Site Closure Plan. Work on these reports are ongoing with draft submissions expected shortly. Depending on the outcome of some of these reports changes to the sites monitoring regime or some site infrastructure improvements may be necessary.
- II. Fire Risk Assessment – A Fire Risk Assessment has recently been submitted for Tullyvar and pending approval may require some minor works to the sites fire hydrants to make them more accessible in the event of an emergency and a boom to contain firefighting water run-off may need to be purchased by Mid Ulster District Council for the transfer station.
- III. Phase 3 Capping – Work is due to begin shortly to design the next phase of capping at Tullyvar. Consideration is going to be given to a final cap / temporary cap mix to facilitate improved surface water run-off while also allowing for the mothballing of Cell 4. Designs / Proposals shall be tabled at a future Joint Committee meeting later this year for consideration.

3. CIWM Conference & Exhibition

The Chartered Institute of Wastes Management is holding its annual Conference and Exhibition on the 29th March in the Eikon Exhibition Centre, Sprucefield. The event is free to attend and involves a range of talks on waste management and will have stands from over 60 exhibitors. Approval is requested for the Site Manager and any interested Members to attend.

Chart Illustrating Remaining Void Space (with Projections Till Closure)



TULLYVAR TREASUREERS ADVICE LISTING

09/03/2017

CHEQUE NO	SUPPLIER NAME	£
501	Calvert office equipment	435.54
502	AA Hydraulics	48.00
503	KPMG	1200.00
504	McAlear & Sons	129.33
505	Rea Bros	146.06
506	Road Safety Contracts	3015.50
507	WYG	1192.85
508	Cootes	216.67
509	Cavanagh Kelly	1697.28
510	EPL Hire	120.00
511	Geotechnical Instruments	588.00
512	GMC Graphics	684.00
513	CP Hire	1199.66
514	ISYS	1100.28
515	Nicholl Oils	521.87
516	Mini Mix Concrete	282.02
517	Northstone	302.40
518	FP McCann Ltd	3270.00
519	KDM Hire	1432.32
		<u>17,581.78</u>

TULLYVAR TREASUREERS ADVICE LISTING

13/04/2017

CHEQUE NO	SUPPLIER NAME	£
520	NI School of Falconry	1008.00
521	Renewable Power Systems	2033.41
522	PWT	108.00
523	Cootes	163.30
524	CRL	5148.00
525	MUDC	3300.00
526	NI WATER	1985.20
527	EPL HIRE	251.88
528	Hamilton Contracts	9745.80
529	Mini Mix Concrete	210.00
530	McCann Concrete	170.11
531	FP McCann Ltd	888.00
532	Neil Mullin & Sons	1075.20
533	Brenntag	1832.27
		<u>27,919.17</u>