Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

13 March 2018

Dear Councillor

You are invited to attend a meeting of the Environment Committee to be held in The Chamber, Cookstown at Mid Ulster District Council, Council Offices, COOKSTOWN, BT80 8DT on Tuesday, 13 March 2018 at 19:00 to transact the business noted below.

Yours faithfully

Anthony Tohill
Chief Executive

AGENDA

OPEN BUSINESS

1. Apologies
2. Declarations of Interest
3. Chair's Business

Matters for Decision

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Matters for Information

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

Matters for Decision

25. Maghera Public Realm Scheme - Capital Project
26. Contracts for Landfill Related Services
27. Update Report on Old Burial Grounds

Matters for Information

28. Confidential Minutes of Environment Committee held on Tuesday 13 February 2018
29. Cyclical Fleet Replacement Programme Update
30. Capital Projects Update

Report on	DfI Roads Proposals to Mid Ulster Council – Proposed Traffic Calming, Ferndale, Clogher
Reporting Officer	Andrew Cassells, Director of Environment & Property
Contact Officer	Andrew Cassells, Director of Environment & Property

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

1.0	**Purpose of Report**
1.1	To seek the agreement of Members in relation to proposals from DfI Roads to introduce measures to enhance the safety and development of the transport network with a range of transport proposals.
2.0	**Background**
2.1	DfI Roads are consulting the Council with proposals to introduce measures designed to improve network safety, sustainability and efficiency to encourage safe and sustainable travel.
3.0	**Main Report**
3.1	The following outlines the proposal to be brought to the attention of the Environment Committee: **Proposed Traffic Calming, Ferndale, Clogher** DfI Roads are proposing to introduce traffic calming measures at Ferndale, Clogher. Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: Not applicable Human: Not applicable
4.2	**<u>Equality and Good Relations Implications</u>** Not applicable.

4.3	**<u>Risk Management Implications</u>** The introduction of the aforementioned proposals at this location will assist in the management of road safety issues.
5.0	**Recommendation(s)**
5.1	That the Environment Committee endorses the proposals submitted by DfI Roads.
6.0	**Documents Attached & References**
6.1	**Appendix 1** Letter from DfI Roads dated 26th January 2018; Proposed Traffic Calming Measures, Ferndale, Clogher.
6.2	**Appendix 2** Drawing – Proposed Traffic Calming Measures, Ferndale, Clogher.

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Mr Anthony Tohill
Chief Executive
Mid Ulster Council
Circular Road
Dungannon
Co Tyrone
BT71 6DT

26th January 2018

Dear Mr Tohill

PROPOSED TRAFFIC CALMING FERNDALE, CLOGHER

Following a number of representations regarding vehicle speeds in the above mentioned village, DFI Roads have carried out Traffic Calming Assessment and are now proposing to introduce Traffic Calming measures.

Please find attached a copy of a map which indicates the location of each proposed feature.

The purpose of this letter is to bring these proposals specifically to your attention as someone likely to be affected by these changes. I would appreciate it if you could bring this letter and attached scheme drawings to the attention of the Councils elected representatives for the area and your technical services team for due consideration

If you wish to comment on any of these traffic calming proposals you can do so by writing to Dfl Riads, Network Services Section 2 at the address above or by contacting me on **02882254161**, alternatively you can e-mail me at **brendan.elliott@drdni.gov.uk**

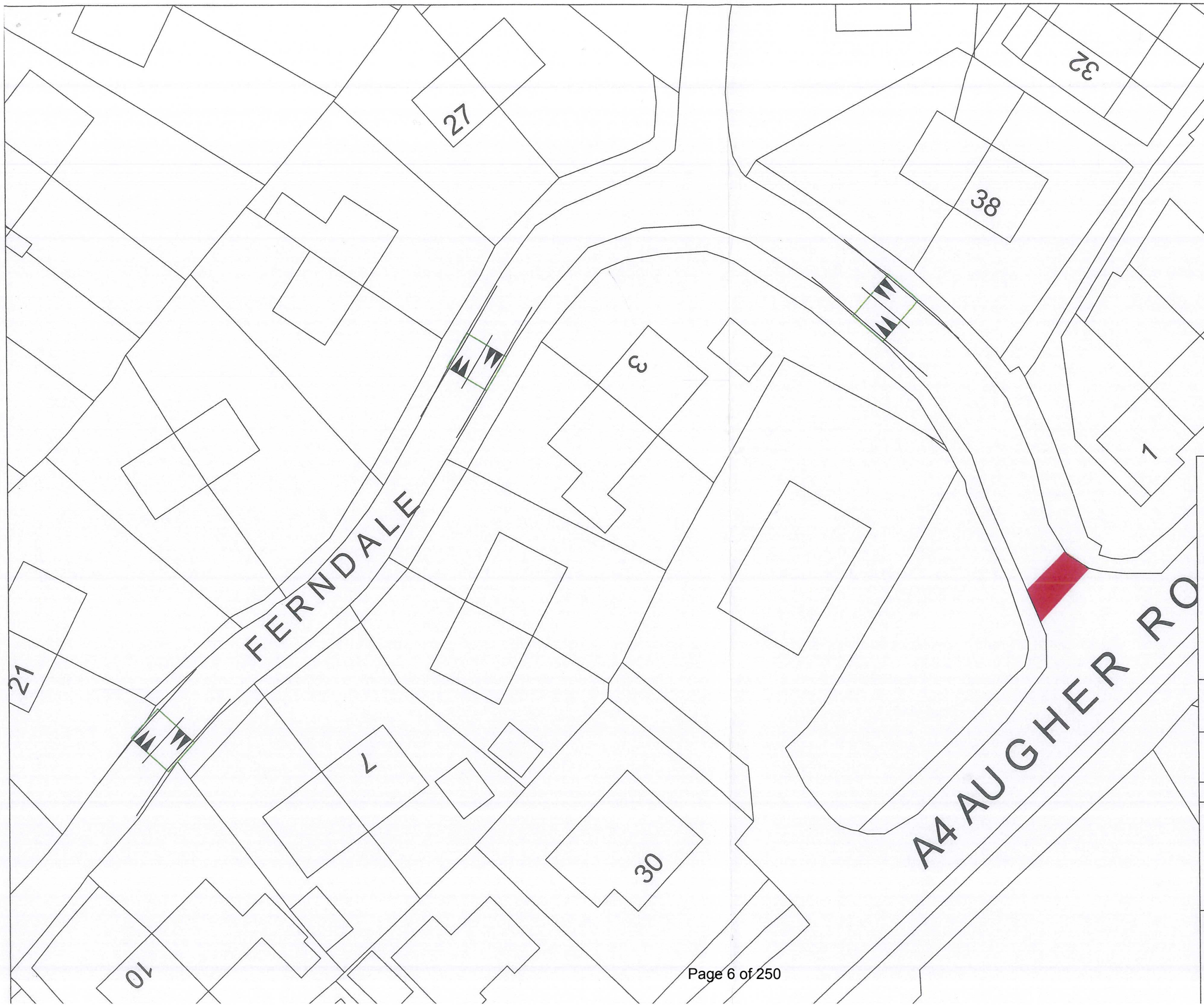
If you have any queries, please do not hesitate to contact me at the above address.

Thanking you for your cooperation on this matter.

Yours sincerely

Brendan Elliott
Network Development 2

Received
1 - FEB 2018
Chief Executive



Key to Proposed Traffic Calming Features

Textureflex Surfacing

Flat Top Road Hump With Tapered Ends

20mph Zone Signage

TITLE

FERNDALE CLOGHER

PROJECT

Proposed Provision of Traffic Calming Measures

DATE: October 2017 **Not to scale**

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O.S. Ref: 19508NE

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Dfl Roads
WESTERN DIVISION

An Agency within the Department for Regional Development
www.dfdni.gov.uk

Report on	Redistribution of Residual Waste Contract Savings
Reporting Officer	Andrew Cassells, Director of Environment & Property
Contact Officer	Andrew Cassells, Director of Environment & Property

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

1.0	**Purpose of Report**
1.1	To seek the approval of Members in relation to the redistribution of some £161,988 in relation to proposed savings made as part of the 2018/2019 Revenue Estimates
2.0	**Background**
2.1	At the Special Council Meeting of 12 February 2018 it was resolved to defer the decision in relation to the savings identified by the Officers relating to the Environment & Property Directorate for 2018/2019 as a consequence of the recently tendered Residual Waste Contract coming in some £161,988 under budget. It was further resolved that the monies should remain within the Environment & Property Directorate.
2.2	At the Environment Committee meeting of 13 February 2018 the Chair requested that the Director of Environment & Property bring forward a report on the proposed use of the £161,988 as a means to offset the proposed cuts in service with particular reference to the proposed closure of Recycling Centres.
3.0	**Main Report**
3.1	As part of the Revenue Estimate budget setting process the Environment & Property Directorate were set a target of saving some £350,000 against identified pressures of some £452,608 in Environmental Services and some £65,160 in Property Services. This £350,000 was in addition to a projected saving of £50,000 in overtime.
3.2	The proposals put forward contained a range of measures including; ➢ Closure of three Recycling Centres ➢ Introduction of a £10 charge for Bulky Household Waste Collection requests ➢ Introducing a £50 per tonne charge for Commercial Green Waste ➢ Realignment and extension of Off Street Car Parking Charges ➢ Reductions associated with the capping of Magheraglass Landfill Site ➢ Refuse Collection Vehicle Fuel savings as a result of the 'mothballing' of Tullyvar Landfill Site from the end of September ➢ Closure of one Automatic Public Toilet ➢ Marginal reduction in Depot costs
3.3	As part of the budget setting process it had been anticipated that the renewal of the Councils Contract for the Treatment of Residual (Black Bin) Waste would add an

additional £199,888 to the existing Residual Waste treatment and disposal costs for 2018/2019 when compared to 2017/2018.

3.4 However, the successful tender, as detailed to Committee on 13 February 2018 actually came in some £161,988 less than anticipated therefore significant reducing the pressure on the Environment & Property Directorate for 2018/2019.

3.5 As a result of the comments made by a range of Members at both the Special Council Meeting of 12 February and the Environment Committee Meeting of 13 February a reduction in the proposed savings is now possible with the following now being proposed;

1. To avert the closure of the following Recycling Centres;
    a. Clogher
    b. Tullyvar
    c. Castledawson
2. To avert the closure of Caledon Automatic Public Toilet
3. To reduce the proposed Bulky uplift from £10/lift to £5/lift (maximum three items) and to further reduce the numbers required from 2,000 to 1,536 to achieve this income target.

The following table illustrates the consequences of applying these measures and demonstrates the reallocation of the £161,988;

Extract from Proposed Savings within Environment & Property	Proposed Saving (£)	Proposed Reduction	Residual Savings
Clogher Recycling Centre	£39,823	-£39,823	£0
Tullyvar Recycling Centre	£38,877	-£38,877	£0
Castledawson Recycling Centre	£37,868	-£37,868	£0
Caledon Automatic Toilet	£30,000	-£30,000	£0
Bulky Uplift Charge	£20,000	-£12,320	£7,680
Totals	**£169,668**	**£161,988**	**£7,680**

Table 1: Proposed Financial Impacts of Savings Reductions

3.6 Members should be aware, as per the detail set out at the Special Council Meeting of 12 February and at earlier Policy & Resources Committee Reports that that in order to deliver on the 2018/2019 Revenue Estimates the following changes in Charges will now apply from 1 April 2018;

1. Introduction of a £50/tonne charge for Commercial Green Waste
2. Introduction of a £5 charge for each bulky household uplift request (maximum of three items)
3. Realignment of the Off Street Car Parking Charges for the Central Car Park in Magherafelt to the standard 40p per hour tariff and £1 for 3 hours in relation to the charged portion of the Car Park.
4. Modification of the 'trial' £1 for 5 hours Off Street Car Parking tariff to £1 for 3 hours and retaining this as a standard tariff in all charged Car Parks.

4.0	Other Considerations
4.1	**Financial & Human Resources Implications** Financial: In net terms there are no financial impacts on the Councils Revenue Estimates for 2018/2019. Under the Agency Agreement with DfI Roads in relation to Off Street Car Parking there will be a modest charge for the modifications required to the Pay & Display Machines for the Tariff Changes. Human: Officer time in implementing proposed charges for Bulky Household Uplifts and Commercial Green Waste.
4.2	**Equality and Good Relations Implications** None at this juncture
4.3	**Risk Management Implications** Failure to implement the proposed savings and/or charges would leave the Council unable to work within its Revenue Estimates.
5.0	**Recommendation(s)**
5.1	Members are asked to approve the realignment of the Environmental Services Revenue Budgets for 2018/2019 in line with the proposal as set out in Table 1 above in relation to the £161,988 budget reduction which will accrue from the Contract for the Treatment of Residual Waste
5.2	Members are asked to note the changes in charges as set out at section 3.6 above.
6.0	**References**
6.1	Special Council Meeting, 12 February 2018: Report by the Director of Finance: Item 7: Estimates of Income & Expenditure for Financial Year 1 April 2018.
6.2	Policy & Resources Committee Meeting: 8 February 2018: Report by the Director of Finance: Item 10: Rates Estimates
6.3	Minutes of the Special Council Meeting of 12 February 2018
6.4	Minutes of the Policy and Resources Committee Meeting of 8 February 2018

Report on	Off Street Car Parking Strategy
Reporting Officer	Andrew Cassells, Director of Environment & Property
Contact Officer	Andrew Cassells, Director of Environment & Property

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

1.0	**Purpose of Report**
1.1	To seek the approval of Members in relation to the implementation of the Strategy and Action Plan for Off Street Car Parking.
2.0	**Background**
2.1	Members are aware that the Off Street Car Parking function transferred from the then DRD to the 11 District Councils on 1 April 2015. Members will be further aware that this transfer of function was cost neutral i.e.; that the anticipated net income from Off Street Car Parking was reduced ('top sliced') from the Councils grant.
2.2	Mid Ulster District Council operates 23 Off Street Car Parks across the towns and villages of the District as follows; ➢ Castledawson – 1 ➢ Clogher - 1 ➢ Coalisland - 2 ➢ Cookstown - 4 ➢ Dungannon - 5 ➢ Fivemiletown - 2 ➢ Maghera - 2 ➢ Magherafelt – 6
2.3	There are 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. Of the above Off Street Car Parks only seven car parks are currently charged; three in Magherafelt and four in Dungannon.
3.0	**Main Report**
3.1	The main objective of the Car Parking Strategy (Option 4) is to facilitate accessibility to the retail core of the three main town centres in Mid Ulster; Dungannon, Magherafelt and Cookstown.
3.2	Reasonable charging is a mechanism to deliver this objective in that it will dis-incentivise long stay and all day parking in the prime locations; i.e. those closest to the retail cores of the three town centres and as a consequence ensure a turnover of spaces for shoppers.

3.3	There is no intention to uplift the current standard tariff of 40p per hour which has been held at his level for the last six years.
3.4	The main areas of contention within Option 4 appear to be the proposed introduction of charges in Cookstown at Burn Road and Union Place; Orritor Street and Loy Street would remain free.
3.5	**Points to note:** ➢ Car Parking in Cookstown is not at capacity; there are enough spaces ➢ Burn Road and Union Place are the closest car parks to William Street and the retail core ➢ Burn Road and Union Place are generally filled with long stay and all day car parkers. ➢ Parking charges would be introduced, in Cookstown, on the basis of Pay on Foot not Pay and Display; this has the advantage of not requiring Traffic Attendants for enforcement on the basis of failure to display a valid parking ticket. ➢ Pay on Foot ensures that users only pay for what they use. ➢ There can be no transfer of tickets with Pay on Foot ➢ Promotional Offers (such as the first two hours free) can be facilitated with Pay on Foot; this is not the case with Pay and Display. ➢ Burn Road is ideally suited to Pay on Foot and will require very little 'civils' work. ➢ Orritor Street and Loy Street can still accommodate long stay and all day parkers at no charge. ➢ Private charged car parking already exists in Cookstown, and Magherafelt ➢ Any additional income can be reinvested back into the Off Street Car Parks budget; this could include for example winter maintenance. ➢ The Net Budgeted Income from Off Street Car parking for 2017/2018 is £188,800.
3.6	**Pay on Foot Installation/Conversion Programme** ➢ Burn Road, Cookstown 2018/19 ➢ Union Place, Cookstown 2018/19 ➢ Central, Magherafelt 2018/19 ➢ Union Road, Magherafelt 2019/20 ➢ Scotch Street, Dungannon 2019/20 ➢ Rainey Street, Magherafelt 2019/20 ➢ Castle Hill, Dungannon Future development
3.7	**Option 4: Proposed changes;** ➢ Burn Road, Cookstown: Introduction of Pay on Foot ➢ Union Place, Cookstown: Introduction of Pay on Foot ➢ Orritor Street: No change ➢ Loy Street: No change ➢ Perry Street, Dungannon; conversion of free spaces to charged spaces but retention of Pay and Display ➢ Scotch Street, Dungannon; Move to Pay on Foot: retention of free spaces

- Castle Hill, Dungannon: No changes planned
- Anne Street East, Dungannon; No changes
- Anne Street West, Dungannon: included in Anne Street development site
- Central, Magherafelt; fully Pay on Foot at the standard tariff level
- Rainey Street, Magherafelt fully Pay on Foot
- Union Road, Magherafelt; reconfiguration to accommodate Pay on Foot, potential loss of some free spaces and an increase in the number of disabled spaces in the remaining Pay & Display section.

3.8

Consultation

Prior to the opening of the Public Consultation presentations were given to each of the three Town centre Forums.

3.9

Consultation Responses

The Public Consultation was open for a 12 week period from 06 October 2017 to 29 December 2017. Every Household in the District was made aware of the Consultation. A Consultation Response Questionnaire was provided online for responses. The Consultation was also publicly advertised and received substantial exposure in the local press.

Public Information Sessions were held as follows:

Cookstown, Burnavon: 27 November 2017
Dungannon, Ranfurly House: 5 December 2017
Magherafelt, Council Offices: 12 December 2017

A separate Information Session was held with the Cookstown Chamber of Trade on 29 November 2107 at the Burnavon following a specific request.
Each of the sessions was led by Aecom and attended by Council Officers.
Two of the sessions (Dungannon & Magherafelt) were dominated by one or two individuals aligned with the campaign for 'Free Parking' within Mid Ulster.

3.10

Campaign for Free Parking Petition

A petition for Free Parking across all Council Off Street Car Parks was received on 14 December 2017 with a covering letter from a Mr Harry Hutchinson purported to be signed by 3,461 individuals from across the District.

3.11

Questionnaire Responses

A total of five questionnaires (6.6 refers) were received (three electronically and two by post); not all of the questions were responded to by all of respondents.

A summary of the responses is provided below;

Question	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree	Total
1	2			1	2	5
2		1	3		1	5
4		1		1	2	4

5		1	2		2	5
6	1	1	1		1	4
7a	2	1		1		4
7b		1		1	2	4
7c	1			1	2	4
7d	1	1			2	4
8a	2	1			1	4
8b	1			1	2	4
8c	1	1			2	4
8d	1	1			2	4
9a	1	1			2	4
9b				1	3	4
9c		1			3	4
9d		1			3	4
10	2	1			1	4
11	1	2		1		4
Totals	16	16	6	8	33	79

Question 3 sought views on a range of attributes; these have been summarised for all of the respondents in the table below:

Criteria	**Importance**
Car Park Layout	5
Parking Space Size	1
Maintained and cleaned	1
Safety including adequate lighting	4
Approach Signage adequate	9
Internal Signage adequate	6
Payment System is easy to use	1
Pay on Foot Operation	7
Cashless parking promoted	7

Three attributes or criteria scored equally in terms of high importance; these were:

Easy to use payment system
Parking Space Size
Well maintained and clean car parks

Safety and Layout were not far behind the top three whilst the remainder of Internal Signage, Pay on Foot Operation and Cashless Parking were not deemed to be as important.

The least important criteria was that of Adequate Approach Signage which is probably not that surprising as all of the responders were probably familiar with the car park locations and were not visitors to the district.

With such a small number of responses, which wouldn't be deemed statistically significant it is difficult to draw many conclusions although the respondents in the main do

3.12	appear to be in two fairly evenly distributed 'camps'; those who agreed and those who disagreed. A representative sample of some of the comments included within the questionnaire responses are given below: "My overview is that parking should be completely free or completely charged through a pay on foot system. Any system should completely do away with the opportunity for abusive and discriminatory behaviour by NSL TAs. They have done untold damage to Magherafelt and Dungannon town Centres for years and Cookstown has benefited commercially from TNI and Mid Ulster Councils decision to continue the discrimination to now. I welcome this consultation but as said before I very much doubt that this council have the guts to impose an equal policy on Cookstown traders. I have no doubt that while the fight to implement some future policy that Magherafelt and Dungannon traders and shoppers will be shouldering the extraction of revenue into council coffers which is what THIS PROPOSAL IS REALLY ALL ABOUT." "Free car Parking is better for business" "The free car parking model is working well for Cookstown and it is a vibrant shopping town" "I would prefer to have a system were town centre car parks are free for 2-3 hours and then charged after that. This will have the effect of encouraging more people into towns to shop. Further out car parks should be free all day."
3.13	"Not enough (spaces) for the disabled." **Summary of Main Issues** On the basis of both the public information sessions and the responses received the following are the main issues: ➢ General acceptance that there is an issue with all day parkers taking up spaces in town centre car parks; however there was no universal view on how this situation could be alleviated ➢ A view, not universally shared, that free car parking will attract shoppers and visitors into town centres and that this was a selling point ➢ A view that the lack of charging in Cookstown was perceived as an inequality for Dungannon and Magherafelt; that charging should be applied equally in all three towns or none
3.14	➢ A misconception that the Council actually "profits" from off street car parking
3.15	The Council had formally approved the Public Consultation on the basis of Option 4 as set out in the Aecom Report and as summarised in the Environment Committee Report of 3 July 2017 (as attached). Following the Public Consultation it is recommended that Option 4 is implemented as detailed at 3.6 above with the following caveats: ➢ That where an off street car park is changed from having no charges to being a charged car park operated under the Pay on Foot model that the first two hours

3.16	are free for an initial period of one year, subject to review. (The £1 for three hours tariff would not operate in Pay on Foot Car Parks during this period) ➢ That the proportion of free to charged spaces within the Council operated Off Street Car Parks in the three main towns is maintained at broadly similar levels for each town. **Parking Usage and Duration Surveys – February 2018** The attached (6.7) Technical Note prepared by Aecom includes information on the three sets of Usage Surveys carried out in September 2016, February 2017 and latterly February 2018 across the Council operated Off Street Car Parks in the three main town centres. Summary of Results: Dungannon ➢ Static Levels of demand on the charged sites and increasing demand for the free sites ➢ Overall demand has increased ➢ Occupancy of the free car parks has increased: now considered to be at capacity ➢ Marginally increase in long stay parking in charged sites ➢ Noticeable increase in long stay parking in free sites ➢ c65% of capacity is taken up ➢ Long stay parking represents two thirds of demand; up 15% ➢ 38% of total spaces used for long stay Cookstown ➢ Generally static levels of demand: 75-80% of capacity ➢ Slight drop in overall demand between Feb 2017 and Feb 2018 ➢ Proportion of long stay increased from 60% to nearly 70% ➢ 47% of total spaces used for long stay Magherafelt ➢ Generally static levels of demand taking up 60% of available capacity ➢ Slight drop in overall demand between Feb 2017 and Feb 2018 ➢ Long stay parking constant at 40-50% of overall demand ➢ 24% of total spaces used for long stay
4.0	**Other Considerations**
4.1	**Financial & Human Resources Implications** Financial: In the first instance it is anticipated that any additional income from the introduction of Pay on Foot as the preferred modus operandii will be used to service the capital cost of the conversion from Pay and Display to Pay on Foot. Members will appreciate that now the Revenue Estimates have been set that this inhibits the ability to reduce the net income from Car Parking without impacting on other services. In fact the Revenue Estimates includes an uplift in the net Car Parking Budget of some £60,000 for 2018/2019. This estimate is based on an additional £20k from aligning the charges at the Central Car Park in Magherafelt, an additional £10k from revamping the £1 for 5 hours tariff to £1 for 3 hours for the Pay & Display and an additional net £30k from the introduction of charges into Cookstown.

	Human: Significant Officer time in the implementation of the Strategy an associated Action Plan
4.2	**Equality and Good Relations Implications** The introduction of Car Parking charges to Cookstown would provide equity across the three main towns in Mid Ulster. Increasing the number of disabled spaces within the Council controlled Off Street Car Parks will assist in meeting the objectives of Development Control Advice Note (DCAN) 11 “Access for All”.
4.3	**Risk Management Implications** The main risks associated with the implementation of the Off Street Car parking Strategy are associated with realising the potential of our Towns and Villages by improving accessibility for residents and visitors. A secondary risk would be whether the Council’s Revenue Budget aspirations will be realised as noted.
5.0	**Recommendation(s)**
5.1	That the Committee recommends to Council that Option 4 as set out in the Mid Ulster Parking Strategy be adopted and that the proposed changes as detailed in 3.7 are progressed in line with the Pay on Foot implementation programme as detailed at 3.8.
5.2	That in line with 5.1 above the Committee recommends to Council that where an Off Street Car Park is changed from having no charges applied to being a charged car park operated under the Pay on Foot model that the first two hours are free for an initial period of one year, subject to review.
5.3	That the Off Street Car Parking Administrative Order is duly amended in line with Recommendation 5.1 and the detail contained within this report and subsequently referred to the Policy and Resources Committee for adoption.
6.0	**Documents Attached & References**
6.1	Mid Ulster Car Parking Strategy and Action Plan; Report by AECOM (attached) Background Reports
6.2	Report to Environment Committee 11 October 2016
6.3	Report to Environment Committee 8 November 2016
6.4	Report to Environment Committee 14 February 2017
6.5	Report to Environment Committee 3 July 2017 (attached)
6.6	Consultation Response Questionnaire (attached)
6.7	Parking Usage and Duration Surveys – February 2018 (attached)

DRAFT

AECOM

Mid Ulster Parking Strategy and Action Plan

Project Number: 60520722

27 April 2017

DRAFT

Quality information

Prepared by	Checked by	Approved by
Peter Morrow Principal Consultant	Tim Robinson Regional Director	Tim Robinson Regional Director

Revision History

Revision	Revision date	Details	Authorized	Name	Position
0	10/04/17	Internal draft	TR	T. Robinson	Regional Director
1	11/04/17	1st draft for client	TR	T. Robinson	Regional Director
2	27/04/17	2nd draft for client	TR	T. Robinson	Regional Director

Distribution List

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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);

- PPS3 – Access, Movement and Parking;
- PPS13 – Transportation and Land-Use;
- Regional Development Strategy (RDS);
- Regional Transport Strategy (RTS);
- Sub-Regional Transport Strategy (SRTP);
- 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, SRTP 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

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

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.

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.

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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Table 1 - Options

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**	• No change for customers to have to deal with • Current arrangement is understood • May be positively received locally	• 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**	• Makes all parking 'fair' across the District • Removes negative perception of enforcement, although some enforcement still required	• 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**	• Perception that it could encourage retail trips which are generally of this duration • Reduce perception of over-zealous enforcement • May encourage overall space turnover	• 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**	• 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	• 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**	• 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	• 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**	• 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	• 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**	• 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	• 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**	• 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	• 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

3.2 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.

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.

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.

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

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.

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

X	For Decision		For Information
Env	Committee		Council

Report on	Off Street Car Parking Strategy
Reporting Officer	Andrew Cassells, Director of Environment & Property
Contact Officer	Andrew Cassells, Director of Environment & Property

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X
	Information relates to an individual	
	Information is likely to reveal identity of an individual	
	Information relates to financial or business affairs of a person (including the council)	
	Information relates to consultations or negotiations, in relation to labour relations matters	
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	Relates to action taken or to be taken in connection with prevention, investigation or possession of crime	

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	The Off Street Car Parking Strategy was developed by following four stages: 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	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 (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: ➢ 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 ➢ 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 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.
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.
3.2	**Assessment of Usage**
3.2.1	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.
3.2.2	Cookstown 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.
3.2.3	Dungannon 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.
3.2.4	Magherafelt 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.
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: ➢ 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	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

	➢ 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.
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	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. 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.
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	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

3.5.3 The following Table sets out the advantages and disadvantages of each of the eight options.

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	➢ No change for customers ➢ Current arrangements understood ➢ May be positively received	➢ 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	➢ Makes all parking 'fair' across the District ➢ Removes negative perception of enforcement, although some enforcement still required	➢ 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
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	➢ Perception that it could encourage retail trips which are generally of this duration ➢ Reduce perception of over-zealous enforcement ➢ May encourage overall space turnover	➢ 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)		
	Implement some charging in Cookstown to make it comparable with current provision in Magherafelt and Dungannon	➢ 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	➢ 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
	Option 5: Charging in all towns (all sites)		
	Make all council car parks charged in all three towns	➢ Ensures a completely consistent provision across the towns in the District ➢ Consistent pricing and enforcement ➢ Provides better management of demand overall within towns	➢ 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

		➢ Provides a revenue stream to reflect usage of all car parks ➢ Could encourage consideration of alternative transport modes in the towns, depending on tariffs	enforcement would be required
	Option 6: All day cheaper than short stay tariffs		
	Make it comparably cheaper to park all day than it is to park short stay	➢ 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	➢ 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
	Option 7: All day more expensive than short stay tariffs		
	Make it comparably cheaper to park for short durations than all day	➢ 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	➢ 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		
	Maintain current arrangement, except introduce some charges to Cookstown. Generally make the most desirable car parks paid, and further out free/cheaper	➢ 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	➢ 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	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.
3.6.2	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.
3.6.3	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.
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: 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
3.8.2	**Car Park Features** 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 ➢ cashless parking is promoted. 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.
3.8.3	**Parking Supply & Demand**

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.
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.

3.8.4 **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.

3.8.5 **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 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).

3.8.6 **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.

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).

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 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).

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.

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.

3.9 **Implementation Timescales**

A draft implementation timescale is detailed in the following table;

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

The above timetable is indicative and clearly dependent on the agreement of Council.

4.0 Other Considerations

4.1 **<u>Financial & Human Resources Implications</u>**

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.

	Human: Considerable Officer time in developing the Strategy.
4.2	**<u>Equality and Good Relations Implications</u>** 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.
4.3	**<u>Risk Management Implications</u>** 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.
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 6.2	Appendix 1: Stage 1 & 2 Baseline Report (Aecom) Appendix 2: Mid Ulster Parking Strategy and Action Plan

Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Draft Off Street Car Park Strategy and Action Plan: Consultation Response Booklet

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.

At present Mid Ulster District Council operates 21 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
- Magherafelt 4 car parks

In 2016 Council commissioned consultants to help develop a ten year Off Street Car Park Strategy and Action Plan for Mid Ulster, a document that sets out how we can provide quality off street parking provision. In developing the Strategy we have engaged with a number of key stakeholders including Transport NI (within DfI), Translink, Cookstown Town Centre Forum, Dungannon Regeneration Partnership, and Magherafelt Town Centre Partnership.

We would now like to have your views on Option 4 of the draft strategy and action plan.

OBJECTIVES

Q1 A set of objectives for the parking strategy have been developed. These primarily consider the Council's economic, social and environmental objectives as follows:

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

To what extent do you agree or disagree with the objectives?

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

Q2 To what extent do you agree or disagree the objectives are achievable?

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

If not, please explain why?

PARKING FEATURES & STANDARDS

Q3 Some car parks perform different functions from others and key features must be considered to ensure car parks are fit for purpose, When thinking about parking, please rank the features below in order of importance to you where 1 is the most important and 9 is least important: (please select all that apply)

	Car park layouts are adequate for vehicles to circulate
	Parking space size is appropriate
	Car parks are regularly maintained and cleaned
	User Safety (e.g. no unobstructed views, adequate lighting)
	Adequate signage on approach to car parks to reduce unnecessary circulation
	Adequate Internal signage
	Payment systems (where applicable) are easy to use
	Operation through 'pay of foot' (i.e. barriers should be implemented where applicable and practically possible
	Cashless parking is promoted

Q4 There are a number of nationally recognised car parking accreditation standards which can be sought to reflect high quality parking provision and user experience (e.g. Park Mark or Disabled Parking Accreditation)

To what extent do you agree or disagree with investment in obtaining recognised car parking accreditation standards in Council's Off Street Car Parks?

☐ Strongly Agree ☐ Agree ☐ Neither ☐ Disagree ☐ Strongly Disagree

Q5 To what extent do you agree or disagree accreditation standards are achievable?

☐ Strongly Agree ☐ Agree ☐ Neither ☐ Disagree ☐ Strongly Disagree

Q6 In addition to seeking Disabled Parking 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.
To what extent do you agree or disagree with proposals to improved park accessibility for users?

☐ Strongly Agree ☐ Agree ☐ Neither ☐ Disagree ☐ Strongly Disagree

If not, please explain why?

OUR APPROACH – MAGHERAFELT TOWN CENTRE

Q7 There are a number of proposals for the Council car parks in Magherafelt Town Centre as follows:

a. King Street – Free parking maintained, subject to current demand, as its located further away from the town centre its better suited to all day parkers. *To what extent do you agree or disagree with the proposal for King Street?*

☐	Strongly Agree	☐	Agree	☐	Neither	☐	Disagree	☐	Strongly Disagree

b. Central – Free parking to be removed and all spaces to become charged due to its proximity to the town centre. The tariffs changed to be consistent with other town centre car park locations, and Pay on foot implemented reducing the need for enforcement.
To what extent do you agree or disagree with the proposal for Central?

☐	Strongly Agree	☐	Agree	☐	Neither	☐	Disagree	☐	Strongly Disagree

c. Union Road – The number of free parking spaces to be reduced to better manage parking turnover and all spaces to become charged due to its proximity to the town centre. The area between Castledawson Road and the bus station should be reallocated as disabled and parent and child spaces, and Pay on foot pilot scheme implemented reducing the need for enforcement.
To what extent do you agree or disagree with the proposal for Union Road?

☐	Strongly Agree	☐	Agree	☐	Neither	☐	Disagree	☐	Strongly Disagree

d. Rainey Street – Reallocate more spaces as disabled and parent and child spaces. Remove pay and display parking as far as practically possible and introduce Pay on foot through a redesigned layout including access/egress with the shopping centre car park to improve the user experience.
To what extent do you agree or disagree with the proposal for Rainey Street?

☐	Strongly Agree	☐	Agree	☐	Neither	☐	Disagree	☐	Strongly Disagree

If you disagree with any part of Q7, please explain why?

OUR APPROACH – COOKSTOWN TOWN CENTRE

Q8 There are a number of proposals for the Council car parks in Cookstown Town Centre as follows:

a. Loy Street – Free parking maintained, subject to current demand, as it is located further away from the town centre it is better suited to all day parkers. *To what extent do you agree or disagree with the proposal for Loy Street?*

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

b. Union Place – Free parking to be removed and all spaces to become charged due to its proximity to the town centre. Pay on foot system to be implemented through a redesigned layout to provide a better user experience.
To what extent do you agree or disagree with the proposal for Union Place?

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

c. Orritor Street – Free parking maintained, subject to current demand, with capacity to accommodate transfer from the adjacent Burn Road.
To what extent do you agree or disagree with the proposal for Orritor Street?

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

d. Burn Road – Free parking to be removed and all spaces to become charged due to its proximity to the town centre. Pay on foot system to be implemented through a redesigned layout, including linkage to Orritor Street car park to provide a better user experience.
To what extent do you agree or disagree with the proposal for Burn Road?

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

If you disagree with any part of Q8, please explain why?

OUR APPROACH – DUNGANNON TOWN CENTRE

Q9 There are a number of proposals for the Council car parks in Dungannon Town Centre as follows:

a. Scotch Street – Free parking maintained, subject to current demand.
To what extent do you agree or disagree with the proposal for Scotch Street?

☐ Strongly Agree	☐ Agree	☐ Neither	☐ Disagree	☐ Strongly Disagree

b. Perry Street – Free parking to be removed and all spaces to become charged due to its proximity to the town centre.
To what extent do you agree or disagree with the proposal for Perry Street?

☐ Strongly Agree	☐ Agree	☐ Neither	☐ Disagree	☐ Strongly Disagree

c. Castle Hill – Charged parking to be retained due to its proximity to the town centre.
To what extent do you agree or disagree with the proposal for Castle Hill?

☐ Strongly Agree	☐ ☐ Agree	☐ Neither	☐ Disagree	☐ Strongly Disagree

d. Ann Street – Charged parking to be retained in Ann Street East, with Ann Street West site to be redeveloped with replacement space to be provided.
To what extent do you agree or disagree with the proposal for Anne Street?

☐ Strongly Agree	☐ Agree	☐ Neither	☐ Disagree	☐ Strongly Disagree

If you disagree with any part of Q9, please explain why?

OUR APPROACH – SMALLER TOWNS AND VILLAGES

There are a further eight Council car parks located in Castledawson, Clogher, Coalisland, Fivemiletown and Maghera. 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 parking provision. It is not recommended at this time that changes to these car parks in terms of time limits or charges are considered, unless there are changes in current demand. Improvements to features and standards will be considered.

Q10 To what extent do you agree or disagree with the proposals for the Smaller towns and Villages?

☐	Strongly Agree	☐	Agree	☐	Neither	☐	Disagree	☐	Strongly Disagree

If not, please explain why?

OTHER STAKEHOLDERS

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, including regular monitoring of parking acts.

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 relation parking and the town centres.

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.

All stakeholder should seek to work collaboratively with the to ensure that the parking offer within each town is appropriate.

Q11 To what extent do you agree or disagree with the proposals for Stakeholders to monitor demand regularly and work collaboratively?

	Strongly Agree		Agree		Neither		Disagree		Strongly Disagree

If not, please explain why?

Thank you for completing the survey.

The closing date for responses is Friday 29 December 2017.

Please return your survey to Arlene McIlwrath, Environment and Property Department, Council Offices, 50 Ballyronan Road, Magherafelt, BT45 6EN, E: arlene.mcilwrath@midulstercouncil.org

Technical Note

Project	Client	Date	Job No.
Mid Ulster Parking Strategy	Mid Ulster District Council	14.02.18	60563245

Author
Claire McComish

Checked
Peter Morrow

Approved
Peter Morrow

Parking Usage and Duration Surveys – February 2018

BACKGROUND

AECOM has been appointed by Mid Ulster District Council to develop an off-street parking strategy and action plan. The work to date has included surveys of usage in the council's car parks. Previous surveys were undertaken in September 2016 and February 2017.

The Council requested AECOM to carry out like-for-like surveys in February 2018 to those that were done in February 2017 at the council's car parks in Magherafelt, Cookstown and Dungannon.

This technical note details the data collected in February 2018 and compares it with the previously collected data.

SURVEY METHODOLOGY

AECOM carried out the surveys on Wednesday 7th February via manual observation. The weather conditions were cold with patches of rain occurring the day. No disruptions were noted within the three town centres and all of the car parks were fully accessible.

Data was collected at each car park twice during the day; first between 10:00 – 12:00 and then between 14:00 – 16:00. On both occasions the surveyors recorded the number of vehicles parked in each site and also recorded partial registration numbers of each vehicle.

The data was then collated into analysis software and the number of parked vehicles was summed. The partial registration numbers were then matched between the morning and afternoon in order to provide an estimate of how many vehicles were noted on both occasions, and therefore to provide an estimation of how many vehicles were parked for a long duration (+4 hours).

RESULTS AND COMPARISON

The results of the surveys for each car park are shown in the following tables for each of the three respective towns.

The tables firstly show the number of vehicles recorded and the resultant occupancy. The tables also show the number of vehicles that were seen in the morning only, the afternoon only, and also matched between the two periods and therefore determined to be long stay.

The final row of the tables shows the estimated proportion of parked vehicles that are long stay in comparison to the totals parked during each of the two periods. So by way of example, if 50 vehicles were seen in both periods and the total parked was 70 in the morning and 80 in the afternoon, the estimated proportion of long stay would be the average of 50/70 (71%) and 50/80 (63%) = 67% overall.

The final tables show the overall results for each the towns as a whole.

DRAFT

DUNGANNON

The results for the seven car parks in Dungannon (Tables 1 and 2) would suggest the following when considering the data collected on three separate occasions:

- Scotch Street South (free) – occupancy between 50-70%, up to 70% of which are long stay parkers.
- Scotch Street North (charged) – occupancy between 10-30%, up to 50% of which are long stay parkers.
- Perry Street East (free) – occupancy between 100-120%, up to 85% of which are long stay parkers.
- Perry Street East (charged) – occupancy between 20-40%, up to 60% of which are long stay parkers.
- Caste Hill (charged) – occupancy between 40-85%, up to 50% of which are long stay parkers.
- Anne Street West (free) – occupancy is currently around double the current formalised provision, up to 70% of which are long stay parkers.
- Anne Street East (charged) – occupancy between 25-30%, up to 85% of which are long stay parkers.

Overall (Table 3), it can be seen that:

- There are generally static levels of demand for the charged sites but increasing demand for the free sites.
- Overall, demand has increased over the period when the surveys have been carried out.
- The occupancy of the free car parks has increased and they are now considered to be operating at capacity (NB: there is currently ample space at Anne St W but this is part of a forthcoming development site), but there is spare capacity in the charged sites.
- The proportion of long stay parking has increased marginally in the charged sites but it has increased noticeably in the free sites.
- Around 65% of the total capacity is taken up throughout the day (NB: Anne Street West provision).
- Overall, long stay parking currently represents two-thirds of demand, which is an increase of around 15% since the first set of surveys were carried out. This represents 38% of the total number of spaces that are used for long stay parking.

Table 1 – Dungannon Occupancy Survey Results – Individual Sites Part 1

Off Street Car Parks	Scotch St South			Scotch St North			Perry St East			Perry St West		
Tariff	Free			Charged			Free			Charged		
No. of Spaces	161			97			56			36		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	111	89	71	14	20	29	68	63	61	15	8	13
AM Occ %	*69%*	*55%*	*44%*	*14%*	*21%*	*30%*	*121%*	*113%*	*109%*	*42%*	*22%*	*36%*
PM Count	114	81	93	7	23	25	66	61	57	6	9	8
PM Occ	*71%*	*50%*	*58%*	*7%*	*24%*	*26%*	*118%*	*109%*	*102%*	*17%*	*25%*	*22%*
Seen AM only	38	46	34	12	8	15	12	12	23	10	6	6
Seen PM only	41	38	56	5	11	11	10	10	19	1	7	11
Long Stay Parkers (no.)	74	43	37	2	12	14	57	51	38	5	2	2
Long Stay Parkers (%)	*66%*	*51%*	*46%*	*21%*	*56%*	*52%*	*85%*	*82%*	*64%*	*58%*	*24%*	*20%*

Source: AECOM site surveys

Table 2 – Dungannon Occupancy Survey Results – Individual Sites Part 2

Off Street Car Parks	Castle Hill			Anne Street West			Anne Street East		
Tariff	Charged			Free			Charged		
No. of Spaces	100			25*			48		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	44	51	85	49	44	65	12	13	15
AM Occ %	*44%*	*51%*	*85%*	*196%*	*176%*	*260%*	*25%*	*27%*	*31%*
PM Count	45	62	40	47	53	61	11	12	14
PM Occ	*45%*	*62%*	*40%*	*188%*	*212%*	*244%*	*23%*	*25%*	*29%*
Seen AM only	26	24	67	16	15	22	10	9	10
Seen PM only	27	35	22	14	24	18	9	8	9
Long Stay Parkers (no.)	18	27	18	34	29	43	10	4	5
Long Stay Parkers (%)	*40%*	*48%*	*33%*	*71%*	*60%*	*68%*	*87%*	*32%*	*35%*

Source: AECOM site surveys. *spaces not lined out

Table 3 – Dungannon Occupancy Survey Results – Overall

Off Street Car Parks	All Charged Sites			All Free Sites			All Sites		
Tariff	Charged			Free			Charged & Free		
No. of Spaces	281			242*			523		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	85	92	142	228	196	197	313	288	339
AM Occ %	*30%*	*33%*	*51%*	*94%*	*81%*	*81%*	*60%*	*55%*	*65%*
PM Count	69	106	87	227	195	211	296	301	298
PM Occ	*25%*	*38%*	*31%*	*94%*	*81%*	*87%*	*57%*	*58%*	*57%*
Seen AM only	58	47	98	66	73	79	124	120	177
Seen PM only	42	61	53	65	72	93	107	133	146
Long Stay Parkers (no.)	35	45	39	165	123	118	200	168	157
Long Stay Parkers (%)	*46%*	*46%*	*36%*	*73%*	*63%*	*58%*	*66%*	*57%*	*49%*

Source: AECOM site surveys. *spaces not lined out at Anne St West.

COOKSTOWN

The results for the four free car parks in Cookstown (Table 4) would suggest the following when considering the data collected on three separate occasions:

- Loy Street – occupancy between 50-75%, up to 60% of which are long stay parkers.
- Union Place – occupancy between 90-100%, up to 75% of which are long stay parkers.
- Orritor Street – occupancy between 30-70%, up to 60% of which are long stay parkers.
- Burn Road – occupancy between 90-100%, up to 75% of which are long stay parkers.
- Two out of the four car parks are effectively full for most of the day; these being Union Place and Burn Road which are located closest geographically to the centre of the town.

Overall (Table 5), it can be seen that:

- There are generally static levels of demand overall, taking up around 70-85% of available capacity.
- There appears to have been a slight drop in overall demand in the car parks between Feb 2017 and Feb 2018, although this is only around 40-60 vehicles and is not considered to be related to the influence of parking as no changes have occurred during this period.
- The proportion of long stay parking has increased from around 60% of overall demand up to nearly 70%. This represents 47% of the total number of spaces that are used for long stay parking.

Table 4 – Cookstown Occupancy Survey Results – Individual Sites

Off Street Car Parks	Loy Street			Union Place			Orritor Street			Burn Road		
Tariff	Free			Free			Free			Free		
No. of Spaces	54			117			129			106		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	29	41	31	120	120	103	43	58	75	93	110	110
AM Occ %	*54%*	*76%*	*57%*	*103%*	*103%*	*88%*	*33%*	*45%*	*58%*	*88%*	*104%*	*104%*
PM Count	29	33	27	117	103	116	43	93	87	90	109	105
PM Occ	*54%*	*61%*	*50%*	*100%*	*88%*	*99%*	*33%*	*72%*	*67%*	*85%*	*103%*	*99%*
Seen AM only	11	23	15	32	53	38	22	30	40	32	30	34
Seen PM only	11	15	11	29	36	51	22	65	52	29	29	29
Long Stay Parkers (no.)	18	18	16	89	67	65	24	28	35	61	80	76
Long Stay Parkers (%)	*62%*	*49%*	*55%*	*75%*	*60%*	*60%*	*56%*	*39%*	*43%*	*67%*	*73%*	*71%*

Source: AECOM site surveys

Table 5 – Cookstown Occupancy Survey Results – Overall

Off Street Car Parks	All Sites		
Tariff	Free		
No. of Spaces	406		
Date	Feb-18	Feb-17	Sep-16
AM Count	285	329	319
AM Occ %	*70%*	*81%*	*79%*
PM Count	279	338	335
PM Occ	*69%*	*83%*	*83%*
Seen AM only	97	136	127
Seen PM only	91	145	143
Long Stay Parkers (no.)	192	193	192
Long Stay Parkers (%)	*68%*	*58%*	*59%*

Source: AECOM site surveys

MAGHERAFELT

The results for the six car parks in Magherafelt (Tables 6 and 7) would suggest the following when considering the data collected on three separate occasions:

- Union Road (free) – occupancy between 70-110%, up to 95% of which are long stay parkers.
- Union Road (charged) – occupancy between 50-105%, up to 40% of which are long stay parkers.
- Rainey Street (charged) – occupancy between 40-55%, up to 30% of which are long stay parkers.
- Central (free) – occupancy between 80-100%, up to 75% of which are long stay parkers.
- Central (charged) – occupancy between 40-95%, up to 80% of which are long stay parkers.
- King Street (free) – occupancy between 40-100%, up to 70% of which are long stay parkers
- Two out of the six car parks are effectively full for most of the day; these being Union Road (free) and Central (free).

Overall (Table 8), it can be seen that:

- There are generally static levels of demand overall, if not slightly declining between Feb 2017 and Feb 2018 overall, taking up around 60% of available capacity.
- There appears to have been a slight drop in overall demand in the car parks between Feb 2017 and Feb 2018, of around 60-120 vehicles, but this is not considered to be related to the influence of parking as no changes have occurred during this period.
- The proportion of long stay parking has stayed fairly constant at around 40-50% of overall demand. This represents 24% of the total number of spaces that are used for long stay parking.

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Table 6 – Magherafelt Occupancy Survey Results – Individual Sites Part 1

Off Street Car Parks	Union Road Free			Union Road Charged			Rainey Street		
Tariff	Free			Charged			Charged		
No. of Spaces	91			101			241		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	97	100	99	80	84	104	100	113	104
AM Occ %	*107%*	*110%*	*109%*	*79%*	*83%*	*103%*	*41%*	*47%*	*43%*
PM Count	74	93	63	53	65	106	95	133	106
PM Occ	*81%*	*102%*	*69%*	*52%*	*64%*	*105%*	*39%*	*55%*	*44%*
Seen AM only	53	32	25	65	56	46	73	83	82
Seen PM only	30	25	19	38	37	29	68	103	84
Long Stay Parkers (no.)	46	68	74	17	28	17	31	30	22
Long Stay Parkers (%)	*55%*	*71%*	*96%*	*27%*	*38%*	*16%*	*32%*	*25%*	*21%*

Source: AECOM site surveys

Table 7 – Magherafelt Occupancy Survey Results – Individual Sites Part 2

Off Street Car Parks	Central Free			Central Charged			King Street		
Tariff	Free			Charged			Free		
No. of Spaces	38			80			42		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	35	37	37	47	77	69	22	37	43
AM Occ %	*92%*	*97%*	*97%*	*59%*	*96%*	*86%*	*52%*	*88%*	*102%*
PM Count	29	32	38	33	73	63	17	32	38
PM Occ	*76%*	*84%*	*100%*	*41%*	*91%*	*79%*	*40%*	*76%*	*90%*
Seen AM only	17	12	10	26	17	32	12	12	15
Seen PM only	11	7	11	12	13	26	7	7	10
Long Stay Parkers (no.)	18	25	27	21	60	37	11	15	28
Long Stay Parkers (%)	*57%*	*73%*	*72%*	*54%*	*80%*	*56%*	*57%*	*44%*	*69%*

Source: AECOM site surveys.

Table 8 – Magherafelt Occupancy Survey Results – Overall

Off Street Car Parks	All Charged Sites			All Free Sites			All Sites		
Tariff	Charged			Free			Charged & Free		
No. of Spaces	422			171			593		
Date	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16	Feb-18	Feb-17	Sep-16
AM Count	227	274	277	154	174	179	381	448	456
AM Occ %	*54%*	*65%*	*66%*	*90%*	*102%*	*105%*	*64%*	*76%*	*77%*
PM Count	181	271	275	120	157	139	301	428	414
PM Occ	*43%*	*64%*	*65%*	*70%*	*92%*	*81%*	*51%*	*72%*	*70%*
Seen AM only	164	156	160	82	56	50	246	212	210
Seen PM only	118	153	139	48	39	40	166	192	179
Long Stay Parkers (no.)	69	118	76	75	108	129	144	226	205
Long Stay Parkers (%)	*34%*	*43%*	*28%*	*56%*	*65%*	*82%*	*43%*	*52%*	*47%*

Source: AECOM site surveys.

OVERALL

In overall terms, there are similar levels of total demand for parking in the council sites when comparing Dungannon and Cookstown, with around 300 vehicles parked in both towns at any one time. In Magherafelt there are slightly more vehicles parked (300-400).

This demand uses up just under 60% of capacity in Dungannon and Magherafelt, but takes up nearly 70% of capacity in Cookstown.

In terms of long stay parking, it is estimated that there are around 200 vehicles parked in both Dungannon and Cookstown for this purpose at any one time, whereas in Magherafelt around 150 vehicles are parking for long stay.

DRAFT

Report on	Grounds Maintenance Awards Submissions 2018/19
Reporting Officer	Terry Scullion Head of Property Services
Contact Officer	Nat Woodside, Grounds & Cemeteries Manager

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

1.0	**Purpose of Report**
1.1	To seek members approval for town and villages nominations to the NIAC Best Kept Awards and Ulster in Bloom 2018.
2.0	**Background**
2.1	The annual awards promote achievement and excellence in Horticulture, Amenity and Environmental Sustainability. They also acknowledge the commitment of Council and local communities towards the improvement and presentation of towns and villages.
2.2	Entry into these awards helps benchmark amenity standards against settlements across Northern Ireland and success is a great boast for local civic pride.
2.3	Last year seen further success for both Castlecaulfield and Donaghmore, and a runner up award for Cookstown. As a result of success in 2017, Castlecaulfield are competing in Ireland's Best Kept Awards and Britain in Bloom later in 2018.
3.0	**Main Report**
3.1	Nominations for the Best Kept Awards and Ulster in Bloom 2018 are proposed as follows under the appropriate category for the five area largest areas based on population size: 1. Dungannon, 2. Cookstown, 3. Magherafelt, 4. Coalisland, and 5. Maghera
3.2	Other nominations for both awards follows previous council nominations, and were local Community input was evident in the 2017 growing season: 1. Tobermore, 2. Castlecaulfield, and 3. Donaghmore
3.3	See appendix 1 for a list of Grounds Maintenance Priority Settlements as per Council's agreed Grounds Maintenance Delivery Standards Outcomes, and appendix 2 for a comparable list of entries submitted in 2017.

4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: Entry to the NIAC Best Kept Awards is covered by an annual affiliation fee of £750 which is included in budget estimates for the 18/19 financial year. There is no fee for entry to Ulster in Bloom. Seasonal planting has also been included in budget estimates for 18/19. Human: Within existing resources, including seasonal staff 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 the report and approve the nominations as detailed to both the Best Kept Awards and Ulster in Bloom 2018.
6.0	**Documents Attached & References**
6.1 6.2	Appendix 1 – Settlement List of Council Grounds Maintenance priorities Appendix 2 – Settlement Entry List for Awards in 2017

Appendix 1 –List of Grounds Maintenance Priority Settlements (as per Grounds Maintenance Delivery Standards Outcomes)

Council will aspire to maintain roadside grass verges (approx. one swathe width) within towns and village 30mph limits where these are within the confines of the public road and with a population greater than 300 people based on Census data, subject to availability of resources.

Council will seek to maintain prominent gateways on aertial routes to and from the five largest towns in the district based on population size (i.e. Dungannon, Coalisland, Cookstown, Magherafelt and Maghera). It will endeavour to prioritise the general grounds maintenance standards and provision in these areas were practically possible.

SETTLEMENT	POPULATION SIZE (Census Data)	Road Classification (aertial route)	Speed Zone in settlement (mph)
DUNGANNON	14332	A	30
COOKSTOWN	11620	A	30
MAGHERAFELT	8819	A/B	30
COALISLAND	5700	A	30
MAGHERA	4217	A	30
BALLYGAWLEY	2592	C	30
CASTLEDAWSON	2292	A	30
MONEYMORE	1897	A	30
DRAPERSTOWN	1772	B	30
MOY	1603	A	30
FIVEMILETOWN	1243	A	30
DONAGHMORE	1122	B	30
BELLAGHY	1115	A	30
AUGHNACLOY	1041	A	30
TOBERMORE	823	A	30
POMEROY	789	B	30
BALLYRONAN	711	B	30
CLOGHER	709	A	30
ARDBOE	687	B	30
KILLYMAN	682	B	40
COAGH	662	B	30
CASTLECAULFIELD	659	C	30
STEWARTSTOWN	650	B	30
GULLADUFF	593	A	30
CLADY	567	A	30
UPPERLANDS	561	B	30
NEWMILLS	556	C	30
MOORTOWN	521	B	30
EGLISH	492	B	40

CALEDON	468	B	30
SWATRAGH	438	A	30
BENBURB	409	B	30
GLENONE	403	A	30
AUGHER	305	A	30

Appendix 2 – Town and Village Awards Submission List 2017
(Best Kept & Ulster in Bloom)

1. Dungannon
2. Cookstown
3. Magherafelt
4. Coalisland
5. Maghera

Other nominations for both awards reflect areas with varying degrees of community input as follows:

1. Coagh
2. Ballyronan
3. Pomeroy
4. Stewartstown
5. Moneymore
6. Tobermore
7. Castlecaulfield
8. Donaghmore
9. Caledon

Report on	Update on Administration of Burials and Cemetery Operations
Reporting Officer	Terry Scullion, Head of Property Services
Contact Officer	Nat Woodside, Grounds & Cemeteries Manager

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

1.0	**Purpose of Report**
1.1	This report is to provide an update to members on the administration of burials and Council's operational cemeteries.
2.0	**Background**
2.1	Members were advised in September 2017 of the ongoing work in the standardisation of the administration of burials in how it's delivered to the public and administered by the Council in its five operational cemeteries.
2.2	This work focused on six main areas as previously agreed by Committee, including the two remaining areas below that are still in progress: A. Consideration and harmonisation of existing bye-laws, and B. Standardisation of on-site cemetery policies and processes.
2.3	It was agreed that a further paper be brought to Committee on the existing by-laws and regulations in place in the Cemeteries. To aid harmonisation of burial arrangements it was agreed to explore options to consider the future burial provision in the cemeteries and burial layouts in more detail, including the continue practice of religious division in any future development of the cemeteries.
3.0	**Main Report**
3.1	*Consideration and harmonisation of existing bye-laws:* Existing rules and regulations for the three predecessor Councils have been reviewed. Many aspects of the rules are common across the operational cemeteries. Legal Services advice has been sought in regard to same and are of the opinion that in the absence of a requirement to have bye laws regulating the management of cemeteries, and with no advantage to the Council in doing so, then it would seem appropriate to progressed same by way of rules/policy for approval by council and apply a district wide approach. Attached in Appendix 1 is a draft example of a district wide approach that would cover the operational cemeteries, which also reflects updated industry practice covering a broad range of Cemetery Operations including:

	• Cemetery Hours of operation, • Fees, • Ownershiop of Graves, • Burial Rights, • How to arrange a burial • Opening a Plot for Interments, • Exhumation • Lawn sections • Responsibilities of the Grave owner • Memorials and Monuments, • Responsibilities of Memorial masons • Site Behaviour and General Rules Any changes would have to be considered in practical and operational terms, and would require consultation with key stakeholders (e.g. Church representatives, Funeral Directors, Memorial Stonemasons, etc) to help inform a common set of rules.
3.2	Standardisation of on-site cemetery policies and processes through Burial Provision Options ***Forthill Cemetery Options (See appendix 2 for layout)*** *Option 1 - Status Quo* At present, the cemetery has distinct sections for catholic and protestant burials with four designated areas. This option would be to keep the status quo and continue burials within the current zoning with new burials taking place within the respectful new catholic and new Protestants sections. New religious based zones will be created as required. *Option 2 - Incremental/Partial* Adopt an incremental or partial approach. Continue to develop the existing new protestant (Zone A &B i.e. 222 no. Plots remaining). When the current catholic (Zone F 41no. available plots) is fully utilised create a new catholic section (Zone G 423 no. available plots) on the map. When all sections are used in zone A, B, F and G create a new area (Zone D with 698 no. available plots) where plots are sold in rotation irrespective of religion. *Option 3 - Integrate* Fully integrated Catholic and Protestant burials and develop a section in the cemetery (Zone D with 698no. available plots) were plots are sold in rotation irrespective of religion once plots A and F are used. *Preferred Option - Option 2* Continue the current practice to ensure adequate short to medium term burial provision is made available in the next 2-3 months and move to an integrated with Zone D once either Zone B and G are used. This would provide provision based on current trends for approx. 8 years before moving to Zone D. ***Cottagequinn Cemetery (See Appendix 3 for layout)*** Option 1 - Status Quo The cemetery has no religious sub-divisions with all burials carried out in rotation. Currently burials are carried out in (Zones A and B). Within the cemetery, there is a

	garden of remembrance for the burial and or scattering of ashes. This option considers retaining the status quo and current burial practises with burials taking place in rotation irrespective of religious belief. Option 2 - Incremental/Partial This option considers changing practises incrementally within the cemetery to a religious based burial procedure and subsequently creating sections in the cemetery based on religion. This option proposes continuing with current practices and completing (Zones A and B) Once these are fully utilised a new religious based (Zone C) will be sub divided into Catholic and Protestant sections. Option 3 - Full implementation This option considers ceasing current practise sub divided Zones B & C into the respectful religious groupings. *Preferred Option - Option 1* Continue with the Status Quo due to manage current and future burial operations. ***Polepatrick Cemetery (See Appendix 4 for layout)*** Option 1 - Status Quo At present, the cemetery has three distinct areas, Protestant, Catholic and Interdenominational. The option is to keep the status quo and continue with the current zoning within the Cemetery - Protestant (Zone A 125 available plots) Catholic (Zone E & F with 328 available plots) and Interdenominational (Zone G with 36 remaining available plots) Option 2 - Incremental The current practice in the cemetery is that a single grave space is left between each single plot purchased in all sections of the cemetery. This option proposes to use this vacant space and when all the plots are utilised open a new integrated section of cemetery (Zone I with approx. 240 plots) and J (with approx. 210 plots) where plots will be sold in rotation irrespective of religion. This option is subject to ground condition Option 3 - Integrate This option propose to develop a new section in the cemetery, (Zone I and J) these plots will be sold in rotation with no religious zoning this will include any burials that are classified Interdenominational *Preferred Option – Option 2* Infill space will be utilised (Approx. 125 plots in Zone A and 328 plots in Zone B) when completed a new zone I and J will be created with approx. 416 plots. Approx timeframe (based on current trends) until fully intergrated approx.7 years
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: Service budget provision includes with pathway development and plinths across the cemetery Human: Staff in the administration burials and management of cemetery operations.

4.2	**<u>Equality and Good Relations Implications</u>** Stakeholder consultation on the proposed Cemetery rules and regulations, and longer term physical development in advance of carrying out an Equality Screening and Rural Impact Assessment.
4.3	**<u>Risk Management Implications</u>** Short to medium term physical developments on cemetery layouts as detailed in the respective preferred options to ensure continuity of service delivery.
5.0	**Recommendation(s)**
5.1	Members are requested to note the content of this report and ask to approve the following recommendations: A. Burial Provision/Future Layouts: Proceed with the preferred options in each cemetery to ensure continued short to medium term burial provision. B. Consultation: Undertake stakeholder consultation on the draft rules and regulations to incorporateinto a policy for Council approval, including consultation on the longer term burial layouts and provision in each cemetery.
6.0	**Documents Attached & References**
6.1	Appendix 1 – Draft Cemeteries Rules and Regulations Booklet
6.2	Appendix 2 – Block plan layout of Forthill Cemetery, Cookstown
6.3	Appendix 3 – Block plan layout of Polepatrick Cemetery, Magherafelt
6.4	Appendix 4 - Block plan layout of Cottagequinn Cemetery, Dungannon

MID ULSTER DISTRICT COUNCIL

CEMETERY MANAGEMENT

RULES & REGULATIONS BOOKLET

Introduction

These rules and regulations concern the general management, regulations and control of all Council Cemetery facilities operated and managed by Mid Ulster District Council. As the burial authority in control of cemeteries, we are bound by the conditions of the Public Health (Ireland) Act 1878 Part III; Burial Grounds Regulations (Northern Ireland) 1992 Part II No. 5; Local Authorities Cemeteries Order 1977 and we have a legal duty under the Health and Safety at Work Order (NI) 1978; and Management of Health and Safety at Work Regulations (NI) 2000 to ensure that our burial grounds are safe places to work and visit.

Cemeteries

Forthill Cemetery
Cemetery Road, Cookstown

Polepatrick Cemetery
Castledawson Road, Magherafelt

Coolhill Cemetery
Killyman Road, Dungannon

Cottagequinn Cemetery
Old Eglish Road, Dungannon

Drumcoo Cemetery
Coalisland Road, Dungannon

Contact Details:

Mid Ulster District Council
Burn Road
Cookstown
Co Tyrone
BT80 8DT
Tel No. 03000 132 132
E-mail: info@midulstercouncil.org

Office Opening Hours

Monday to Friday 9.00am – 5.00 pm (booking is essential). Bank holiday opening hours can be found on the website www.midulstercouncil.org. An out of hour's system is available to Funeral Directors.

Interment Arrival Times

Monday to Sunday: 10.30am to 3.00 pm except public holidays below. Interments are available with the exception of Christmas Day.

Fees and payment

Council will review the scale of charges when it considers it necessary to do so. These can be acquire by contacting Cemetery Officer or view them on our website: www.midulstercouncil.org Residents of Mid Ulster District Council will receive a concession on the full price- non-resident fee. Council will accept payment of fees by cash, cheque, BACS or debit/credit cards

Ownership of Graves

Public Graves

Public graves are only available to the Council's Environmental Health Service, Health and Social Care Trusts and other statutory agencies as required. No monument, headstone, plinth, railings or other structures can be erected on or around these graves.

Graves in Proprietary Ground (privately owned graves)

To purchase a grave, you purchase what is regarded as 'Exclusive Rights of Burial' for a grave space. The general rule is that you can only purchase a grave at the time of bereavement however, special circumstance can be considered if the purchase is linked with a funeral plan. It should be noted that when you purchase the exclusive rights of a burial you only purchase the right to bury.

A person who wishes to purchase the exclusive right of burial in a grave shall take responsibility for the maintenance of the plot, and to conform to all rules and regulations in force or thereafter made by the Council. Upon their death, those rights formally transfer to their beneficiaries unless indicated differently in last will and testament. The grave cannot be opened or burial take place without permission of the owner

The owner has the right to erect headstones or other memorials subject to all conditions being met as per rules and regulations. If the person who owns the exclusive rights of burial dies, it is assumed that they have given permission that they can be buried in that grave.

Only one person will be registered as the owner of exclusive rights of burial. It is permissible to inherit exclusive rights of burial, for example if someone is named as a will beneficiary.

The number of burials that can be accommodated in a grave is dependent on a number of factors including ground conditions. Up to three burials may be possible in a standard plot. Council will only guarantee one interment in any one plot. No refund will be made to any purchaser whose plot has limited capacity owing to the existence of rock, or other obstructions found.

Transfer of Burial Rights

There are three situations where it could be possible to transfer the burial of rights

- If the present registered right of burial older is alive and wishes to transfer right of burial to a specific person they will have to complete a letter of conferment

- If the registered owner is deceased and has left a will bequeathing the burial rights to a specific person, the burial rights will be transferred to that person upon application to the Council and production of the owner has will and grave papers.

- If the registered owner is deceased and has left a will but the will does not state who the exclusive rights of burial should transfer to; or if the deceased registered owner has left no will (dies intestate) the exclusive rights of burial in both cases automatically transfers to the owner's beneficiaries.

In both cases were the owner is deceased, the following is required:

- A completed cemetery Indemnity letter;
- Grave papers;
- If there is more than one relative (next of kin) to whom burial rights could transfer to, the Council will require written consent of a transfer form signed by all parties stating they do not object to the transfer of right of burial to that particular family member.

The Council will not become involved in any disputes regarding allocation of burial rights. This must be resolved between the parties. All transfers are subject to payment of the appropriate fee

How to arrange a Burial

Registering the Death

By law, all deaths occurring in Northern Ireland must be registered with the General Register Office (Northern Ireland). A death which occurs in Northern Ireland can be registered in any of the Registrar's Offices in Northern Ireland. To allow funeral arrangements to be made the death should be registered no later than five days after the date of death unless the death has been referred to the Coroner.

When registering the death a medical certificate of cause of death should be, provide by the Doctor who treated the deceased person within 28 days to their death.

If the deceased person was not seen by, a Doctor with 28 days, or the death was not by natural illness it will be referred to the Coroner. In this case, the Registrar or Funeral Director will provide guidance. Funeral arrangements should not be arranged prior to consent from the Coroner.

Once the death is registered, the Registrar's office will provide along with other documentation, a GRO 21. This allows a burial or cremation to take place. Information on local Registrar's Offices can be found at www.midulstercouncil.org

Obtaining Exclusive Rights of Burial (buying a new grave)

A person wishing to purchase the exclusive right of burial is required to complete a grave application form that can be obtained from Cemetery Officer. A Funeral Director of family member can complete this form on behalf of the applicant; however, it is the responsibility of the purchaser to ensure all information is correct and accurate. .

Grant of Exclusive Rights of Burial (Grave Paper or Deed)

A grant of Exclusive Right of Burial will be sent to the applicant when all required fees have been paid. This process takes between six to eight weeks from burial date. All beneficiaries can arrange to see the register at any reasonable time by contacting Cemetery Officer. Council should be notified or any change of circumstances.

Replacement Grave Papers

A letter must be sent to Council requesting replacement papers. This must be accompanied with proof of identification, such as a Passport or Driving Licence. If the application is on behalf of the grave owner, a letter of indemnity must be completed. All replacement papers are subject to an appropriate fee

Applying to Open a Plot for Interments

A person requiring having an interment made in any grave shall provide the following particulars for registration:-

- Forename and Surname;
- Date of death;
- Sex;
- Age;
- Religion (including no religion);
- Last place of residence; and
- Marital Status or 'the child of'
- Place of death

The information should also include the name and address of the person having the management of the interment (usually a Funeral Director). In the case of proprietary ground, the application shall give the plot number of the plot required to be opened. For new plots, Council will allocate a plot number.

An application for interment accompanied by a Certificate of Registry or Notice of death (GRO21 form) which you will have received when you registered the death at the Registrar's Office, or the statuary order for burial from the Coroner.

Funeral Directors must advise the Cemeteries Officer of the accurate size and width of the Coffin/Casket before the opening of the plot. Only persons authorised by the Council shall be permitted to open or prepare any plot for interment. Two Council Cemetery staff will attend at the graveside at the time of interment.

Testing Graces for Opening

When Council receives an application to open a grave, they will check the Cemetery records to ensure the burial can take place. If cemetery records indicate there may be a problem, Council will invoke the following process:-

- Check all regulations are being met
- Check ground conditions
- Check depth of remaining top cover

If Council is certain that the burial cannot take place, the Cemeteries Officers decision is final. If an existing plot cannot be use, a new plot must be purchased.

Depth & Direction of Plots

The depth of a new grave will be 274cm (nine feet) as long as ground conditions will permit. No coffin shall be laid in any grave nearer to the surface of the ground than 1 metre measured from the upper surface of the last interment. All burials shall be separated from other coffins by a layer of earth not less than 30cm. Each grave space will be 1.20metres by 2.40metres. The number of burials that can be accommodated in a grave space is dependent on a number of factors including ground conditions.

Up to three burials may be possible in a standard plot although Council will only guarantee one interment in any one plot.

No refund will be made to any purchaser whose plot has limited capacity owing to the existence of rock, or other obstructions found.

The request for a particular orientation of your burial will be considered where possible.

Receiving the Burial Order

Once Council has received the application for a burial together with fees, instruction will be issued for the opening of the plot.

On arrival at the Cemetery, Council Staff will check the burial details and direct the Funeral Director to the plot section and number. A supplementary charge may be charged where a funeral arranged to take place within Councils fixed working hours does not arrive on time, leading to Cemetery staff having to work outside Councils fixed working hours to complete the burial.

The Burial of Ashes

The burial of ashes can be arranged directly with Council by a family member, appointed Funeral Director or an appropriate person. For details on cost and fees you can contact our Cemetery Administrator's Office or visit Council website www.midulstercouncil.org

Signing the Register of Burials

Once the burial has taken place, the person managing the burial is legally required to sign the Register of Burials.

Burials resulting from Epidemic

In the event of the District being affected by a pandemic or epidemic of disease, the Council may make special orders regulating the order of interments, and the period of notice required. Council may also make special arrangements for burials to take place outside normal operating hours.

Exhumation

No grave shall be opened, nor shall the remains of an individual be removed from a grave nor transferred from one place of burial to another, not exhumer, except under the conditions specially provided for in law, and except with prior written consent of the Council and upon payment of the prescribed fees.

Requesting an Exhumation

To apply for an exhumation a request must be in writing to the Cemeteries Officer. Council will apply for an application for Exhumation Form from the relevant Government Department. This should be completed by the applicant and forward to the Cemeteries Officer. Head of Property Services will assess the application and make recommendation to the Council's Senior Management Team.

If your application for exhumation is approved by the Council's Senior Management Team the application would be passed to the responsible Government Department. The Department will notify Council and the Director of Public Health, who will in turn will then notify the applicant

If your application is approved, there is six months to arrange the exhumation. If the exhumation is not completed within the six months permission must be re sought. Police Service for Northern Ireland must be informed of a planned exhumation and are required to attend. A member of Council's Environmental Health Team will attend to ensure that dignity and respect is maintained throughout the exhumation process (Burial Grounds (NI) 1992). Council will charge a fee for exhumation. This fee does not include the cost of a new coffin, the removal by a Funeral Director, or the cost of re-burial.

Lawn Sections

Lawn sections at cemeteries across Mid Ulster District Council District are laid in a lawn type system that provides a space at the head of each grave for the placing of a memorial stone and in front of the memorial stone for placing of stones or flowers. The remaining portion of each plot shall be sown or planted with grass, which must be left clear at all times for cutting purposes.

Responsibilities of the Grave Owner

Each purchaser of the right of burial in any plot must ensure that the plot and any memorial is kept in good order and repair, to the satisfaction of the Council.

Should the owner of the plot fail to do so, Council may carry out maintenance and repairs at the expense of the purchaser/grave owner and may refuse to permit the plot to be opened until costs of such repairs or removal have been paid.

When tending the plot, please keep waste to a minimum. Do not allow waste to fall onto any surrounding plots land do not disturb any floral arrangements or monuments belonging to surrounding plot owners. Waste bins are placed around all cemeteries; you should not use these bins for household waste or heavy waste such as soil or turf.

If heavy waste is left behind, either on or nearby a plot, you have been tending, Council may charge the registered owner of the plot for the removal.

All types of fresh wreaths, sprays, bouquets and posies must be cleared within 30 days off being laid, if such items have not been cleared, Council staff will be instructed to remove all such items from the cemetery plots.

You must not place a symbol, flag or emblem on any grave at any time that is likely to disrupt a good and harmonious environment.

Memorials and Monuments

If you wish to erect a memorial (headstone) on your plot, you must apply to the Cemetery Officer for an application form (a memorial mason/sculptor can also do this on your behalf). A copy of the fees can be found on www.midulstercouncil.org

The application must be accompanied with a detailed plan and particulars of the memorial. Each drawing submitted must specify the proposed inscription, materials you wish to use, plot number and the name and address of the proprietor. All memorials/headstones must be made of stone or other non-perishable material such as granite. Temporary hardwood memorials can be erected but only for the first year.

The wording of inscriptions and the use of emblems will be subject to strict conditions in line with our legal duties of equality and the promotion of good relations. Council will not authorise inscriptions that contain sectarian, racist or inappropriate working or imagery. Any inscriptions at a later stage, approval must be sought in advance.

If a memorial/headstone has been erected and the plot owner has not sought permission, Council may remove the memorial and charge the plot owner a fee. If an inscription is made on any memorial without Council granting permission, Council may remove the memorial and charge the plot owner a fee. If Council cannot contact the owner of the plot, the plot will not be opened until all outstanding fees have been made

Responsibilities of the Memorial Mason/Sculptor

The Management, Regulation and Control of Burial Grounds Policy has been formulated for the safe management of Council Cemeteries and memorials. The policy clarifies Mid Ulster District Council's position in all areas of Cemetery and Memorial Management.

Monumental masons/sculptors wishing to work within Council's Cemeteries must carry out all works to the standard of the following: BS8415:2005 – British Register of Accredited Memorial Masons (BRAMM) National Association of Memorial Masons (NAMM). All of the above codes of practice inform monumental masons/sculptors how to achieve the British standing.

Memorial Application & Permit (Masons & Sculptors)

All memorial/headstone applications must contain the following information:

- A detailed plan of the memorial
- The exact dimensions
- The type of material
- The full inscription details
- The applicant's name and address
- The applicant's relationship to the plot owner or deceased person.

Council will consider the application and will informed applicant of any decision. If the application has been approved, all work must be completed within one year from date of approval. Once Council has agreed an application, they will provide a memorial permit to carry out the work notification to the specific memorial. The person carrying out the work must keep the permit with them at all times while working in the Cemetery.

Fees (Masons & Sculptors)

Council charge a fee to erect memorials/headstones this fee must be accompanied with the memorial application. A copy of fees can be obtained from the Cemeteries Officer or www.midulstercouncil.org

Working hours (Masons & Sculptors)

The permitted working hours for erecting memorials are during the following hours: Monday to Friday 9am -3.45pm. Any memorial mason/sculptor working outside the working hours stated will be asked to leave the Cemetery. Any breached of the Terms and Conditions of the Mid Ulster District Council Management Regulations and control of Burial Grounds may result in refusing permission to the contractor to undertake future work

Restrictions and Placement of Memorials (Masons & Sculptors)

All memorials/headstones or other erections must be placed on a solid foundation which is provided at the head of each plot (within lawn sections only). The height of memorials/headstones will be measured from the highest point of the ground within the boundary of the plot, to the top of the memorial. No memorials shall exceed 1.20 metres in height measuring from the uppermost part of the foundation. For determining this height any abject forming part of the headstone e.g. across etc. shall be deemed to form part of the headstone. Memorials placed on a single grave shall not exceed 0.90 metres in width if placed on a double grave shall not exceed 2.00 metres in width. All memorials shall not exceed 0.30 metres in breadth.

When erecting a temporary wooden memorial, it must be made of a hard wood. It should be placed on a solid foundation that is provided at the head of each plot (within lawn sections only) and can be no greater in height than 1.0 metres

Miniature surrounds are not permitted to be placed in front of a memorial in a lawn section and will be removed. Full surrounds are not permitted to be placed around any plot in a lawn section and will be removed. Council may charge a fee for undertaking this work. If the removed surrounds are not claimed within six (6) months, Council will dispose of them. The plot in question will not be opened until all outstanding fees have been paid.

Council will not allow the erection of pillars, railings, fences, plinths, hoops, artificial grass matting, surrounds ropes, flagstones, concrete edging, kerbing, ornaments, flow pots or any other structures that are used to enclose a lawn plot. Council staff will be instructed to remove any of these items as they obstruct our staff from cutting the grass. Council will charge a fee for undertaking this work.

All memorials/headstones must have the section and the number of the plot, along with the masons/sculptors name engraved or marked in clear characters at the base of the memorial/ headstone.

The wording of inscriptions and the use of emblems will be subject to strict conditions in line legal duties of equality and the promotion of good relations. Council will not authorise inscriptions that contain sectarian, racist or inappropriate wording or imagery.

Any monumental mason/sculptor erecting a memorial/headstone or undertaking remedial work must remove all debris after the memorial is put in place. This must be done immediately and no expense to Council

Cemetery Register

Any monumental mason/sculptor wishing to erect a memorial/headstone at Council cemeteries must sign the Cemetery Register if applicable on arrival and show the memorial permit. Any personnel accompanying the mason/sculptor must also sign the Cemetery Register. If it is not possible to sign the Cemetery Register on arrival, please notify the Cemeteries Officer and advice and confirm time of arrival.

All masons/sculptors working within Council cemeteries must wear the suitable Health and Safety PPE including Hi Vis clothing. On completing of the authorised work, personnel must sign out of the cemetery.

Memorial Safety Inspection Programme

Council carry out Memorial Safety Inspections, should a memorial fail an inspection the grave owner will be contacted to rectify and make safe within a reasonable time. Council may then take immediate action should it believe that the memorial carries an immediate risk to the public or its staff. All costs incurred by Council must be met by the grave owner. Failure to meet this cost may result in the plot not being accessed for future burials

Acceptable Behaviour in Cemeteries

Visitors can access the cemeteries from dawn to dusk on any day; vehicular access is only permitted during the cemeteries opening times. All visitors to cemeteries must conduct themselves in a quiet and orderly manner at all times and must adhere by the rule and regulations, failure to do so may result in requesting the person(s) to leave the cemetery and prohibit their return.

A speed limit for any vehicle within Council cemeteries is 10mph. Drivers should take care when passing surrounds and memorials, members of the public and avoid areas where in interment is taking place.

No inebriated or riotous person shall be permitted to enter the grounds of the cemetery. Trespassers shall be liable to prosecution for infringement of these regulations. All children must be accompanied by a responsible adult.

Council does not permit any games or sport within our cemeteries. No person shall be permitted to use a metal detector in any of our cemeteries.

No notices or advertisements are to be posted on any cemetery buildings, walls, fences, memorials or monuments without Council permission.

Council will not permit the discharge of any firearms at a funeral in the cemetery unless authorised by Council.

The selling of flowers, shrubs or plants is prohibited unless authorised by Council.

Dogs are permitted but must be on a lead and under control. It is the owner's responsibility to clean up after their dogs.

GENERAL

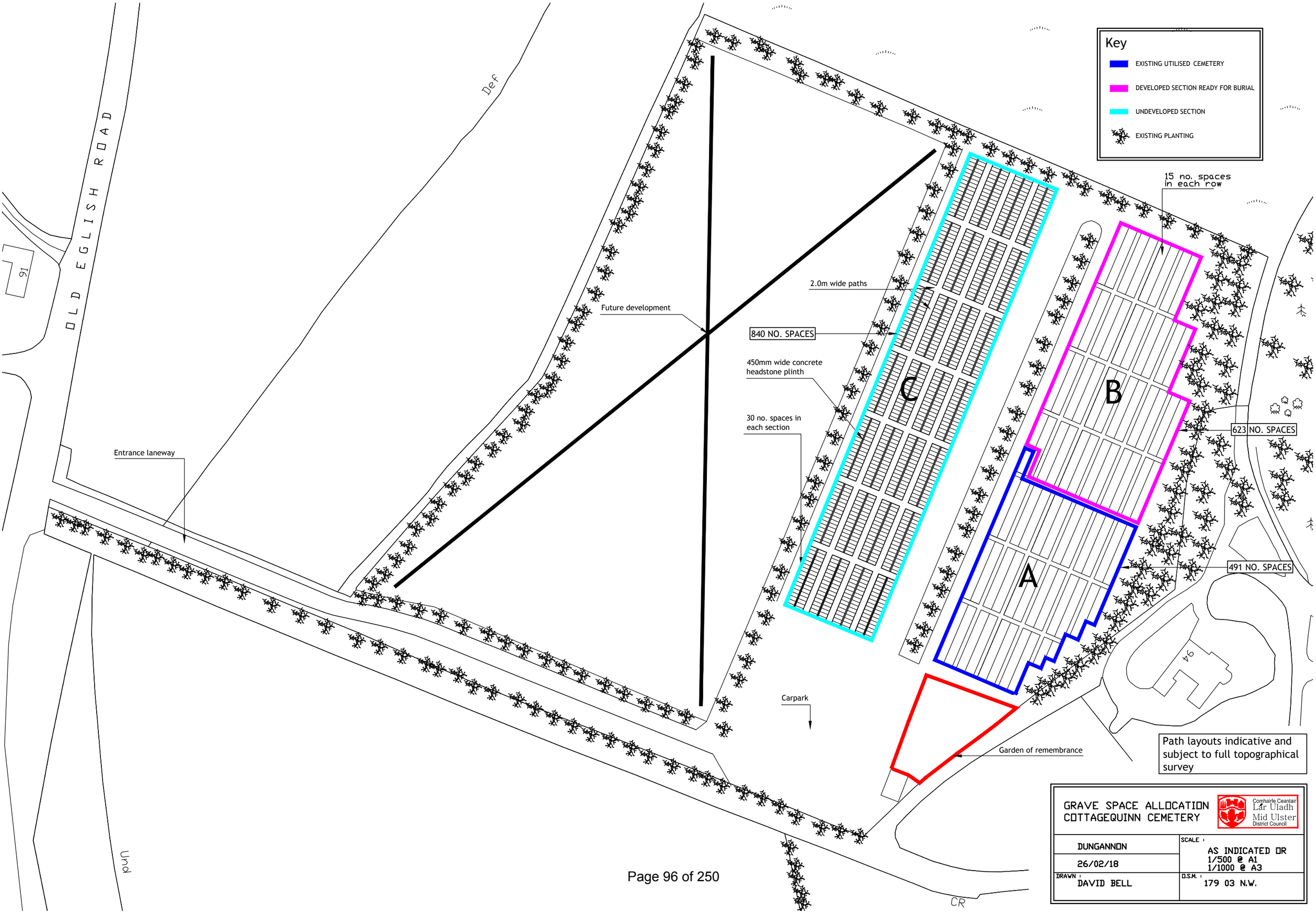
In these Rules "The Council" means the Mid Ulster District Council.

Ministers and Clergymen of the various religious denominations are at liberty to officiate at the graves of persons of their own communion and to perform ceremonies of their respective churches or bodies.

In the normal course of events, only funeral hearses and official funeral cars may enter the Cemetery beyond the car parking area (except for council vehicles and monumental sculptors with prior permission to be in the cemetery). However, in the case of elderly, disabled or infirm visitors, arrangement can be made with the Cemetery Officer or Supervisor to have access with a vehicle beyond the car parking area. In such cases those afforded this facility must only drive vehicles on roads and pathways. **Vehicles must not be driven on grass areas.**

These rules are subject to amendment or alteration from time to time, as the Council shall see fit.

The foregoing Rules shall remain in force, and be binding on the right of burial in the Cemeteries, and all other persons, until same be altered by the Council.


Key
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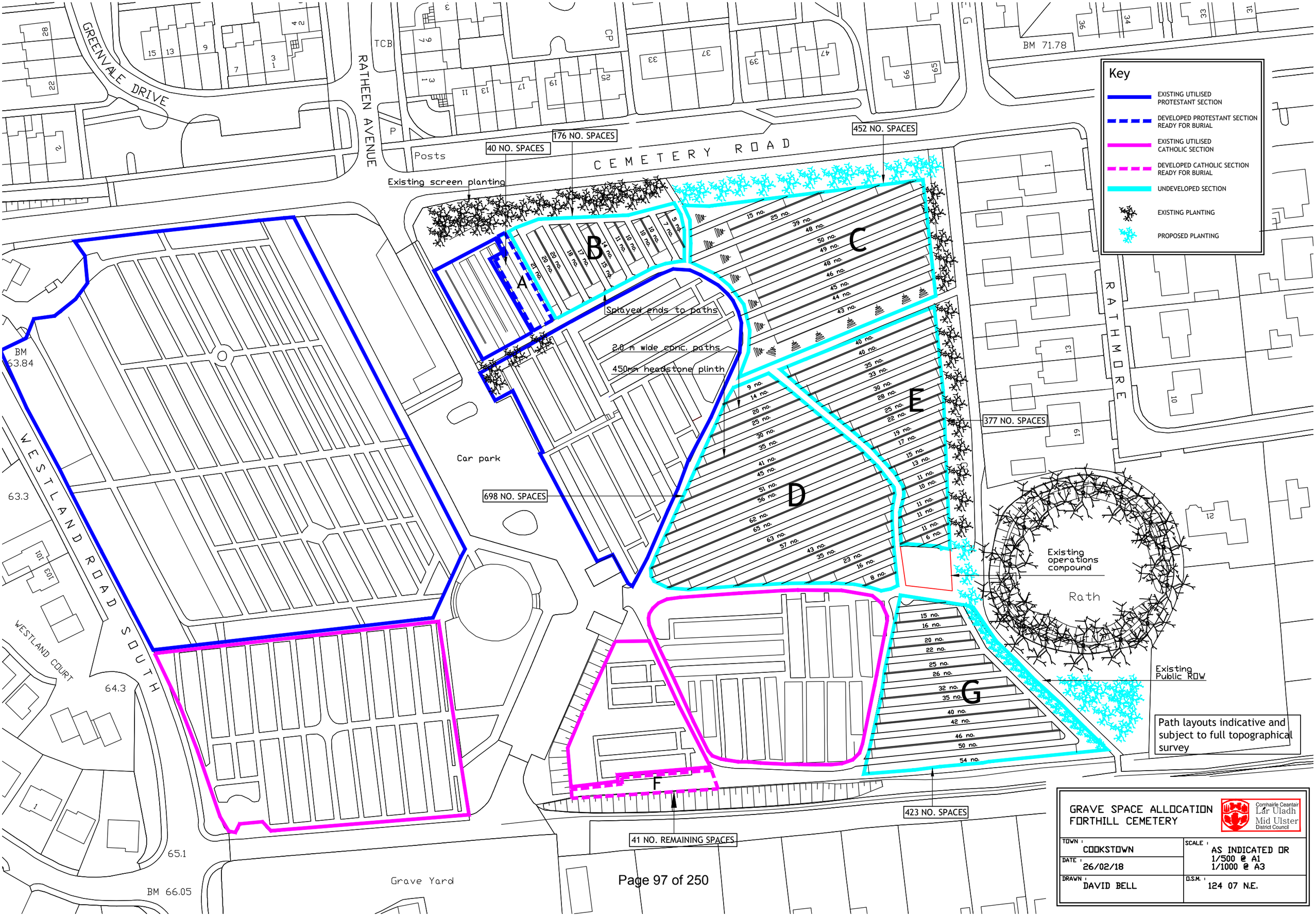
DEVELOPED SECTION READY FOR BURIAL
UNDEVELOPED SECTION
EXISTING PLANTING
OLD ENGLISH ROAD
91
Def
Entrance laneway
Future development
840 NO. SPACES
2.0m wide paths
450mm wide concrete headstone plinth
30 no. spaces in each section
15 no. spaces in each row
C
B
A
623 NO. SPACES
491 NO. SPACES
94
Carpark
Garden of remembrance
Path layouts indicative and subject to full topographical survey
Und
CR
GRAVE SPACE ALLOCATION
COTTAGEQUINN CEMETERY
Comhairle Ceantair Lár Uladh
Mid Ulster District Council
DUNGANNON
26/02/18
SCALE : AS INDICATED OR 1/500 @ A1 1/1000 @ A3
DRAWN : DAVID BELL
O.S.M. : 179 03 N.W.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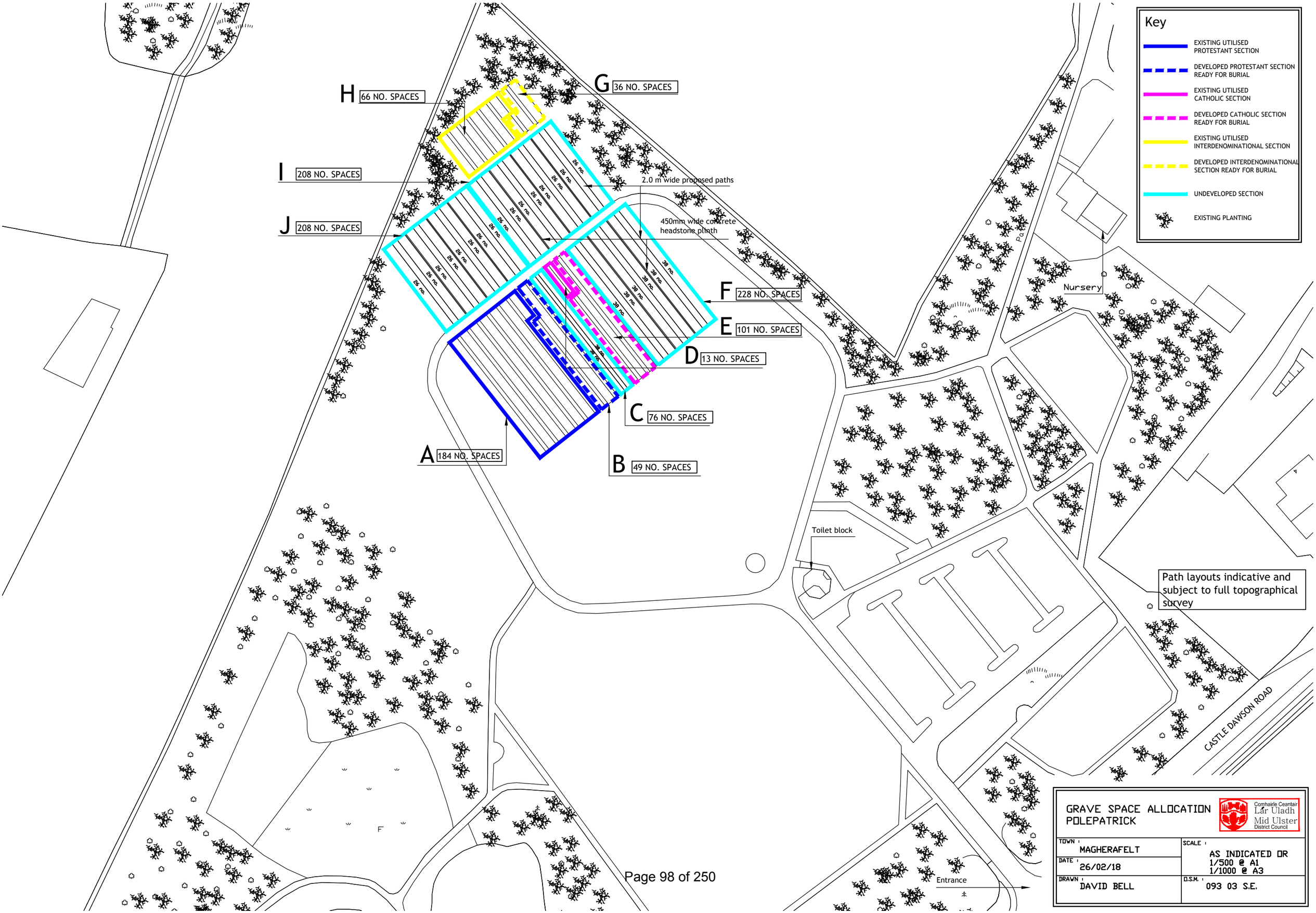
DEVELOPED PROTESTANT SECTION READY FOR BURIAL
EXISTING UTILISED CATHOLIC SECTION
DEVELOPED CATHOLIC SECTION READY FOR BURIAL
UNDEVELOPED SECTION
EXISTING PLANTING
PROPOSED PLANTING
CEMETERY ROAD
RATHEEN AVENUE
GREENVALE DRIVE
WESTLAND ROAD SOUTH
WESTLAND COURT
RATHMORE
40 NO. SPACES
176 NO. SPACES
452 NO. SPACES
377 NO. SPACES
698 NO. SPACES
423 NO. SPACES
41 NO. REMAINING SPACES
Existing screen planting
Splayed ends to paths
2.0 m wide conc. paths
450mm headstone plinth
Car park
Existing operations compound
Rath
Existing Public ROW
Grave Yard
Path layouts indicative and subject to full topographical survey
A
B
C
D
E
F
G
GRAVE SPACE ALLOCATION
FORTHILL CEMETERY
Comhairle Ceantair Lár Uladh
Mid Ulster District Council
TOWN : COOKSTOWN
DATE : 26/02/18
DRAWN : DAVID BELL
SCALE : AS INDICATED OR 1/500 @ A1 1/1000 @ A3
O.S.M. : 124 07 N.E.


Key
EXISTING UTILISED PROTESTANT SECTION
DEVELOPED PROTESTANT SECTION READY FOR BURIAL
EXISTING UTILISED CATHOLIC SECTION
DEVELOPED CATHOLIC SECTION READY FOR BURIAL
EXISTING UTILISED INTERDENOMINATIONAL SECTION
DEVELOPED INTERDENOMINATIONAL SECTION READY FOR BURIAL
UNDEVELOPED SECTION
EXISTING PLANTING
H 66 NO. SPACES
G 36 NO. SPACES
I 208 NO. SPACES
J 208 NO. SPACES
F 228 NO. SPACES
E 101 NO. SPACES
D 13 NO. SPACES
C 76 NO. SPACES
A 184 NO. SPACES
B 49 NO. SPACES
2.0 m wide proposed paths
450mm wide concrete headstone plinth
26 no.
38 no.
Nursery
Toilet block
Path layouts indicative and subject to full topographical survey
CASTLE DAWSON ROAD
Entrance
GRAVE SPACE ALLOCATION
POLEPATRICK
Comhairle Ceantair Lár Uladh
Mid Ulster District Council
TOWN : MAGHERAFELT
DATE : 26/02/18
DRAWN : DAVID BELL
SCALE : AS INDICATED OR 1/500 @ A1 1/1000 @ A3
O.S.M. : 093 03 S.E.

Report on	Dual Language Signage Survey
Reporting Officer	William Wilkinson
Contact Officer	William Wilkinson

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

1.0	**Purpose of Report**
1.1	To advise Members on the result of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage Nameplates requests.
2.0	**Background**
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 - Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English. 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. Members had previously agreed to canvass, by post, all occupiers as listed on the Electoral Register residing on the streets/roads as noted below seeking their views on the request to erect dual-language street nameplates in the Irish Language as requested in each case.
3.0	**Main Report**
3.1	The Building Control Service within the Public Health and Infrastructure Department issued occupiers of the undernoted streets, correspondence seeking their views on the request to erect a dual-language street nameplate on that streets/roads: Completed surveys were received by the return date and the outcome is as follows in each case:
3.2	

Name of Street	Mullanahoe Road, Dungannon
Language Requested	Irish
Date Request Validated	02/11/2017
Survey Request Approved by Environment Committee	04/12/2017
Surveys Issued	26/01/2018
Surveys returned by	23/02/2018
Survey Letters Issued	153
Survey Letters Returned	72
Replies in Favour	64

Replies not in Favour	7
Invalid	1
Valid Returns	71
Percentage of Favour	90%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, then the Members are requested to consider to permit or not permit the erection of the dual language nameplates at Mullanahoe Road, Dungannon.

3.3

Name of Street	Gort Road, Cookstown
Language Requested	Irish
Date Request Validated	27/10/2017
Survey Request Approved by Environment Committee	04/12/2017
Surveys Issued	26/01/2018
Surveys returned by	23/02/2018
Survey Letters Issued	43
Survey Letters Returned	27
Replies in Favour	26
Replies not in Favour	1
Invalid	0
Valid Returns	27
Percentage in Favour	96%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, then the Members are requested to consider to permit or not permit the erection of the dual language nameplates at Gort Road, Cookstown.

3.4

Name of Street	Drumenny Road, Cookstown
Language Requested	Irish
Date Request Validated	27/10/2017
Survey Request Approved by Environment Committee	04/12/2017
Surveys Issued	26/01/2018
Surveys returned by	23/02/2018
Survey Letters Issued	204
Survey Letters Returned	90
Replies in Favour	74
Replies not in Favour	6
Invalid	10
Valid Returns	80
Percentage of Favour	93%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the

	erection of a dual language street nameplate, then the Members are requested to consider to permit or not permit the erection of the dual language nameplates at Drumenny Road, Cookstown.
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	That Members note content of this report and agree the application of Dual Language Nameplates in Irish for: **1. Mullanahoe Road, Dungannon** **2. Gort Road, Cookstown** **3. Drumenny Road, Cookstown**
6.0	**Documents Attached & References**
6.1	Appendix 1 – Street Naming and Dual Language Signage – Section 6.0 : Dual Language Signage Nameplates Policy Appendix 2 – Dual Language Nameplate Translation for each street/road

Comhairle Ceantair Lár Uladh Mid Ulster District Council

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.

Appendix 2

Dual Language Nameplate

	Current Name	Irish Translation
Road	**Mullanahoe Road**	**Bóthar Mhullach na hUamha**
Townland	**Killywoolaghan** **Killygonlan**	**Coill Uí Dhuibhleacháin** **Coill Ó gConalláin**

	Current Name	Irish Translation
Road	**Gort Road**	**Bóthar an Ghoirt**
Townland	**Derrycrin (Eglish)**	**Doire Crainn (Eaglais)**

	Current Name	Irish Translation
Road	**Drumenny Road**	**Bóthar Dhroim Eanaigh**
Townland	**Derrycrin (Eglish)** **Drumenny (Stewart)** **Killygonlan**	**Doire Crainn (Eaglais)** **Droim Eanaigh (Stewart)** **Coill Ó gConalláin**

Report on	**Dual Language Signage Request**
Reporting Officer	**William Wilkinson**
Contact Officer	**William Wilkinson**

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

1.0	**Purpose of Report**
1.1	To advise Members of requests for Dual Language Signage from residents on the streets/roads in question.
2.0	**Background**
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 - Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English. 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.
3.0	**Main Report**
3.1	The Building Control Service within the Public Health and Infrastructure Department have received valid letters signed by occupiers of the street in each case requesting signage to be erected in a second language being "Irish" in each case adjacent to the nameplate in English as follows:- 1. Blackrock Road, Cookstown - (See Appendix 2) 2. Sullenboy Park, Cookstown - (See Appendix 3) 3. Ratheen Avenue, Cookstown - (See Appendix 4) The occupiers signing the requests in each case have been confirmed as residents of their particular street, which has been evidenced by their listing on the current Electoral Register as required in accordance with the Policy as adopted (see 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	That Members note the content of this report and agree to proceed to survey.
6.0	**Documents Attached & References**
6.1	Appendix 1 - Street Naming and Dual Language Signage - Section 6.0 : Dual Language Signage Nameplates Policy Appendix 2 - Letter received from resident of Blackrock Road, Cookstown Appendix 3 - Letter received from resident of Sullenboy Park, Cookstown Appendix 4 - Letter received from resident of Ratheen Avenue, Cookstown

Comhairle Ceantair Lár Uladh Mid Ulster District Council

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.

Appendix 2

Mid Ulster District Cour
13 FEB 20
Building Control Department
(Magherafelt Office)

Bothar na Carraigdhubh
An Corr Chríoche
Co Thír Eoghain
BT80 9PA

Blackrock Road
Cookstown
Co Tyrone
BT80 9PA

Mid Ulster District Council
13 FEB 2018
Building Control Department
(Magherafelt Office)

Willie a chara,

an t-ainm atá orm.
Tá mé i mo chónaí i gCill Dreasa.
Tá mé ag scríobh chugat maidir le comharthaí sráide trí mhéan na Gaeilge
Ba mhaith liom iarratas a chur isteach maidir le seo ar bhothar na Carraige Dubhe i gCill Dreasa.
Ag súil le nós mó a chloisteáil uait maidir le seo.

Is mise le meas

Dear Willie,

My name is . I live at Blackrock Road, Cookstown (in Kilderss)
I am writing with request to change the language on my road to have both Irish + English. Looking forward to hearing back from you on this issue

Many thanks

Appendix 3

Sullenboy Park
Cookstown
BT80 8HP

28-1-2018

Mr W. Wilkinson
Building Control Service
Public Health and Infrastructure Department
Comhairle Ceantair Lar Uladh/ Mid Ulster District Council

Dear Mr Wilkinson,

I would be grateful if you could give consideration to providing bilingual (Irish/English) street signage for the Sullenboy Park area, where I am a resident

Yours Sincerely,

Mid Ulster District Council
2 FEB 2018
Building Control Department
(Magherafelt Office)

Appendix 4

Ratheen Avenue
Cookstown
BT80 8HJ

29-2-2018

Mr W Wilkinson
Building Control Service
Public Health and Infrastructure Department
Comhairle Ceantair Lar Uladh/ Mid Ulster District Council

Dear Mr Wilkinson,

I request that, in accordance with the council's policy on bilingual street signage (Irish-English), Irish language street signage be installed in Ratheen Avenue, where I reside

Yours Sincerely,

Mid Ulster District Council
-7 FEB 2018
Building Control Department
(Magherafelt Office)

Report on	Keep Warm Packs – Update Report
Reporting Officer	Mark Kelso
Contact Officer	Fiona McClements

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

1.0	**Purpose of Report**
1.1	To advise Members of the outcomes from recent audit on the distribution of Keep Warm Packs within Mid Ulster area
2.0	**Background**
2.1	The Public Health Agency fund a number of Keep Warm Packs for the Mid Ulster area, which are distributed through the Environmental Health department. At a recent Environment Committee, an audit was requested into how these had been distributed to date.
3.0	**Main Report**
3.1	Keep Warm Packs in Mid Ulster area are funded through both the Northern PHA (Cookstown and Magherafelt areas) and the Southern PHA (Dungannon and South Tyrone area). The supply and distribution of Keep Warm Packs is a small rapid response scheme designed to help address fuel poverty, no additional resources are provided for the administration of the scheme.
3.2	Although the criteria across the two funders were the same, the distribution methods were left to each of the three legacy councils to ensure that they were reaching qualifying individuals and families. In 2017/18 the PHA agreed a regional approach and procured the packs centrally but it was at Council's discretion on the distribution strategy. The packs continued to be issued using the same process as in the legacy Councils. The audit report outlines how this was carried out within each area. There is an element of subjectivity and judgement in ensuring that packs reach those within the identified criteria but as the audit notes there is no evidence on file to suggest that this has not been the case.
3.3	The audit notes that there was evidence on file to promote the scheme across the District via Council minutes, launch of events, newspaper articles and the Council website. The scheme was publicised on the Council website, which was last updated on 02 December 2016 stating, "MUDC in conjunction with the PHA, will be providing local organisations with KWP to distribute to those most in need in the community to help them stay warm this winter…. For more information, contact Environment Health…"
3.4	There was no documented process requested by PHA funders. It was initially discussed at Council meetings in Magherafelt and Cookstown, and the legacy distribution process that was agreed continued through into Mid Ulster District Council. The Southern Trust did not

	initially require any form filling until 2017/18, the distribution process had been agreed under a SLA with the Southern Group.
3.5	On 14 December 2017, MUDC following concerns raised about the scheme, agreed a distribution strategy of the packs solely via a referral process through the Environmental Health Department. These professional officers should be well placed and work closely with Social Services, GP surgeries, statutory and community organisations to distribute the packs accordingly.
3.6	However, there were 767 packs retained in the Cookstown and Magherafelt offices as at 31 December 2017 and it was reported that very limited stocks were made available in the Dungannon area.
3.7	The recommendations within the report refer to the overall operation of the distribution of the Keep Warm Packs. All recommendations will be acted upon and improvements made as appropriate in line with the regional funding requirements.
3.8	Members played a valuable role in the distribution of these packs previously. In order to maximise the use of these packs it is recommended that there is an allocation of 10 packs made available to each Member for distribution. This will require the criteria to be confirmed via returned documentation to the Environmental Health Department by each Member. If Members do not wish to utilise their quota these can be re allocated through Environmental Health distribution methods.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: Packs funded by the Public Health Agency. Human: N/A
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 note the content of the audit report and the recommendations made therein. Members to have ten packs available per member for distribution within their respective constituencies.
6.0	**Documents Attached & References**
6.1	Appendix 1: Audit report

Appendix 1

Mid Ulster District Council

INVESTIGATION REPORT ON 'KEEP WARM PACKS'

2017/18

February 2018

INTRODUCTION

There are six Health Care Trusts across Northern Ireland with the Southern Trust covering Council areas including Dungannon and the Northern Trust including Magherafelt and Cookstown. The Public Health Agency (PHA) provide a number of health and wellbeing initiatives and the 'Keep Warm Pack' (KWP) scheme was introduced to Councils in 2012 for the distribution of packs to vulnerable people (approx. £7k per Council) to address fuel poverty. The funding is channeled from PHA via the two Trusts for the distribution of the packs, by working in partnership with local Councils, Health and Social Care Trusts, and Community Networks.

The KWP was a rapid response scheme to help those most in need with fuel poverty and it was at Council's discretion on how to distribute the packs based on local needs.

In November 2015 after RPA, PHA Northern Trust awarded £12,500 to MUDC for the three areas (approx. 595 packs) with an additional requirement requesting enhanced monitoring feedback regarding pack distribution. The PHA further advised in 2017/18 that it was important that the packs were distributed to those individuals who are experiencing fuel poverty. Thus, knowledge of the individual or households circumstances or a visit to the household was preferred to ensure packs are going to those most in need and stated that packs should not be distributed at public or group events. The PHA stipulated specific criteria for the KWP distribution:

(1) Be experiencing Fuel Poverty;
(2) NOT have received A 'Keep Warm Pack from a different source AND
(3) Fall into one of the five health categories.

A form was issued by the Northern PHA group in 2012 for each pack recipient requesting a postcode, council name, who distributed the pack and how the recipient met the criteria. The form was not required by the Southern PHA until 2017/18.

BACKGROUND

On 04 December 2017 at the Environment Committee, an internal investigation was requested by Members on the distribution of the KWP.

SCOPE OF THE INVESTIGATION

The scope of the investigation was limited to 2014/15 and 2016/17 and covered the following areas:

- Consistency in relation to the process on distribution of the packs across the three areas;
- Review the monitoring returns to the PHA against the records retained by MUDC;
- Review the policies and procedures in place for managing the KWP;
- Consider the allegations regarding inappropriate distribution of KWP.

INTERNAL AUDIT SUMMARY

The KWP rapid response scheme was introduced in 2012 to address fuel poverty across Northern Ireland which was funded by the PHA and delivered through the Health Trust areas. The scope of the investigation was limited to 2014/15 and 2016/17.

The three legacy Council's and MUDC (owing to its location) connects with two PHA Health Trust areas, who have varied processes in place whilst both striving to address fuel poverty:

- The Northern PHA provided KWP funding to the legacy Cookstown and Magherafelt areas and each Council procured their packs. It was at the Councils discretion on how to distribute the packs and the PHA required monitoring forms for each pack issued.

- The distribution strategy was agreed at Magherafelt Council in October 2011 - the packs would be distributed equally amongst Councillors

who were familiar with their electoral registers and to maintain recipient records which reflected the rationale for the award. There were no records retrieved in the Magherafelt Council in 2014/15 apart from PHA monitoring returns completed by the Director of Environmental Health. Magherafelt Council had outsourced the delivery of the Energy Efficiency programs to Magherafelt Advice Centre but it did not include the distribution of the packs. There were no records found on file to illustrate if each Councillor got packs or whether they were issued on a first come first served basis.

- In Cookstown, the Council launched the scheme and agreed in November 2012 to distribute the packs to a list of partner agencies and to refer any individual requests to the Council officers. In December 2014, the scheme was relaunched and packs were distributed to partner organisations and each Councillor was approved an allocation of up to ten packs for distribution. There were a number of missing forms and the forms were not maintained in an organised manner. It was not possible to reconcile the completed forms to the PHA returns as the PHA forms did not require dates which further weakened the audit trail.

- The Dungannon packs were procured by the PHA Southern Team based on a service level agreement within the Southern Group Councils. The packs were disbursed to the pre-agreed drop off locations e.g. Vineyard Church, St. Vincent de Paul with a small quantity of packs accessible to the Council for distribute accordingly. The Progress Monitoring Returns were completed by the Lead Council. The PHA Southern Team did not require completion of forms until 2017/18.

- In MUDC, the packs continued to be issued using similar processes from the legacy Councils. The scheme was broadly presented to Environment meetings in January 2015 and October 2016 but the distribution and accountability strategy was not clearly discussed at the meetings. There was no MUDC documented procedure / process in place on how the packs were distributed. The October 2016 Environment Committee stated that referrals can be made to the EEA for fuel poverty schemes. However, Councillors continued to distribute the packs in 2017/18 (178 forms distributed by Councillors up to 31 December 2017). The distribution process was not clearly reviewed as it evolved.

The PHA Northern forms requested post codes as a means of recording the target groups which can lead to subjectivity and it was difficult to determine if the applicant was in receipt of previous funding (also the content of packs varied). Moreover, the Southern Trust did not require any form filling for their pack for the same scheme until 2017/18. The PHA forms did not require dates so it was difficult to determine the period they related to.

There was also evidence that the DUP used their promotional flyers to promote the scheme on a leaflet. The DUP were actively involved in distributing the packs based on statistical reports on file e.g. 178 forms completed in 2017. The Council(s) have no control on what third parties / Councillors input into the packs, how they distribute the packs and also have no control on what recipients do with the packs.

The scheme was a small rapid response scheme to the address fuel poverty with limited resources provided for the administration of the scheme. In terms of materiality, it would be perceived as low risk but with minimal guidance from PHA on the distribution strategy it has weakened the audit trail. There is an element of subjectivity and judgement in ensuring the packs meets the needy which can lead to mis-use of funds but there is no concrete evidence on file to support this.

There was some evidence on file to promote the scheme across District via Council minutes, launch of events, newspaper articles and the Council website.

On 14 December 2017, MUDC following concerns raised about the scheme, agreed a distribution strategy of the packs solely via a referral process through the Environment Health Department. These professional officers should be well placed who work closely with social service, GP surgeries, statutory and community organisations to distribute the packs accordingly. However, there were 767 packs retained in the Cookstown and Magherafelt offices as at 31 December 2017 and it was reported that very limited stocks were made available in the Dungannon area. This should be reviewed urgently to allocate packs to deprived people during this cold season across the District.

One of the most difficult aspect of this scheme is determining an appropriate distribution strategy to ensure that the packs reached the target population. The Council should consult with the PHA to provide further guidance on the accountability and distribution of the packs.

DETAILS

The procurement and distribution of the packs varied across the three legacy Council's since commencement in 2012:

1. Cookstown legacy Council

The PHA awarded funding to Cookstown Council in 2012 to procure and distribute the packs according to their predetermined criteria. The contents of the packs varied across the districts (which resulted in price variation per pack). Cookstown Council's launched the scheme on 15 November 2012 and 11 November 2014, was advertised in the local papers and it was reflected in the minutes of Council meetings:

- On 27 November 2012 at Policy, Resources and Services Committee - covered the KWP scheme and provided a distribution list amongst partner agencies to ensure they were distributed to the target group. The minutes stated that Members may wish to note that a number of packs have been allocated for Council distribution. In the event that any member received a request from an eligible household, the Community Support Team will make the necessary arrangements to provide the appropriate assistance. The funders have requested that Council maintains a distribution record for monitoring purposes.

- On 16 December 2014 at Policy, Resources and Services Committee – acknowledged the Council was in receipt of 'slippage' funding from the PHA for KWP. Each Member would have an allocation of up to ten KWP for distribution to vulnerable households, in accordance with the agreed criteria. The distribution of the KWP was formally launched at an event in the Council Offices on Thursday 11th November 2014.

The PHA provided funding for an Energy Efficiency Advisor (EEA) and Cookstown employed an EEA to deliver the PHA programs which included the KWP scheme.

2. Magherafelt legacy Council

The PHA awarded funding to Magherafelt Council in 2012 to procure and distribute the packs. Magherafelt legacy Council outsourced the delivery of all the Energy Efficiency programs to Magherafelt Advice Centre but it did not include the distribution of the KWP (no officer was employed by the Council to deliver the programs or packs). The distribution strategy was discussed at a Council meeting. The packs were procured by Magherafelt Council and the quotations were discussed at a Council meeting. The Director of Environmental Health submitted Progress Monitoring returns to the PHA but there were no individual records / forms retrieved in the Magherafelt offices in 2014/15.

There is evidence to show that the scheme was discussed at Magherafelt Council meetings:

- On 25 October 2011 Council meeting - agreed to purchase KWP and the distribution strategy was discussed at the General Purpose, Finance & Policy Committee. It was agreed to purchase 1,000 packs which equated to 60 packs per Councillor who were very familiar with their electoral registers and that they were thus probably in the best position to know which of the ratepayers would be in the most need with the proviso that a record be kept of who the recipients together with the reason for selecting each of them.

- On 08 November 2011, two quotations were presented to the Council and the successful supplier was selected.

- On 13 November 2012 Council meeting agreed to accept the funding of £7k from PHA towards the KWP scheme.

3. Dungannon legacy Council

The Dungannon packs were procured by the PHA Southern Team based on a service level agreement with the Southern Group. The packs were disbursed to the pre-agreed drop off locations e.g. Vineyard Church, St. Vincent de Paul with a small quantity of packs accessible to the Council for

distribute accordingly and some packs were issued at PCSP events. All partner organisations collected their allocation from the drop off locations. There was no specific Energy Efficiency Advisor employed directly by Dungannon as there was a SLA in place with the Lead Council (ABC) to deliver the programs in conjunction with the Home Accident Prevention Officer which included some aspects of this work. The Progress Monitoring Returns were also completed by the Lead Council. The PHA Southern Team did not require completion of forms until 2017/18.

4. MUDC

Owing to MUDC's geographical location, it still connects with two Heath Trust areas. The PHA support a number of programs including Make a Change, Fuel Stamp Schemes, KWP, Home Safety and Affordable Warmth Safety. These programs where presented at MUDC Council meetings e.g.

- On 14 January 2015 – Environment Committee – Health and Well Being Improvement Strategy for MUDC which referred to the 'distribution of KWP to those living in fuel poverty as identified through PHA criteria' in Appendix 1. It did not specifically state the process for KWP distribution nor reiterate the need to complete forms for monitoring purposes but stated there were varied processes from the PHA Northern and Southern Trusts whilst achieving the same outcomes.

- On 11 October 2016 – Environment Committee – Update to members on PHA funding. The Energy Efficiency Advisor will signpost to other sources of fuel poverty such as keep warm packs. The criterion for fuel poverty support schemes varies. Referrals can be made to the EEA who makes an initial assessment, provide support and determine eligibility. In addition, the EEA organises talks / information stands/ press releases and events throughout the year to raise awareness of fuel poverty and energy efficiency.

The scheme was publicised on the Council website which was last updated on 02 December 2016 stating that MUDC in conjunction with the PHA, will be providing local organisations with KWP to distribute to those most in need in the community to help them stay warm this winter…. For more information, contact Environment Health…

In 2017/18 the PHA agreed a regional approach and procured the packs centrally but it was at Council's discretion on the distribution strategy. The packs continued to be issued using the same process as in the legacy Councils. The PHA Northern Trust packs covered the Dungannon area (email confirming approval on 07 December 2015).

PHA Progress Monitoring Forms

The PHA requested quarterly 'Progress Monitoring Reports' which required financial and qualitative information on all programs funded by the PHA. In 2017/18, the pack were procured centrally by the PHA. The PHA Northern returns on file present the following analysis on KWP during 2014/15 and 2016/17:

Year	KWP Fund £	Actual £	Procure & distribute	Q1-Q4 Issued	Forms	Audit issues
2014/15 MF Ref 24	5,892	7,005	**318**.	**309**	No forms found	No forms retrieved
2014/15 CDC Ref 22	4,830	4,833	**262**.	**378** (c/fwd)	105 forms on file	Missing forms

					(5 incomplete forms).	
2016/17 CDC/ MF Ref 05	6,142	6,073	**292**	**255**	287 forms (Dungannon 1, Cookstown 186 & Magherafelt 100 forms)	5 - blank 5 – no details who issued the pack 1 – no postcode

*Price varied according to pack content.

Statistical analysis on file:

Councillor 2016/ 17	Party	Area	Packs Issued	Forms returned	Review	Per return Qtr1-4
Trevor Wilson	UUP	Not Noted	9	9 returned	The forms could not be specifically identified to each Councillor	
Frances Burton	DUP	Not Noted	10	Not required by SHT area		
Anne Forde	DUP	Magherafelt	171	171		
K Buchanan	DUP	Not Noted	138	138		
Overall issued to Councillors			**328**			**255**

The figures reported in the returns did not fully reconcile with the number of forms retained on file. Internal Audit was informed that unused packs from one period were transferred to the next period but it was impossible to reconcile the transfers owing to incomplete records and forms were not dated.

As at 31 December 2017 there were 335 mixed packs in Magherafelt and 432 packs in Cookstown. They were mostly retained in secured locations but there were a small number of working packs kept in the offices for planned distribution.

OTHER ISSUES

A member of the public phoned MUDC on 30 January 2017 stating that packs were delivered on behalf of either Wilbert or Keith Buchanan to the Sandholes Road and that the distributor referred to other names of people getting the packs in the area. The caller felt that the packs were not targeted at the most vulnerable groups as in her opinion the Sandholes area would not be regarded as experiencing fuel poverty. She also wanted to know how she was picked and who paid for the packs. (In 2017/18, M Buchanan issued 4 packs on the Sandholes Road).

Another phone call to MUDC on 31 January 2017 stating that recipient was grateful for the pack but was not happy that there were election leaflets in the pack. There was insufficient evidence on file to determine if it was the same complainant as on 30 January 2017.

PCSP held an 'Information and Awareness Event' at Newmills in November 2017 where a number of Council Officers attended the event. Cllr. Reid raised concerns regarding the DUP's use of their promotional flyers to advise that that the packs were available from their office.

Following a review of the forms retained on file, the top recurring postcodes were as follows:

Year	Postcode	No	Details
14/15 (total forms 105)	BT80 8NL	10	Limekin Lane Cookstown, Womens Shelter by Womens Aid
	BT80 8DN	6	Burn Road Cookstown by Royal British Legion
	BT80 8DU	4	Burnbrae Crescent Cookstown by Cookstown District Disability Forum
16/17 (total forms 287)	BT80 8NL	10	Limekin Lane, Womens Refuge Cookstown by Womens Aid
	BT80 8DU	6	Burnbrae Crescent by Cookstown District Disability Forum
	BT80 8NU	6	Molesworth Road, Shelter by Womens Aid
	BT80 9NG	6	Craigmount, Cookstown by Orritor Cult. Dev. Group

Following a review of forms returned by Councillors only in 2017/18 (in total 178 forms up to 31 December 2017), the top recurring postcodes were as follows:

Mar17-Dec 17	Postcode	No	Details
17/18 (out of 178 forms)	BT80 9BB	10	Tullyard Rd Cookstown by K Buchanan MLA
	BT46 5QW	8	Killygullib Rd, Maghera by Church St Community Group
	BT46 5QQ	7	Swatragh Magherafelt by Cllr A Forde
	BT80 9BY	6	Hillside Cookstown by K Buchanan MLA

A breakdown of forms completed by Councillors between 01 March 2017 and 31 December 2017:

Distributor (Mar-Dec17)	No of Packs
Cllr W. Buchanan	19
Cllr A. Forde	63
K. Buchanan MLA	96
Total	**178**

AUDIT WEAKNESSES

- PHA process (Northern Trust):
  - One of the criterion set by the PHA is to ensure that the recipient did not get other packs but there is no way of verifying this as the PHA forms did not require contact details apart from a postcode. Moreover, the packs changed content from period to period and across the District.
  - Another criterion set was to determine if the recipient was experiencing fuel poverty but upon review of a selection of forms, there was no evidence on file to validate this on any of the forms completed.
- PHA process (Southern Trust):
  - The PHA Southern Trust fund did not request forms until 2017/18 even though it was the same initiative across NI.
- PHA Forms:
  - Missing forms – there were no forms that could be retrieved from the Magherafelt office in 2014/15 and there were 273 unaccounted forms in Cookstown in 2014/15.

- A small number of returned forms were incomplete – missing information e.g. postcodes, who distributed the packs.
- All forms were not dated so it was difficult to determine what period they related to (dates were not requested on the PHA form)
- The forms were not maintained in an organised manner so it was difficult to reconcile records to the PHA returns.
- Most forms do not state if experiencing fuel poverty and if other funding provided.

- Process
  - There was no documented process requested by PHA funders. It was initially discussed at Council meetings in Magherafelt and Cookstown, and the distribution process was agreed but it was not clearly reviewed as it evolved. The Southern Trust did not initially require any form filling until 2017/18 and the distribution process was agreed under a SLA with the Southern Group.

  - The distribution process was not formally documented by MUDC for ease of accountability and future referencing. It was discussed generally at meetings but the accountability and distribution process was not clearly agreed as it evolved.

- MUDC Records / Returns
  - Returns were completed but the figures in the returns could not be reconciled to the forms retained on file.
  - No reconciliation kept on file between receipt, issuing and transferring of packs from one period to another – no formal stock system in place for the packs.
  - There was no central record found on file as to who got what packs and a large amount of missing forms which weakened the audit trail.

MANAGEMENT ACTION PLAN

Audit Recommendation	Status (Accept / Not Accept)	Management Comments	Responsible office:	Implement by:
1. Council should consult with the PHA to provide further guidance on the accountability and distribution of the packs.	Accept	EH Service will liaise with PHA on revised guidance and distribution arrangements .	HOS / PEHO	31/3/18
2. Present the agreed distribution strategy to Council after consultation with the SMT.	Accept	Proposed arrangements discussed at SMT	Director	31/3/18
3. Agree the distribution strategy of the packs remaining in storage urgently to allocate packs to the deprived people during this cold season.	Accept	Revised arrangements discussed at March Environment Committee .	Director / HOS	31/3/18
4. Reiterate the importance of achieving the objectives of the scheme to the Council and to ensure adherence to the Code of Conduct for Councillors whilst performing Council duties to the Public. Any activities channelled through the Council should not be used or perceived to be used for any political gain.	Accept	Revised arrangements discussed at March Environment Committee .	Director / HOS	31/3/18
5. Document the agreed accountability and distribution strategy.	Accept	Revised arrangements will be fully documented following meeting of Environment Committee .	HOS / PEHO	31/3/18
6. Ensure there is a transparent audit trail retained on file between packs received, issued and reported to the PHA.	Accept	Transparent and documented audit trail put in place for all packs distributed .	HOS / PEHO	1/12/17
7. All records should be retained in an organised manner for ease of future	Accept		HOS / PEHO	1/12/17

retrieval and supports the achievement of the objectives of the scheme.		Comprehensive and documented record management system put in place for all transactions.		
8. Establish a stock control system for the packs.	Accept	As for Item 7.	HOS / PEHO	1/12/17

Report on	Mid Ulster Bonfires – Draft Procedures
Reporting Officer	Mark Kelso - Director Public Health & Infrastructure
Contact Officer	Mark Kelso - Director Public Health & Infrastructure

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 Bonfire Working Group and consideration of Draft Procedures arising from the selection of Draft Options at last month's meeting of Committee.
2.0	**Background**
2.1	The Working Group have considered a range of issues pertaining to local bonfire events held throughout the year and met with representatives from the various statutory agencies. Following discussion, it was agreed that Draft Guidelines be developed to assist local communities celebrate their cultural events safely.
2.2	**<u>Special Meeting August 2017</u>** Following discussions at the Environment Committee meeting in August 2017 (Minute reference SE001/17), it was resolved: That it be recommended to the Council that approval be given to: 1) Members continuing on their work with the Bonfire Working Group and wait until the findings of the Flags and Emblems Committee being made known before inviting other agencies i.e. PSNI, Fire Service and NIEA to becoming involved. 2) Engagement with local communities who wish to host bonfires and those who don't wish to host bonfires on Council land to ensure adherence to Good Practice with Council and other Statutory Agencies to promote public safety at bonfires. 3) Officers to prepare an Options Paper for the introduction of an application and licencing process, which should meet certain criteria for building bonfires, with this being done through the Bonfire Working Group and then brought back to Committee for consideration. 4) Illegal bonfires being put on the Risk Register and being brought back to Committee.
2.3	**Event Management Procedures** At the February meeting of Committee, members were updated on the Councils proforma's for Event Management.

For the purpose of Council's guidance an 'Event' is defined as, 'a planned and organised occasion taking place on an outdoor Council facility, outside the normal day to day business of the Council service, attracting members of the public or invited guests to the event'.

Council's Event Safety Guidance requires outside bodies to complete a proforma in order to gain access to Council property. This process requires the organisers to demonstrate the following:

- Details of an Event Organiser and event management
- Safeguarding Policies of children and adults at risk of harm (when applicable)
- Public Liability Insurance

Outside of this general policy context, Mid Ulster Council is not insured to have bonfires on its property. Unregulated bonfires can carry a risk of serious injury being caused to someone, either during the building process or when the bonfires are lit if they are not appropriately managed and controlled.

3.0 Main Report

3.1 The Environment Committee at last month's meeting requested that the remit of the Bonfire Working Group be extended to include Good Relations within its Terms of Reference in the promotion of safer bonfires.

The key objectives of the Working Group as amended are as shown below :

- Review the current position regarding bonfires set up on Council property.
- Explore the options for reducing negative environmental impacts around bonfires in conjunction with other statutory bodies.
- Propose mechanisms for promotion of Bonfire Safety and sustainable bonfires /celebration events going forward.
- Give consideration to Good Relations in these matters.

3.2 Following consideration of the Draft Options Paper at last month's meeting members agreed to progress Options 2, 3 and 4 with a focus on Option 3 and 4 in addressing the primary issues over the immediate short term.

Members also agreed that an Inter-Agency Bonfire Management Group be established which is linked with the Policing and Community Safety Partnership to assist with practical implementation.

Options

3.3 The Committee identified a combination of the three options listed for progression with a focus on Option 3 and 4 in addressing the primary issues over the immediate short term.

Option No.	Option Title
2.	Examine Current NIHE Procedures with a View to Emulating
3.	Address Key Areas Where Risk has been Identified

4.	Develop a Strategic Action Plan (2 – 5 years)

Following consideration the Bonfire Working Group reviewed a programme of Draft Actions under each of the three Options.

The Draft Actions associated with each of the Options are as detailed in the accompanying Draft Procedural Arrangements document included at Appendix 1.

Members are reminded that the Committee prioritised Options 3 and 4 when these issues were considered at last month's meeting.

As previously referenced, the absence of a clear statutory framework for bonfire management means public bodies are left to apply best practice in a pragmatic manner with support from other statutory agencies as necessary. Council in this instance has statutory responsibilities to protect public safety while ensuring the health and safety of its staff and workers. Experience would indicate that local communities must be engaged as early as practicable to avoid potential disengagement and encourage the application of good practice going forward.

The Working Group have reviewed the Draft Procedural Arrangements and confirmed that specific guidance and direction is now required for both staff and local residents to ensure safe and positive celebratory bonfire events over the forthcoming months.

Members are asked to review the Draft Procedural Arrangements and provide direction for staff and local residents in the identification of the actions they wish to see taken forward.

4.0 Other Considerations

4.1 <u>Financial & Human Resources Implications</u>

Financial: As identified

Human: As identified

4.2 <u>Equality and Good Relations Implications</u>

As identified

4.3 <u>Risk Management Implications</u>

As identified

5.0 Recommendation(s)

5.1 That Members consider the Draft Procedural Arrangements for promotion of bonfire safety and confirm the Actions they wish to see implemented in this regard.

6.0 Documents Attached & References

6.1	Appendix 1 – Draft Procedural Arrangements - Bonfire Working Group Paper

Appendix 1

Bonfire Working Group

Draft Procedural Arrangements

February 2018

The Environment Committee has recommended the following options are developed in relation to the development of procedural arrangements for bonfires held on Council owned land:

- Option 2: Review and emulate Current NIHE Procedures or Similar
- Option 3: Address Key Areas Where Risk has been identified
- Option 4: Strategic Action Plan (2 - 5years)

Details of each option are set out below:

Option 2: Review and emulate Current NIHE Procedures or Similar

This option involves adopting programmes similar to those put in place by NIHE. This could include a bonfire management programme, a beacon project, funding for events provided by constituted group who meet Council's health and safety requirements for bonfire events.

Option 3: Address the Key Areas Where Risk has been identified

This option involves providing specific focus for bonfire events in the District that are identified as having the highest levels of risk and are therefore most likely to cause damage to property and potentially damage good relations within the host community. Based on the information in Section 2 these sites will include: Killymerron (Dungannon), Killymoon (Cookstown).

Option 4: Strategic Action Plan (2 - 5years)

This option involves developing and adopting a long-term strategy in relation to how bonfire events can be safely facilitated in the District over the next 2-5 years. This will include the production of an application procedure for use of Council facilities and open spaces for cultural celebrations while also providing alternative events and types of cultural expression.

The focus of Council going forward will be on Options 3 and 4.

The following draft actions and commitments have been developed in order to put these into practice:

Draft Actions and Commitments for Option 2: Review and emulate Current NIHE Procedures or Similar

	Action	Council Commitment
1.	Council will develop a Bonfire Management Programme which sets out the minimum requirements for a safe, well managed bonfire event	Proposed bonfires on Council land would only be considered feasible when the event organiser(s) demonstrates that the event /site will be managed safely and conditions relating to collection/type of materials to be burned, public safety, emblems/ flags, Good Relations etc. are achieved. Acting outside of this scope would make it impossible for a bonfire/event to be held on Council land.
2.	Council will support communities to engage re bonfire safety	Encourage communities to deliver programmes that challenge antisocial behaviour, provide youth engagement opportunities and deliver diversionary programmes linking PCSP and other agencies.
3.	Council will promote bonfire event safely	Council will endeavour to promote bonfire safety and the guidance as provided by NIFRS and all statutory partners.
4.	Council will identify and engage with those who wish to hold a bonfire event on Council lands and their communities to ensure that bonfires are safe and present limited risk	Prepare an application procedure for use of Council facilities and open spaces which will be subject to Event Management protocols and Safety Guidelines. Provide advice, guidance and good practice for residents and communities who wish to celebrate safely.

Draft Actions and Commitments for Option 3: Address the Key Areas Where Risk has been identified

	Action	Council Commitment
1.	Council will implement the proposed Bonfire Management Programme in key areas of risk	A proposed Bonfire event on Council land would only be considered when the event organiser demonstrates that the event /site will be managed safely and conditions relating to collection/type of materials to be burned, public safety, emblems/flags will be achieved in accordance with Event Management and Good Relations guidelines. Council will take such steps as deemed necessary to regulate the use of its property.
2.	Council officers will continue to participate within established groups working on bonfires across the Council area	Council will consult with statutory agencies, community/voluntary groups and the wider population in relation to the development of a long term strategic action plan.
3.	Council will develop protocols to ensure that if material is collected for a bonfire, no toxic or hazardous material is stored or placed at the bonfire location and will take action to remove it if found present	Council will take proactive steps together with statutory partners to remove unauthorised waste materials from council land. This will be taken forward in partnership with PSNI / NIEA to ensure the appropriate handling and disposal of environmental waste, including tyres, in order to prevent them being placed on bonfires.
4.	Council will remove unauthorised materials and when doing so will adhere to the relevant Health and Safety protocols	In event that bonfires are proposed on Council land and local communities /residents are not in support of a bonfire taking place and/or the organiser(s) are not adhering to safety/environmental requirements, the Council will take proactive steps to prevent environmental and property damage. Council will undertake a Health and Safety risk assessment with regard to the removal of materials to ensure the protection of staff, contractors and the general public.
5.	Council will liaise with the PSNI and local community representatives to ensure that communities can move freely without obstruction or fear	Council will work closely with statutory and community partners to combat antisocial behaviour and any potential for intimidatory behaviour taking place.

Draft Actions and Commitments for Option 4: Strategic Action Plan (2 - 5years)

	Action	Council Commitment
1.	Council will develop an Event Safety and Management Action Plan	Provide advice in the development of Event Safety and Management Action Plans that will provide guidance and good practice for residents and communities celebrating safely without any problems of nuisance or dangerous behaviour and in accordance with Good Relations guidance.
2.	Council will promote how to organise and run a bonfire event safely	Support communities in the positive celebration of their cultural heritage through managed events to ensure that these events do not compromise the health, safety and well-being of the community, businesses and residents.
3.	Council will implement an educational programme to raise awareness of bonfires, including the burning of hazardous materials, impact on health, air pollution and environmental damage	Promote educational interventions to demonstrate the social and environmental impacts associated with bonfires and highlight the benefits and advantages of a more inclusive alternative celebration in support of Good Relations.
4.	Council will develop protocols and guidance to ensure that only appropriate materials are burnt	Prevent tyres from being placed on bonfires. Put in place enforcement protocol with PSNI / NIEA to ensure the appropriate handling and disposal of waste tyres and to prevent them being placed on bonfires.
5.	Council will support communities to identify issues/needs particular to their area and develop potential projects	Council will work with community / youth groups and other stakeholders to develop and deliver awareness projects or diversionary projects in relation to ASB, through the PCSP and statutory partners.
6.	Council will encourage communities to promote cultural celebrations and alternative type events	Support communities in the positive celebration of their cultural heritage through managed events e.g. fun days, beacons that are open and inclusive.

Minutes of Meeting of Environment Committee of Mid Ulster District Council held on Tuesday 13 February 2018 in Council Offices, Ballyronan Road, Magherafelt

Members Present	Councillor McGinley, Chair Councillors Buchanan, Burton, Cuthbertson, Gillespie, Glasgow, Kearney, McFlynn, B McGuigan, S McGuigan, McNamee, Mulligan, M Quinn, Reid, Totten
Officers in Attendance	Mr Cassells, Director of Environment and Property Mr Kelso, Director of Public Health and Infrastructure Mr Lowry, Head of Technical Services Mr McAdoo, Head of Environmental Services Mrs McClements, Head of Environmental Health Mr Scullion, Head of Property Services Mr Wilkinson, Head of Building Control Miss Thompson, Committee Services Officer
Others in Attendance	**Agenda Item 4 – Aware NI** Ms McCrossan and Ms O'Kane

The meeting commenced at 7.01 pm

E031/18 Apologies

Councillor O'Neill.

E032/18 Declarations of Interest

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

E033/18 Chair's Business

The Chair, Councillor McGinley referred to the recent meeting Special Council meeting held in relation to rate setting in which potential savings of £161k were identified. The Chair requested that a report be brought back to committee in relation to these savings and options for its use, stating that the monies should stay within the Environment and Property Directorate.

Councillor Burton asked that a business case be provided on the proposed cuts to public toilet and civic amenity site provision and a rationale provided as to how sites were identified.

The Director of Public Health and Infrastructure advised that Councillor Burton's request was a matter for the P&R Committee and agreed to reference the request to officers which this related to.

Councillor Glasgow referred to letter received from Orritor Presbyterian Church in relation to naming of road along the front of the Church and advised that the road name currently displayed is Church Road. The Councillor advised that the name used by the people of the area for this road is Meetinghouse Road and that this has been the case for almost 200 years since Orritor Presbyterian Church was planted in 1824. Councillor Glasgow stated that the Church were making a request that the name of the road be changed from Church Road to Meetinghouse Road.

Councillor Glasgow advised that there were no other residential dwellings along this road which gave rise to a unique set of circumstances, he felt that the policy should be looked at again in relation to this request.

The Director of Public Health and Infrastructure stated that the issues raised by Councillor Glasgow would be considered and a report brought back to committee on the matter.

E034/18 Aware NI

The Chair, Councillor McGinley welcomed Ms McCrossan and Ms O'Kane to the meeting and invited them to make their presentation.

Ms McCrossan provided some background information on Aware NI stating that it is the depression charity for Northern Ireland. Aware NI have two offices and an established network of support groups across the country including Magherafelt. These support groups welcome those who suffer from depression along with their family members and/or carers.

Aware NI deliver a number of health and wellbeing programmes to communities, schools and workplaces and attend community events to provide information about their services.

Ms McCrossan also referred to the fundraising events held to raise funds for Aware NI and highlighted that currently the Northern Health Trust does not provide any financial support to Aware NI. Ms McCrossan asked for Council to support the activities of Aware NI.

Ms McCrossan stated that 1 in 4 adults suffer from a mental health illness and that this figure drops to 1 in 3 in the 8-12 year old age range. Ms McCrossan advised that a programme for 16-24 year olds would be starting in Omagh in May.

In response to Councillor B McGuigan's question Ms McCrossan advised that Aware NI have visited all schools in the Magherafelt area.

Councillor B McGuigan referred to the difficulty in getting young people into a room to discuss their problems.

Ms McCrossan stated that this can be an issue and highlighted the programme for 16-24 year olds commencing in May. Ms McCrossan stated that if all the people in the room are of a similar age then discussion tends to be more open.

Ms O'Kane stated that part of the problem was the stigma surrounding mental health and referred to the need to educate people.

Councillor McFlynn stated she had not been aware of the organisation until tonight and was disappointed that the Northern Health Trust provided no funding and hoped this would change in the future. The Councillor stated that Ms McCrossan and Ms O'Kane were clearly very passionate about mental health issues and wished Aware NI well in the future.

Councillor Burton stated she would support what had been said stating that anyone who has or has had depression can feel vulnerable. The Councillor asked if Aware NI work in rural areas and referred to Post Natal Depression and asked if the charity also work with groups dealing with that type of depression.

Ms McCrossan advised that Aware NI also work across the Southern and Western Health Board areas and work with other mental health groups. Ms McCrossan stated that Aware NI deliver progammes and attend events held in rural areas.

Ms O'Kane stated that Aware NI was in its early infancy in the Mid Ulster area and that the purpose of the presentation tonight was to raise awareness. Ms O'Kane advised that Aware NI would be happy to accommodate programmes across the district and highlighted that these programmes are provided free.

The Chair, Councillor McGinley thanked the representatives for their presentation following which they left the meeting at 7.25 pm.

In response to Councillor Kearney's comments the Chair advised that the Northern Trust are invited on an annual basis to meet with Council. A meeting took place with representatives of the Trust in November.

Councillor Reid stated that the presentation had been very interesting and that the work of Aware NI would be beneficial for those suffering from mental health and a support for their families. Councillor Reid stated that often in cases of mental health the support does not come from Health Trusts but rather organisations such as Aware NI.

Matters for Decision

E035/18 Dfl Roads Proposals to Mid Ulster Council – Proposed Part Time 20mph Speed Limit – Ballyronan Road and Oaklea Road, Magherafelt

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed part time 20mph speed limit at Ballyronan Road and Oaklea Road, Magherafelt.

Councillor Gillespie welcomed the proposal put forward stating that this reduced speed limit should be in place outside all schools.

Councillor McFlynn also welcomed the proposal on what is a busy stretch of road.

Proposed by Councillor Gillespie
Seconded by Councillor McFlynn and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed part time 20mph speed limit at Ballyronan Road and Oaklea Road, Magherafelt.

E036/18 Dfl Roads Proposals to Mid Ulster Council – Proposed Provision of a One Way System – Drumglass Way, Dungannon

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed provision of a one way system at Drumglass Way, Dungannon.

Proposed by Councillor S McGuigan
Seconded by Councillor McNamee and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed provision of a one way system at Drumglass Way, Dungannon.

Councillor Reid referred to placing of double yellow lines on Smith Street in Moneymore and that this was causing some annoyance to residents and business owners in the area.

Councillor McFlynn advised she had recently attended a community meeting in which this matter had been discussed and that those attending were content with the proposal for double yellow lines.

The Chair, Councillor McGinley advised that the comments could be noted but that Members should lobby Transport NI in relation to the matter.

E037/18 Dfi Roads Proposals to Mid Ulster Council – Proposed Revocation of One Way System – Ranaghan Road, Dungannon

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed revocation of a one way system at Ranaghan Road, Dungannon.

Proposed by Councillor S McGuigan
Seconded by Councillor McNamee and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed revocation of a one way system at Ranaghan Road, Dungannon.

E038/18 Mixed Dry Recycling (Blue Bin) Scheme Communications and Funding

The Head of Environmental Services presented previously circulated report which provided update on mixed dry recycling (blue bin) scheme communications and to seek approval for expenditure of funding on mixed dry recycling (blue bin) focused communications.

Councillor McNamee asked why the Irish Language was not being included in the "Your Guide to Recycling" publication.

The Head of Environmental Services stated that the advice from STEP was that the seven languages listed were the most popular spoken as an alternative to English but that the guide could also be translated to Irish if it was the wish of the Committee.

Councillor McNamee proposed that the "Your Guide to Recycling" also be translated to Irish.

Councillor S McGuigan seconded Councillor McNamee's proposal.

Councillor Cuthbertson felt that the advice provided to the officer was correct and that the most popular languages were being targeted. Councillor Cuthbertson asked what the extra cost and benefit would be of including an Irish Language translation to the publication.

The Director of Environment and Property advised that the publication was being produced to deal with particular issues, he stated that Council has an Irish Language Policy and that the matter of publications could be dealt with through that.

Councillor Cuthbertson questioned how many other languages were used within the District and were being missed out in this publication.

The Head of Environmental Services referred again to the advice from STEP on what the most popular languages used in the District were.

Councillor McNamee did not feel in inclusion of the Irish Language to the publication should add to its cost.

Councillor Burton did not feel that leaflets were the best way of communicating the recycling message and felt that greater emphasis should be put into attending events and engaging with the public on recycling matters.

The Chair, Councillor McGinley stated that the translated guide was an attempt to target those who do not use their blue bin correctly.

Councillor B McGuigan stated that some education on what goes into the three bins was still required.

Councillor Burton felt that at this stage most people should be aware of what goes in each bin and asked if there was a way of checking who was not using bins correctly.

The Head of Environmental Services advised that some in some areas where languages other than English are spoken collection loads have been rejected due to contamination. The purpose of the guide is to target those areas.

Councillor McFlynn stated that some people felt that the brown bin was too large and enquired if a smaller bin was available.

The Head of Environmental Services advised that a smaller brown bin was available.

Resolved That it be recommended to Council to –

- Endorse the expenditure of £10,383 funding on mixed dry recycling (blue bin) scheme related communications as set out in report.
- Include an Irish Language translation in the "Your Guide to Recycling" publication.

E039/18 Procurement Framework for Testing, Inspection, Repair and Supply of Fire Extinguishing Installations and Equipment

The Head of Property Services presented previously circulated report which sought approval for Council to avail of fire safety products and services from an established public procurement framework (ESPO).

Proposed by Councillor Gillespie
Seconded by Councillor S McGuigan and

Resolved That it be recommended to Council to use the ESPO Framework for Testing, Inspection, Repair and Supply of Fire Extinguishing Equipment.

E040/18 Grounds Maintenance – Seasonal Planting Display requests

The Head of Property Services presented previously circulated report which considered requests for seasonal planting displays.

The Chair, Councillor McGinley reminded Members that Council did mark the request of the Rotary Club and stated that he thought a policy was to be brought forward on seasonal planting requests at that time. The Chair suggested that Council support the requests made and enter into discussions with Transport NI. A policy on such requests should also be brought forward for consideration.

In response to Councillor Cuthbertson's question the Head of Property Services advised that the Rotary Club provided the livery for the tarpaulin but was unsure if any payment came from Rotary Club for provision of tarpaulin and its installation.

Councillor Reid stated there were a few grey areas in relation to these type of requests but felt it was good for Council to be able to support them. Councillor Reid proposed that Council tentatively agree to the requests received and incur costs in relation to same with further discussion to take place with Transport NI. Council to also bring forward policy in relation to seasonal planting requests with no further requests being accepted until such a policy is in place.

Councillor Glasgow also referred to vandalism of floral displays and felt that a policy would help to set out responsibility in relation to same.

Councillor S McGuigan seconded Councillor Reid's proposal.

Resolved That it be recommended to Council –

- To tentatively agree to the requests made by The Girls Brigade (NI) and Tobermore Boys Brigade for seasonal planting displays to mark their respective anniversaries. Council to incur costs for these requests and discuss arrangements with Transport NI.
- That no further requests are accepted in relation to seasonal planting until a Council policy is in place.

E041/18 Maintenance Activities on Roundabouts and Carriageways within the District

The Head of Property Services presented previously circulated report which advised of the Health and Safety issues relating to the provision of grounds maintenance and other Council services frequently undertaken on dual carriageways, rural and trunk roads (including roundabouts) in the Council area. The report put forward recommendations to ensure compliance with these requirements for staff and contractors.

Councillor Cuthbertson stated he couldn't recall Tamnamore Roundabout being removed from the Grounds Maintenance Delivery Outcome Standards but felt that as it was a gateway to Mid Ulster the decision needed to be reconsidered.

The Head of Property Services advised that Tamnamore was below the threshold for where maintenance would take place.

The Chair, Councillor McGinley suggested that a report be brought back to committee in relation to including Tamnamore Roundabout to the Grounds Maintenance Delivery Outcome Standards.

Proposed by Councillor B McGuigan
Seconded by Councillor S McGuigan and

Resolved That it be recommended to Council –

- To continue maintaining the areas detailed in the report to the same standard as the 17/18 season through a third party contractor to

manage safety compliance at an approximate cost of £6,772, subject to a cost saving in another area.

- To bring report back to committee regarding including Tamnamore Roundabout to Council's Grounds Maintenance Delivery Outcome Standards.
- To approve to enter into discussions with Transport NI to more fully consider maintenance responsibilities associated with the installation of the Public Art Gateway feature at Castledawson roundabout.

E042/18 Off Street Car Park Winter Maintenance

The Head of Property Services presented previously circulated report which considered treatment of Off Street Car Parks in Mid Ulster District following heavy snowfall or prolonged freezing.

Councillor Reid left the meeting at 8.10 pm during presentation of the above report.

Councillor McNamee referred to problems in car parks before Christmas in which people could not park due to the condition of same. The Councillor felt there was merit in Council extending their agreement with Transport NI and that further to this grit bins could be provided in car parks. Councillor McNamee proposed that report on Winter Maintenance Policy be brought back to September Environment Committee prior to winter season.

Councillor Cuthbertson stated that the most critical time in relation to snow/ice clearance was first thing in the morning to make car parks passable and felt that staff could be redeployed for this task. The Councillor also referred to his request that a revised map be brought in relation to including entrance to Perry Street car park within schedule for footpath snow/ice clearance.

The Director of Environment and Property advised that the revised map was on Council website. The Director also urged caution in that if Council has a policy in place it needs to be applied consistently not just at one time of the day.

Councillor S McGuigan seconded Councillor McNamee's proposal.

Councillor Burton referred to car parks at Castledawson, Clogher and Fivemiletown remaining untreated and asked if there had been rural proofing in that regard.

The Director of Environment and Property advised that the report highlights that as a winter maintenance service is not provided to all car parks there could be issues with the Rural Needs Act. The Director advised that any policy being brought forward would have to be Equality Impact assessed and comply with the Rural Needs Act.

Resolved That it be recommended to Council to develop a Winter Maintenance Policy to cover the entire Council Estate (including Off Street Car Parks) with a view to reporting back to the September Environment Committee.

E043/18 Dual Language Signage Survey

The Head of Building Control presented previously circulated report which advised on the results of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage nameplate requests.

Councillor McNamee proposed the officer recommendation for the application of Dual Language Nameplates and asked how long it took from approval to get signage erected.

The Head of Building Control advised that signage will be erected 6-8 weeks after Council approval.

Councillor Cuthbertson asked what the budget allocation was for Dual Language Signage.

In response to Councillor Cuthbertson's question it was advised that work in relation to Dual Language signage surveys comes from Public Health and Infrastructure budget. Work in relation to installation of signage is from Environment and Property budget.

Councillor Cuthbertson proposed that Dual Language signage does not be erected in order to protect Council budgets.

Councillor S McGuigan seconded Councillor McNamee's proposal.

Councillor Buchanan seconded Councillor Cuthbertson's proposal.

Members voted on Councillor Cuthbertson's proposal –

For – 3
Against – 8

Members voted on Councillor McNamee's proposal –

For – 8
Against – 3

The Chair declared Councillor McNamee's proposal carried.

Resolved That it be recommended to Council to agree the application of Dual Language Nameplates in Irish for –

- Central Avenue, Cookstown
- Beltonanean Road, Cookstown
- Willow Close, Dungannon
- Corlea Road, Dungannon
- Orritor Street, Cookstown

E044/18 Dual Language Signage Request

The Head of Building Control presented previously circulated report which advised of requests for Dual Language Signage from residents on streets/roads in the District.

Proposed by Councillor McNamee
Seconded by Councillor S McGuigan and

Resolved That it be recommended to Council to proceed to survey the following roads on which a request for Dual Language Signage has been received –

- Ballyneil Road, Loup, Magherafelt
- Scotts Road, Loup, Magherafelt
- Birchwood Park, Loup, Magherafelt
- Ballyriff Road, Loup, Magherafelt
- Eglish Close, Loup, Magherafelt
- Kilreish, Loup, Magherafelt
- Ballymaguigan Road, Loup, Magherafelt
- Loup Road, Moneymore
- Dunronan Road, Magherafelt
- Rogully Road, Loup, Magherafelt
- Ballyeglish Road, Loup, Magherafelt
- Ballygruby Lane, Moneymore
- Rock Road, Loup, Moneymore
- Anneeter Road, Cookstown

E045/18 Street Naming and Property Numbering

Members considered previously circulated report regarding the naming of new residential housing developments within Mid Ulster as follows –

Site off Favour Royal Road, Augher

Councillor S McGuigan proposed the name Forest Mews as he stated this was the preferred name of the developer.

Councillor Mulligan proposed the name Stonebridge Manor as the site is located close to a stone bridge.

Councillor Burton seconded Councillor Mulligan's proposal.

Councillor S McGuigan withdrew his proposal.

Resolved That it be recommended to Council to name development off Favour Royal Road, Augher as Stonebridge Manor.

Site off Kilmascally Road, Dungannon

Proposed by Councillor M Quinn
Seconded by Councillor McFlynn and

Resolved That it be recommended to Council to name development off Kilmascally Road, Dungannon as Kiltagh Manor.

Site off Ranfurly Road, Dungannon

Proposed by Councillor Cuthbertson
Seconded by Councillor Burton and

Resolved That it be recommended to Council to name development off Ranfurly Road, Dungannon as Castle Glen.

Councillor Mulligan left the meeting at 8.25 pm

E046/18 Organ Donation

The Head of Environmental Health presented previously circulated report which sought approval for Council response to public consultation on a draft policy for Promoting Organ Donation and Transplantation in Northern Ireland. The report also sought approval for comments on draft document "Promoting Organ Donation: A Local Government Code of Practice".

Councillor Glasgow declared an interest in this item and stated that through his work he had seen the benefits of organ donation.

Proposed by Councillor Gillespie
Seconded by Councillor S McGuigan and

Resolved That it be recommended to Council –

- To submit the proposed response to the Public Consultation Document Promoting Human Organ Donation and Transplantation in Northern Ireland as set out in appendix to report.
- To agree the proposed comment in respect of the Draft Code of Practice "Promoting Organ Donation: A Local Government Code of Practice" as set out in appendix to report.

E047/18 Department for Communities Stakeholder Questionnaire on Safety at Sports Grounds Guidance in Northern Ireland

The Head of Environmental Health presented previously circulated report which sought agreement for Council response to the Department for Communities' questionnaire on safety at sports ground guidance.

Councillor B McGuigan asked if Council work with sports grounds was still ongoing.

The Head of Environmental Health advised that visits to sports grounds was ongoing and that officers were providing advice and guidance.

Councillor S McGuigan asked if it was possible that a club would have to operate under two different systems if a new ground was built.

The Head of Environmental Health advised that if a club builds a new ground then it would be assessed under new guidance.

Proposed by Councillor B McGuigan
Seconded by Councillor Cuthbertson and

Resolved That it be recommended to Council to support the adoption of the revised SGSA Guide to Safety at Sports Grounds in Northern Ireland and forward response to the Department for Communities consultation as set out in appendix to report.

E048/18 Guide to the Licensing of Houses in Multiple Occupation in Northern Ireland: Guidance for Local Government – Consultation

The Head of Environmental Health presented previously circulated report which sought agreement for Council response to Department for Communities consultation on "Guide to the Licensing of Houses in Multiple Occupation in Northern Ireland: Guidance for Local Government."

Proposed by Councillor McNamee
Seconded by Councillor McFlynn and

Resolved That it be recommended to Council to forward response to consultation on "Guide to the Licensing of Houses in Multiple Occupation in Northern Ireland: Guidance for Local Government as set out in appendix to report.

E049/18 Mid Ulster Bonfires – Update Report

The Director of Public Health and Infrastructure presented previously circulated report which provided update on the work of Council's Bonfire Working Group and made recommendations to address public safety concerns with regards to Bonfires held on Council property in the Mid Ulster area.

Councillor Burton proposed option 2 within the report as she believed engagement was key and that local solutions were needed for local issues.

Councillor Buchanan seconded Councillor Burton's proposal.

Councillor B McGuigan referred to the key objectives of the Bonfire Working Group and proposed that good relations also be included as a key objective. Councillor B McGuigan further referred to the special meeting held in August 2017 and the recommendations arising from this meeting, the Councillor proposed that reference to waiting until the findings of the Flags and Emblems Committee have been made known should be removed. Councillor B McGuigan proposed that the Bonfire Working Group still continue to meet and further proposed options 2, 3 and 4 as set out in the report as he did not feel option 2 was enough on its own. Councillor B McGuigan also proposed the establishment of an Inter Agency Bonfire Management Group.

Councillor McNamee seconded Councillor B McGuigan's proposals stating that options 3 and 4 were also important.

The Director of Public Health and Infrastructure stated that there was no difficulty in including good relations as a key objective of the working group. In relation to proposal to remove reference to Flags and Emblems Committee, the Director advised that this formed part of a resolution which had been ratified by Council and as such could not be amended at this point.

Councillor B McGuigan understood the comments of the Director of Public Health and Infrastructure but felt that the working group should not be held back due to a lack of progress by the Flags and Emblems Committee.

Councillor McFlynn stated she had sat on the working group and expressed the need for options and a strategy for the future.

Councillor Cuthbertson stated he agreed with Councillor Burton and referred to bonfire at Eastvale Avenue in which NI Housing Executive have worked with the community. The Councillor stated that this bonfire is probably located the closest to residential property and through work with the Fire Brigade no damage has been caused to windows of property.

With regard to bonfire at Killymerron Councillor Cuthbertson stated that Council had been contacted in relation to the removal of tyres. The Councillor advised that those responsible for building the bonfire have consulted with local residents and proposed steps which will prevent any future damage to property. The Councillor advised that the height of the bonfire will be reduced and fencing would be erected to help secure the site, contact has also been made with Police and Fire Brigade. Councillor Cuthbertson stated that this was a major step forward which needed to be treated with respect as to step in at this stage could do harm.

Councillor Cuthbertson stated he did not sit on the working group but he had received feedback from Police and NI Housing Executive who were frustrated by how they were treated by the working group.

Councillor S McGuigan left the meeting at 9.03 pm.

Councillor Glasgow proposed option 3 as he felt working with community representatives to implement solutions had more appeal.

Councillor Buchanan stated that the number of complaints received in relation to Killymoon bonfire are reducing, he advised that those responsible for building of this bonfire were happy to have no tyres on it and that its height would be reduced. Materials would only be collected 1 week prior to the lighting of the bonfire. Councillor Buchanan stated that this stage had not been got to before and should be welcomed.

Councillor Kearney felt there was little option but to go with a combination of options as set out in report.

The Director of Public Health and Infrastructure advised Council continued to work closely with all the statutory agencies on this matter.

Councillor B McGuigan stated that there had been no restriction put on the input of statutory agencies.

Councillor Burton stated that as work was ongoing at the moment with bonfire organisers she implored Members to give one more chance and again proposed option 2 as options 3 and 4 would cause a setback.

As there was no seconder for Councillor Glasgow's proposal Members voted on Councillor B McGuigan's proposal –

For – 7
Against – 4

Councillor Cuthbertson asked if adding to the key objectives of the working group was a change in policy.

The Director of Public Health and Infrastructure advised that the working group objectives could be amended if that was agreed by Committee.

Members voted on Councillor Burton's proposal –

For – 4
Against – 7

The Chair declared Councillor B McGuigan's proposal carried.

Resolved That it be recommended to Council –

- That a combination of options 2, 3 and 4 as set out in the report would be most effective (with a focus on options 3 and 4) in addressing the primary issues over forthcoming months.
- That an Inter Agency Bonfire Management Group be established which is linked with the Policing and Community Safety Partnership to assist with practical implementation.
- That the Bonfire Working Group continue to meet and that good relations be added to the key objectives of the working group.

E050/18 Bus Shelters

The Head of Technical Services presented previously circulated report which provided update on the progress of bus shelter applications at various locations throughout the District following scheduled meeting with Department for Infrastructure Roads.

The Chair, Councillor McGinley stated that the process in relation to bus shelters was complicated and he shared the frustrations of Members.

Councillor Cuthbertson stated that it was alarming to see the additional costs against bus shelters, he stated that some have been waiting for so long he questioned whether they were still needed.

The Chair felt that a lot of work had been done on getting bus shelters to this stage and that, if anything, the number of bus shelters probably needed to be increased.

The Head of Technical Services advised that he had data which provided the numbers being lifted at each bus stop, he stated that whilst there may be some variation in numbers all were well above the minimum number required.

In response to Councillor B McGuigan's question the Head of Technical Services advised that there appeared to be no additional cost related to Tirkane Road, Maghera as it was probably within the £2.5k standard provision cost.

Councillor Burton referred to previous discussions in relation to bus shelter provision at Tullybleey Road, Aughnalcoy. The Councillor stated that this bus shelter was not included within the list on the report and asked that this be investigated.

In response to Councillor M Quinn's questions the Head of Technical Services advised that costs outlined in report were calculated by officers. The Director of Public Health and Infrastructure advised that if the required number of passengers are being lifted from a designated bus stop then Council can erect a bus shelter within the legislation and associated guidance.

Councillor M Quinn referred to dangerous situation at Killeen Crossroads, he expressed his frustration at the process of putting a bus shelter in place and stated that if there was an accident at this location he did not want blame coming back to Council.

The Director of Public Health and Infrastructure advised that Council should proceed in accordance with the guidance laid down for this purpose.

Proposed by Councillor Kearney
Seconded by Councillor Glasgow and

Resolved That it be recommended to Council –

- To review each of the sites identified at section 3.1 of the report against the Bus Stop Design Guide criteria for installation of Bus Shelters at 'existing bus stops' and check for compliance with these requirements.
  If the current bus stop site is no longer suitable and a new bus stop has to be identified . Further meetings to be arranged with DfI Roads/Translink to determine when they plan to carry out the necessary infrastructure work required to facilitate the new bus stop arrangements and enable a bus shelter provision by Council.

Matters for Information

E051/18 Minutes of Environment Committee held on Monday 4 December 2017

Members noted minutes of Environment Committee held on Monday 4 December 2017.

Councillor Burton referred to discussion at this meeting in relation to condition of Legaroe Road, Ballygawley. The Councillor commented that Knockmany Road, Augher was also now in a terrible state and expressed the need to write to Roads Service in relation to these roads with a view to having them repaired.

The Director of Public Health and Infrastructure advised that the Councillor's concerns could be passed to DfI Roads / relevant Utility and request that they liaise with the Member on these issues.

E052/18 Minutes of Environment Committee held on Tuesday 9 January 2018

Members noted minutes of Environment Committee held on Tuesday 9 January 2018.

E053/18 Tullyvar Joint Committee Update

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

E054/18 Refuse Collection Route Optimisation Project Update

Members noted previously circulated report which provided update on the changes to refuse collection arrangements in the Magherafelt area.

E055/18 Entertainment Licensing Applications

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

E056/18 Building Control Workload

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

E057/18 Fire Safety in Housing Executive Tower Blocks

Members noted previously circulated report which provided detail of the findings of a report on Fire Safety in Housing Executive Tower Blocks.

E058/18 The Food Standards Agency's Consultation on The Condensed Milk and Dried Milk Regulations (Northern Ireland) 2018

Members noted previously circulated report which advised of the Food Standards Agency's Consultation on Condensed Milk and Dried Milk Regulations (Northern Ireland) 2018.

E059/18 Food Standards Agency Audit

Members noted previously circulated report which advised of a recent Food Standards Agency audit on Mid Ulster District Council's Organisation and Management systems for the delivery of Official Controls with respect to Food Control.

Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor M Quinn
Seconded by Councillor Burton and

Resolved In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items E060/18 to E067/18.

Matters for Decision

E060/18	Outline Business Case: Crematorium: Joint Council Working
E061/18	Replacement cardboard baler for Cookstown Recycling Centre
E062/18	Public Artpiece – Castledawson Roundabout – Capital Project
E063/18	Davagh Interpretive Scheme – Capital Project
E064/18	Tender Report – Residual Waste Tender

Matters for Information

E065/18	Confidential Minutes of Environment Committee held on Tuesday 9 January 2018
E066/18	Off Street Car Parking; Quarter 3 2017/2018
E067/18	Capital Projects Update

E068/18 Duration of Meeting

The meeting was called for 7.00 pm and ended at 9.55 pm.

CHAIR _____

DATE _____

Report on	DfI Proposals for Abandonment of Land at Tamnamore Roundabout, Dungannon
Reporting Officer	Andrew Cassells, Director of Environment & Property
Contact Officer	Andrew Cassells, Director of Environment & Property

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

1.0	**Purpose of Report**
1.1	To inform Members of the Department of Infrastructure's intention to carry out an abandonment of land at Tamnamore Roundabout, Dungannon.
2.0	**Background**
2.1	The Department for Infrastructure are informing Council of their proposals to carry out an abandonment of lands at Tamnamore Roundabout, Dungannon which in their opinion is not necessary for road traffic. DfI proposes to make an order to abandon an area of 578 square metres of road comprising embankment south of the M1 westbound off-slip at Junction 14 in the townland of Tamnamore, Dungannon from a point 25 metres south-east of its junction with Tamnamore Roundabout, Route A45, Tamnamore Road for a distance of 140 metres in an easterly direction.
3.0	**Main Report**
3.1	Under Schedule 8 of the Roads (Northern Ireland) Order 1993, the Department for Infrastructure proposes to carry out an abandonment and disposal of a roadway embankment at the aforementioned location.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: Not applicable Human: Not applicable
4.2	**<u>Equality and Good Relations Implications</u>** Not applicable

4.3	**<u>Risk Management Implications</u>** Not applicable
5.0	**Recommendation(s)**
5.1	That the Environment Committee notes the content of the report and opportunity to present a response.
6.0	**Documents Attached & References**
6.1	**Appendix 1** Letter from DfI Roads dated 9th February 2018; The MI Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon (Abandonment) Order (NI) 2018
6.2	**Appendix 2** Copy of the Statutory Notice
6.3	**Appendix 3** Drawing - Proposed location of abandonment of lands at MI Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon
6.4	**Appendix 4** Draft Order – The MI Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon (Abandonment) Order (NI) 2018

Transport Strategy Division

Department for
Infrastructure
An Roinn
Bonneagair
www.infrastructure-ni.gov.uk

The Chief Executive
Dungannon Office
Circular Road
Dungannon
BT71 6DT

mailto: chief.executive@midulstercouncil.org

Room 301
Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB

Tel: (028) 90540510
Email:
blathnaid.mcalorum@infrastructure-ni.gov.uk
Your reference:
Our reference: IN1-18-639

9 February 2018

Dear Sir/Madam

The M1 Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon (Abandonment) Order (Northern Ireland) 2018

In accordance with the provision of Schedule 8 to the Roads (Northern Ireland) Order 1993, I enclose a copy of the above mentioned draft order and related map together with a copy of the statutory notice which will be published in the Belfast Gazette, Tyrone Times and Tyrone Courier shortly.

Yours sincerely

Blathnaid McAlorum
Transport Legislation Branch

INVESTORS IN PEOPLE

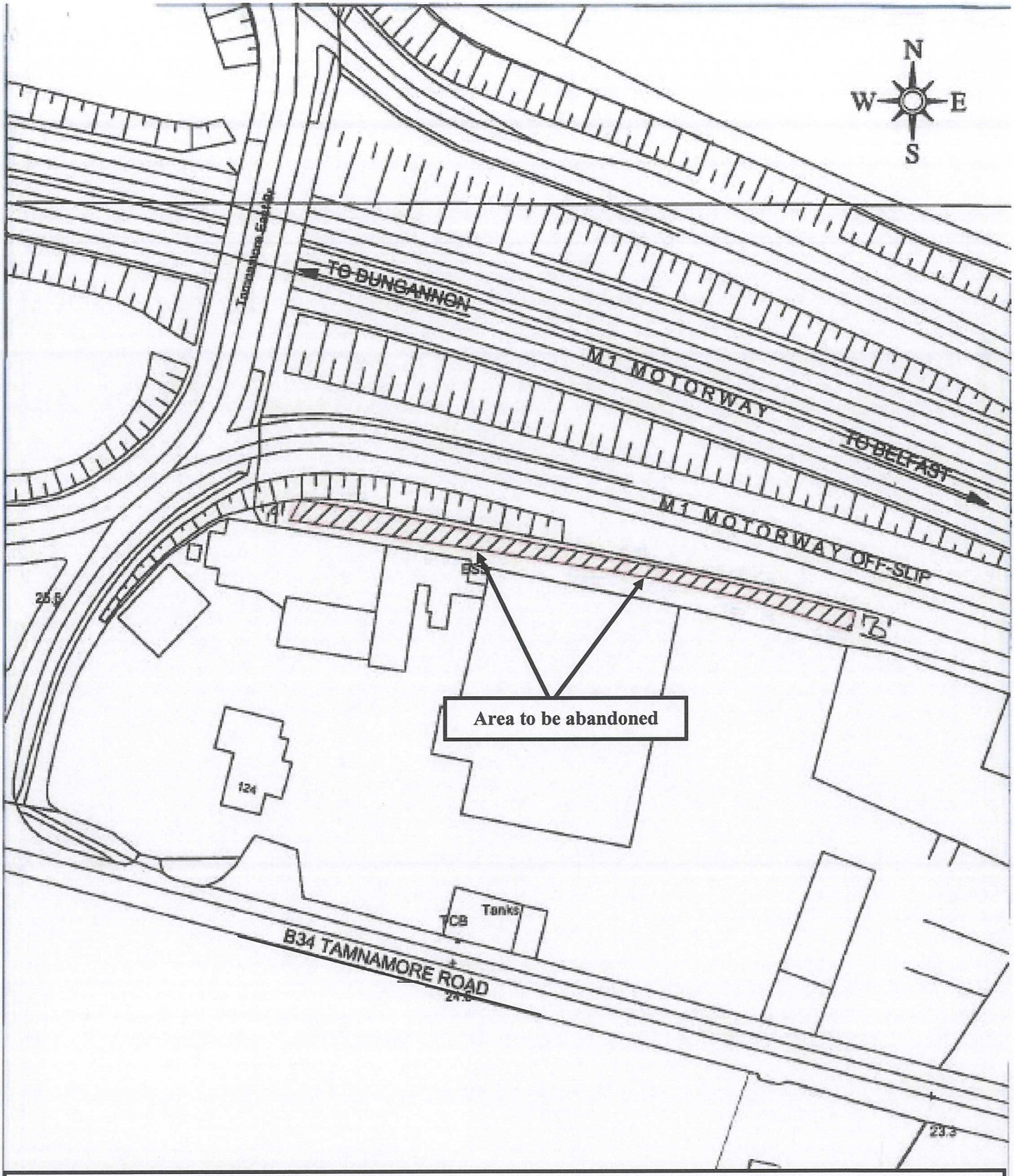
Abandonment – Tamnamore Roundabout, Dungannon
The Department for Infrastructure (DfI), being of the opinion that the road is not necessary for road traffic, proposes to make an order to abandon an area of 578 square metres of road comprising embankment south of the M1 westbound off-slip at Junction 14 in the townland of Tamnamore, Dungannon from a point 25 metres south-east of its junction with Tamnamore Roundabout, Route A45, Tamnamore Road for a distance of 140 metres in an easterly direction.

The area of road proposed to be abandoned is delineated on a map which, together with a copy of a draft order, may be inspected free of charge during office hours within the period 20th February 2018 to 30th March 2018 at the DfI Roads Western Division, Main Road, Moygashel, Dungannon and at County Hall, Drumragh Road, Omagh, BT79 7AF or by viewing online at www.infrastructure-ni.gov.uk/consultations.

Any person may, within the period above, object to the proposal by writing to the Department at the Omagh address or emailing transportni.western@infrastructure-ni.gov.uk stating the grounds of the objection.

Information you provide, including personal information, could be published or disclosed under the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations (EIR). For further details on confidentiality, the FOIA and the EIR please refer to www.ico.org.uk

Department for
Infrastructure
www.infrastructure-ni.gov.uk



DEPARTMENT FOR INFRASTRUCTURE

Map No. IN1/18/59137 referred to in "The M1 Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon (Abandonment) Order (Northern Ireland) 2018" made by the Department on 2018 and coming into operation on 2018.

©Based upon the Ordnance Survey map with the Permission of the Director and the Chief Executive.

Crown Copyright

SCALE 1:1250

2018 No.

ROADS

The M1 Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon (Abandonment) Order (Northern Ireland) 2018

Made - - - -	*2018*
Coming into operation -	*2018*

The Department for Infrastructure(**a**) makes the following Order in exercise of the powers conferred by Article 68(1) of the Roads (Northern Ireland) Order 1993(**b**) and now vested in it(**c**).

The Department in accordance with Article 68(4) of that Order proposes to abandon the area of road described in the Schedule as it is not necessary.

Notice has been published, served and displayed in compliance with paragraphs 1, 2 and 3 of Schedule 8 to that Order.

(Here will follow, where appropriate, recitals of the fact of any objection received or inquiry held and the outcome thereof).

Citation and commencement

1. This Order may be cited as The M1 Motorway Westbound Off-slip at Tamnamore Roundabout, Dungannon (Abandonment) Order (Northern Ireland) 2018 and shall come into operation on 2018.

Application

2. The area of road described in the Schedule is abandoned.

Sealed with the Official Seal of the Department for Infrastructure on 2018

(L.S.)

A senior officer of the Department for Infrastructure

(**a**) 2016 c. 5 (N.I.)
(**b**) S.I. 1993/3160 (N.I. 15)
(**c**) S.R. 1999 No. 481 Article 6(*d*) and Schedule 4 Part IV

SCHEDULE

Article 2

AREA OF ROAD TO BE ABANDONED

An area of 578 square metres of road comprising embankment south of the M1 westbound off-slip at Junction 14 in the townland of Tamnamore, Dungannon commencing at a point 25 metres south-east of its junction with Tamnamore Roundabout, Route A45, Tamnamore Road and extending for a distance of 140 metres in an easterly direction, more particularly delineated and shown hatched and coloured red on map number IN1/18/59137.

A copy of the map has been deposited at the Department's Headquarters, Room 3-01, Clarence Court, 10-18 Adelaide Street, Belfast and at DFI Roads Western Division, County Hall, Drumragh Road, Omagh.

EXPLANATORY NOTE

(This note is not part of the Order)

The Order abandons the area of road described in the Schedule.

Report on	Forestry Expansion Scheme at Ballymacombs Landfill Site
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 inform members of the planned Forest Expansion Scheme at Ballymacombs Landfill.
2.0	**Background**
2.1	Ballymacombs Landfill Site is approximately 2 miles outside Bellaghy on the A54 on route to Portglenone. The site which is approximately 7.5 Hectares made up of 5 cells (A to E).
2.2	Cells A to D are old "disperse and diffuse" cells which are complete and have been fitted with a permanent clay cap. Cell E is a fully engineered lined cell which still retains approximately 45,000m3 of capacity to which a temporary cap has been installed.
2.3	While the landfill facility has not received waste for several years the Council continues to remove leachate from the site and operates a recycling centre at the entrance to the site.
2.4	Recently the site has been used by a few school groups as part as Heaney Tour to view Toners Bog which was one of the local landscapes which inspired Seamus Heaney.
3.0	**Main Report**
3.1	On behalf of the Council an application was made by Forestry Agent, Indiwoods, to the Forestry Expansion Scheme (FES) to plant trees and create a community woodland on the site of Ballymacombs landfill site between Bellaghy and Portglenone.
3.2	The FES is coordinated by The Forestry Service and will only consider applications for blocks of woodland that are over 5.0 hectares in size. Application was made to plant out just over just over 6 hectares at Ballymacombs Landfill (as shown on attached map).
3.3	We are pleased to report that the application was successful and the Council received a letter of offer to the value of £26,432.80 on 12th January (copy attached as appendix).
3.4	The project shall involve the planting in year 1 of 13,200 native broadleaf trees on the capped cells A – D and also covers the cost of maintenance in year 2 and year 3 after which the trees should be well established.

3.5	The planting and maintenance will be carried out by approved forestry agent Indiwoods. However, to promote local involvement and ownership 10 local schools have been asked to participate in the tree planting work. Three days, from Wednesday 11th to Friday 13th April 2018 have been set aside for school planting and this too will be facilitated and supervised by Indiwoods.
3.6	While the landfill itself is not designated it lies alongside a large area of raised bog known locally as Toners Bog. As well as being an ASSI this area is known to have been a source of inspiration to Seamus Heaney and is named in his writings. To maintain the natural integrity of this area a 40 metre exclusion zone must be maintained between the new planting and the bog.
3.7	All of the planting and the first instalment of the grant must be claimed by 31 May 2018 so the bulk of the planting shall be completed in March and early April prior to the schools planting days.
3.8	Apart from the obvious biodiversity and environmental benefits of the project we hope that in time as the planting matures and operations on the landfill site comes to an end this will become a valuable leisure and recreational resource as a Community Woodland.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: The Scheme is covered 100% by the Forestry Expansion Scheme Human: All planting in year 1 and maintenance in years 2 & 3 will be carried out by Indiwoods. Some officer time will be required in facilitating local schools and groups to get involved in the planting of the woodland.
4.2	**<u>Equality and Good Relations Implications</u>** As a community woodland the finished woodland would be open to all. The scheme is fully supported by both the Woodland trust and the Conservation Volunteers N Ireland. The 10 local schools selected to take part in the tree planting have been selected on the basis of geographical proximity and are representative of both sides of the community.
4.3	**<u>Risk Management Implications</u>** Method statements, Risk assessments and insurances will be obtained from Indiwoods prior to the commencement of planting. A risk assessment will be carried out and any necessary control measures put in place prior to the schools planting days in in April.
5.0	**Recommendation(s)**
5.1	Members are asked to note the content of this report and associated project.
6.0	**Documents Attached & References**

6.1	Map of Ballymacombs Landfill showing proposed planting areas
6.2	Letter of Offer from Forest Expansion Scheme.

General Notes

Survey created in August 2016 for Mid Ulster District Council by Aquila UAS Ltd using a UAV System. The topographical survey data contained within has been produced from a digital surface model derived from UAV photogrammetric modelling. Caution should be adopted near dense vegetation, tall buildings and narrow ditches. This survey should not be used for setting out. Use dimensioned data only.

40m Exclusion Zone from ASSI & Phase E Landfill

Area for Proposed Wetlands

Available Areas for Planting

No.	Revision/Issue	Date

Aquila

Project Name and Address

Ballymacombs LFS

UAV Survey
1m Contours

Project AQ160801	Sheet 1
Date 02.03.2018	
Scale 1:1000	

FOREST SERVICE

Grants & Regulations Branch
Forest Service
Inishkeen House
Killyhevlin
Enniskillen
BT74 4EJ
Telephone: 028 66343107
Email: grants.forestservice@daera-ni.gov.uk

Mr Andrew Cassells
Director of Environment & Property
Mid Ulster District Council
Magherafelt Office
Ballyronan Road
Magherafelt
BT45 6EN

Bus ID: 654890

Date: 12/01/2018

Dear Mr Cassells,

Forest Expansion Scheme

Confirmed Letter of Offer

Thank you for returning a signed copy of the terms and conditions form which was included with your conditional letter of offer. I am pleased to confirm funding under the Forest Expansion Scheme for a total up to **£26,432.80**[1] for establishment.

This scheme is part financed by the European Agricultural Fund for Rural Development through the Northern Ireland Rural Development Programme 2014 -2020.

What you need to do now

Carefully read the Woodland Creation Plan you supplied, ensure you understand its contents and carry out all works as specified. Failure to do so will result in loss of grant and leave you subject to penalties.

You may commence work on this project from the date of this letter and the period of approval is conditional on you carrying out the work and submitting your claim for first instalment by **31 May 2018** at the latest. There is no deferred application process.

You have approval only to plant within the approved area; anything planted outside this will not be grant-aided.

The Forestry Grant Schemes information booklet which describes the rules and procedures of the Scheme is binding.

[1] detailed in the Costs Spreadsheet included with your Conditional Letter of Offer

State Aid

All State Aid under this scheme will comply with Article 32 of Commission Regulation (EU) 702/2014 [as published in the Official Journal of the European Union, L193 pages 1 – L193/75, 1.7.2014]

The aid is granted in the framework of the Northern Ireland Rural Development Programme 2014-2020 (NIRDP) in accordance with Commission Regulation (EU) No 1305/2013 and the delegated and implementing acts adopted by the Commission pursuant to that Regulation.

I wish to make you aware under Article 9 of Regulation (EU) 702/2014 from 1 July 2016, information on each individual award exceeding €500,000 is published on a comprehensive State Aid website.

How to claim

Details on Claiming Forestry Grant Schemes are specified in the Information Booklet.

Once the initial planting has been carried out, you should complete a claim form for each block planted, this is your claim for the first instalment of grant. Your claim must be consistent with the approved Costs Spreadsheet which describes your application and the maximum support that you are eligible for at individual operation level.

Subsequent claim forms for years 2019 to 2020 are also enclosed for claims to be made in years 2 and 3 as illustrated on the costs spreadsheet. These claim forms must be returned by the date shown on each form and will be subject to the late claims penalty system.

You should ensure each section is completed correctly and that you have attached any supporting documents, for example fully completed **receipted** invoices from your agent, contractor or any supplier and bank statements. It is in your interest to do this so that we can process your claim promptly and issue payment to you. When completed and checked, return your claim form(s) to the address on this letter.

This grant scheme requires you to submit –

- An original **receipted** invoice detailing each item for which you are claiming financial support.
- An **original** bank statement or statements proving payment to your suppliers.
- A copy of cheque(s) / copies of the electronic transaction between you and your suppliers.

We will check your claim to ensure all the required information has been correctly and completely submitted before we validate it for payment. The European Commission require us to select risk and random inspections as part of this validation process. We will apply a selection methodology to select these claims and our findings will

be subject to a Penalty System [enclosed]. For this reason it is important that you check that your claim is correct.

Penalty System

Late Claims - the European Commission requires the application of a penalty for late claims. In 2017/18 to avoid penalties the last date for receiving your claim will be on or before **31 May 2018.** Claims received after this date will be subject to penalties. Annex 1 gives a breakdown of the penalties that will be applied each year.

False or Misleading Claims - We will apply a selection methodology to select these claims and our findings will be subject to a Penalty System. For this reason it is important that you check that your claim is correct.

Payment

We will approve successful claims and process them for payment which will be made through the BACS system using the details provided to the department.

Consultation with Statutory Bodies

Some areas of land are deemed of such importance that they are formally designated under national and international legislation. It is your responsibility to make sure that the activities you carry out on site are in compliance with legislation. Further information of protected areas is available from the Northern Ireland Environment Agency (NIEA).

Further Information

If you or your agent has any queries regarding this approval, please contact us and we will do our best to answer them or put you in contact with someone who can. In the meantime, thank you for your interest in our schemes.

Yours sincerely,

Nigel Sweeney
Scheme Manager

Encls.

(i) Annex 1 – Late Claims Schedule
(ii) Approval Map
(iii) Claim Form(s)
(iv) Penalty System

cc. Indiwoods

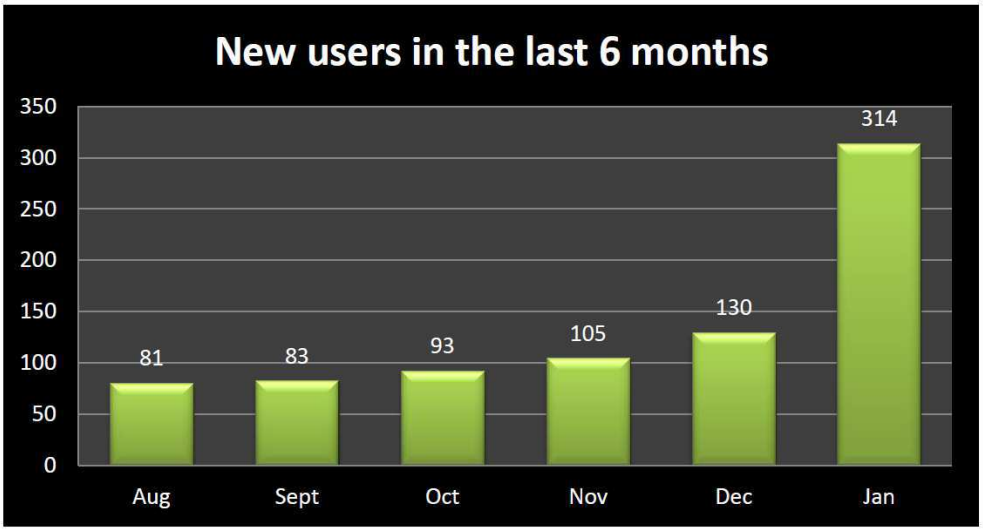
Report on	Update on Bin-Ovation App
Reporting Officer	Mark McAdoo, Head of Environmental Services
Contact Officer	Mark McAdoo, Head of Environmental Services

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

1.0	**Purpose of Report**
1.1	To update members on usage of the Bin-Ovation App and related Report It Functionality.
2.0	**Background**
2.1	The Bin-Ovation app is a high tech educational and awareness tool which allows Councils to share their waste and recycling information with residents 24/7, 365 days a year. The app provides instant information via a smart phone or other mobile device.
2.2	In October 2017 Committee approved the incorporation of a new Report Function within Binovation agreed to allow users to report real time issues such as litter, illegal dumping, dog fouling and graffiti from their smart phone. At that time members requested that usage of the new reporting function be reported back to Committee after a few months.
3.0	**Main Report**
3.1	Since its launch the App has been downloaded by 3,376 users in Mid Ulster with 314 new downloads in January. This represents quite a significant increase on December and reflects a steady increase in monthly downloads over the last 6 months.

3.2 The table below shows the monthly total of new users over the last 6 months:

3.3



15,239 product / recycling searches have been carried out using the app since its launch with the top 5 viewed materials being: Pizza boxes; used kitchen roll, tissues or napkins; shredded paper; printer cartridges and asbestos.

The online search which allows residents to check their bin collection day has been used 7,045 times since launch. Two push notices were sent during January relating to the new refuse collection route optimisation project (bin route changes) in the Magherafelt area.

The most viewed recycling centres on the app were Cookstown and Magherafelt with 300 and 278 views respectively.

There were 27 reports received through the new Report It Function during November, December and January across a range of issues as shown below:

Issue	November	December	January	Issue Total
Street Cleansing	3	4	1	8
Dog Fouling	3	2	4	9
Litter	1	1	1	3
Graffiti	1	0	0	1
Fly-tipping	2	0	0	2
Other	2	0	2	4
Monthly Total	12	7	8	27

Some of the topics listed under other included issues that do not actually relate to the Council such as pot holes and these were been passed on to the relevant agency.

4.0 Other Considerations

4.1 <u>Financial & Human Resources Implications</u>

Financial: The annual subscription fee for Bin-Ovation is £7000 (including Report It)

	Human: Some Officer time preparing content for the app and filtering the Report It submissions to the appropriate department or officer but this is more than offset by the time saved on potential queries which are addressed through the App.
4.2	**<u>Equality and Good Relations Implications</u>** App is available free of charge to all who have an Apple or Android smart phone or other suitable mobile device.
4.3	**<u>Risk Management Implications</u>** None
5.0	**Recommendation(s)**
5.1	Members are asked to note the content of this report.

6.0	**Documents Attached & References**
6.1	Copy of Bin-ovations Data & Statistical Behavioural Analysis Report – January 2018

Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

bin-ovation

Bin-Ovation Ltd

Mid Ulster District Council
Data & Statistical Behavioural Analysis Report
Ref: 029 – January 2018

Report Specifics			
Council:	Mid Ulster District Council		
Reporting period:	029 – 1st January – 31st January 2018		
Date of Report:	4th February 2018		
Author:	Michael Brady	**Revision:**	

Overview

This is a report to demonstrate a variety of metrics and overall usage of the Bin-Ovation App by Mid Ulster District Council (MUDC) householders. The report informs MUDC about how many of their residents are using the Bin-Ovation App and specifically how they are using it. This information will give the Council a unique view of the issues its residents have with its Waste Management scheme and therefore put the Council in a better position to improve its 'Recycling' performance

The data is sourced from the following:

- Bin-Ovation API (Application Programme Interface)
- Bin-Ovation CMS (Content Management System)
- Google Analytics

The information within the report is regarded as confidential and is not to be shared with any other third parties without the express permission of MUDC Officers.

Executive Summary

The main figures to highlight from the report are as follows:

1. Since launch there have been **3,376** new users with **314** new users this month.

2. The best day for new users this month was 11th January with **36**.

3. The number of product page views since launch is **15,239** and the average time spent viewing each product page has been **14.23** seconds. This represents excellent learning for the users and they experience immediate learning and also form the habit of using the App as their reference point.

4. The top viewed items in MUDC since launch have been:

   I. Pizza Boxes (Takeaway)
   II. Used Tissues, Kitchen Roll or Napkins
   III. Shredded Paper
   IV. Printer Cartridges
   V. Asbestos

5. The most viewed items in **Northern Ireland,** since launch in March 14, based on **271,831 searches**, have been:

   i. Pizza Boxes (Takeaway)
   ii. Used Tissues, Kitchen Roll or Napkins
   iii. Kitchen Foil
   iv. Cartons/Cartons-Tetrapak
   v. Foil Trays

6. The most viewed article in the 'News/ Info' and 'Tips 'has been 'When is my collection day? ' with 7,045 views since launch.

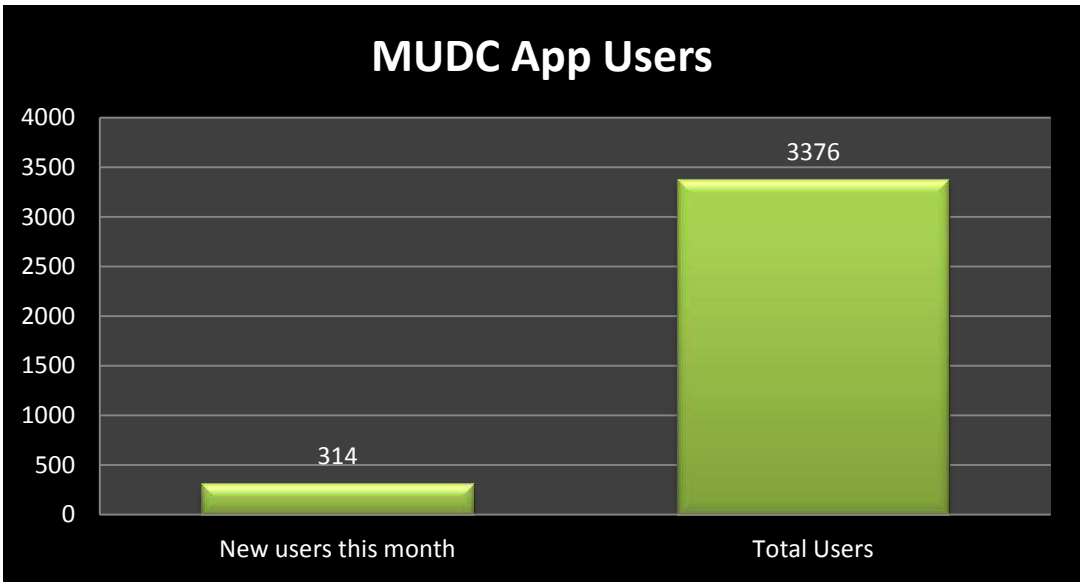
7. The most frequently viewed Recycling Centre has been 'Cookstown Recycling Centre' with 300 views each.

8. Two Push Notifications were sent this month.

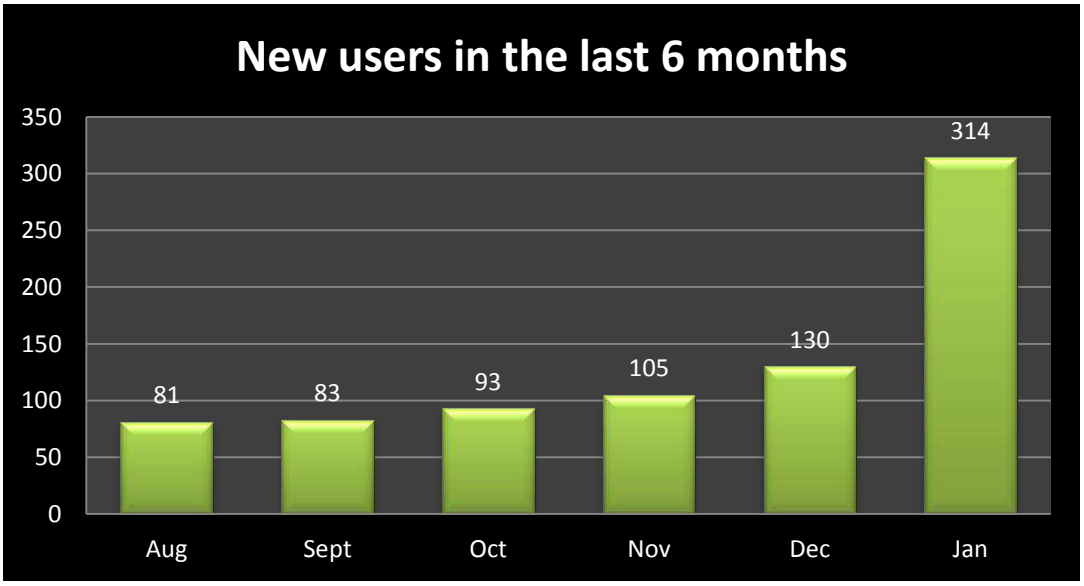
9. 11 'Contact Council' emails were received this month.

Section 01: Users and Devices

This table shows existing users since the App was introduced in the Council area and the number of new users for the reporting period. We define Users, not as downloads, as the App can be deleted, but as users who have the App installed on MUDC at month end. This gives a true reflection of how many residents are using App.



The table below shows the monthly total of new users over the last 6 months:



Section 02: Product Page Views

Below is the list of the top 20 screen views and the average viewing time on each item page time on for since launch:

Item no.	Screen Name	Screen Views	Avg. Time on Screen (min:sec)
01	Product: Pizza Boxes (Takeaway)	935	26.20
02	Product: Used Tissues, Kitchen Roll or Napkins	732	27.24
03	Product: Shredded Paper	543	19.63
04	Product: Printer Cartridges	435	22.08
05	Product: Asbestos	285	10.83
06	Product: Oil Filter	281	10.78
07	Product: Envelopes: Windows	257	15.83
08	Product: Cooked Food Scraps	212	17.27
09	Product: Takeaway Container (Plastic)	205	8.09
10	Product: Plastic Bags/ Carrier Bags	204	20.84
11	Product: Bread	198	17.04
12	Product: Plastic Food Tray	189	17.05
13	Product: Cartons/Tetrapak	181	20.64
14	Product: Butter Tubs	180	10.96
15	Product: Aerosols	177	21.55
16	Product: Yoghurt Pot (Plastic)	168	15.85
17	Product: Kitchen Foil	150	12.18
18	Product: Foil Trays	149	27.89
19	Product: Tea Bags / Coffee Grounds	144	17.62
20	Product: Beer Bottles	142	13.08
	Total Product Views	**15,239**	**14.23**

Section 03: 'News/ Info' and 'Tips' Searches

B

Below is the list of the top 20 screen views and the average viewing time on each item page time since launch:

Item no.	Screen Name	Screen Views	Avg. Time on Screen (min:sec)
01	Feed Item: When is my collection day?	7045	48.04
02	Feed Item: 2 January 2018 New Bin Collections For Magherafelt Area	597	61.46
03	Feed Item: Christmas & New Year Collections & Recycling Centre arrangements 2017/2018	454	37.56
04	Feed Item: Christmas arrangements for bin collections and recycling centre opening hours	362	37.86
05	Feed Item: Holiday Bin & Recycling Centre Arrangements	324	38.24
06	Feed Item: Your New Council	300	24.69
07	Feed Item: Bulk Waste Collection Service	273	33.55
08	Feed Item: July Holiday arrangements explained.....	265	21.17
09	Feed Item: July 2017 Bank Holiday Bin Collection Arrangements and Recycling Centre Opening Times	254	28.50
10	Feed Item: Grow a Greener Garden - Compost Awareness Week 2016!	200	60.07
11	Feed Item: Bin collections start earlier!	191	16.05
12	Feed Item: REDUCE - Unwanted Mail.	178	81.07
13	Feed Item: 16th October 2017 disruption to services!	164	27.19
14	Feed Item: Winners of e-waste recycling week competition announced!	156	43.12
15	Feed Item: Recycle Your Old Electrical Appliances For Chance To Win Brand New Tablet Or Laptop!	153	84.42
16	Feed Item: Commercial Waste	149	18.53
17	Feed Item: Easter holiday arrangements for recycling centres and collections	148	12.61
18	Feed Item: Reuse Scheme kicks-off at Drumcoo Recycling Centre	138	71.05
19	Feed Item: RE-USE - Nappies!	131	37.70
20	Feed Item: Bin collection & recycling centre arrangements for 2nd May Bank Holiday	129	33.85
	Complete Article Views	**14,425**	**38.20**

Section 04: Top 10 'Recycling Centre/Recycling Point' Searches since launch:

Item no.	Screen Name	Screen Views	Avg. Time on Screen (min:sec)
01	Recycling Centre: Recycling Centre: Cookstown	300	15.95
02	Recycling Centre: Recycling Centre: Magherafelt	278	34.17
03	Recycling Centre: Recycling Centre: Drumcoo	215	22.90
04	Recycling Centre: Recycling Centre: Coalisland	175	27.83
05	Recycling Centre: Recycling Centre: Ballymacombs	130	49.20
06	Recycling Centre: Recycling Centre: Castledawson	115	22.40
07	Recycling Centre: Recycling Centre: Maghera	113	26.76
08	Recycling Centre: Recycling Centre: Moneymore	92	32.13
09	Recycling Centre: Recycling Centre: Draperstown	81	43.87
10	Recycling Centre: Recycling Centre: Tullyvar	77	21.73
	Total Views	**1,705**	**27.66**

Section 05: Emails to Council this month are enclosed in separate spreadsheet enclosed with this report

01	**Emails this month**	**11 emails received from MUDC users this month**
02	**Email Service Usage Year to Date**	**88 emails received from MUDC users since launch**

Section 06: Push Notifications

This month:	**Push Notification sent 29/01/18:** Live in Magherafelt and surrounding area? If so see News/Info part of this App for details of Collection Changes starting today 29th January
	Push Notification sent 17/01/18: Live in Magherafelt and surrounding area? If so see the News/Info section of this App for details of collection changes starting on 29th Jan
In last year:	**Push Notification sent 20/12/17:** For holiday bin collections and recycling centre arrangements please see the News/Info section of this App - Thanks
	Push Notification sent 20/11/17: You can now report Environmental issues with this App - See News/Info section for further details - Thanks
	Push Notification sent 16/10/17: There will be disruptions to council services today due to the severe weather warning - please see News/Info section for details.
	Push Notification sent 23/08/17: For Bank Holiday bin collections and recycling centre arrangements please see the News/Info section of this App - Thanks

	Push Notification sent 09/08/17: Competition winners announced! Please see the News/Info section for details - Thanks all your recycling efforts
	Push Notification sent 28/06/17: For July holiday bin collection and recycling centre arrangements please see the News/Info section of this App - Thanks
	Push Notification sent 26/06/17: To boost our council recycling rate and win a new tablet or laptop please see the News/Info section of this App!
	Push Notification sent 24/05/17: For bank holiday bin and recycling centre arrangements please see the News/Info section of this App – Thanks
	Push Notification sent 08/05/17: Bag Yourself Some Free Compost! Please see News/Info section for details - Thanks
	Push Notification sent 28/04/17: For bank holiday bin and recycling centre arrangements please see the News/Info section of this App - Thanks
	Push Notification sent 12/04/17: For holiday bin and recycling centre arrangements please see the News/Info section of this App - Thanks

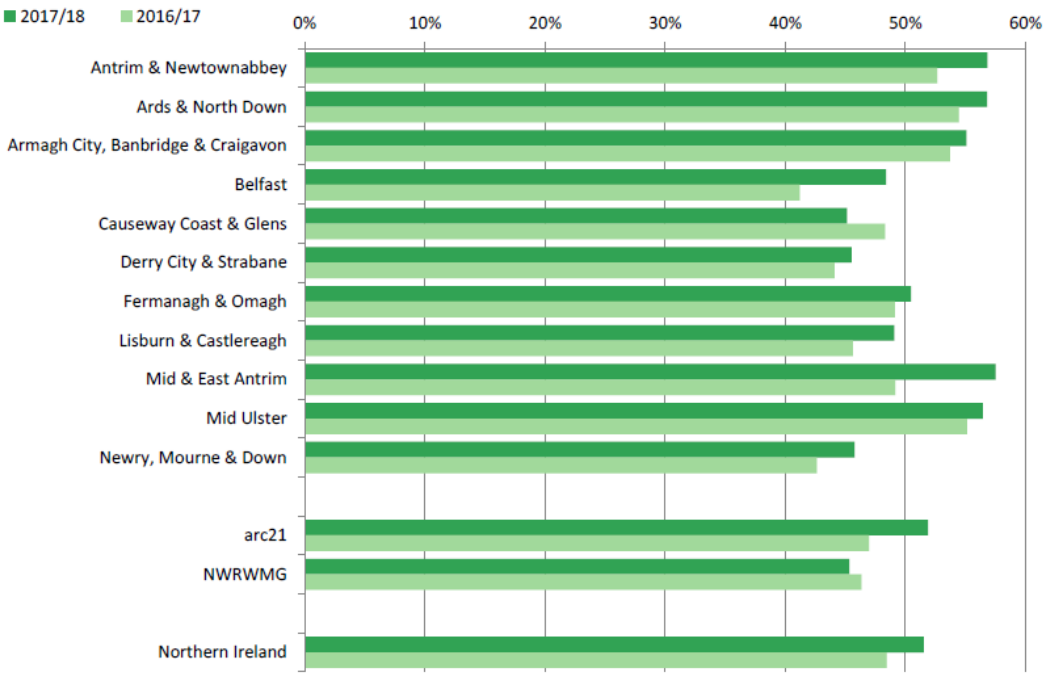
Report end

Report on	Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for July to September 2017
Reporting Officer	Mark McAdoo, Head of Environmental Services
Contact Officer	Mark McAdoo, Head of Environmental Services

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

1.0	**Purpose of Report**
1.1	To update members on the Councils performance in relation to recycling and landfill diversion targets as outlined in the NIEA Northern Ireland Local Authority Waste Management Statistics Report for the (quarter two) period of July to September 2017.
2.0	**Background**
2.1	The above (provisional) report was published on 1st February 2018 by the Department of Agriculture, Environment and Rural Affairs (DAERA). The data in the report is based on quarterly returns made to Wastedataflow, a web based system, used by all local authorities throughout the UK to report on local authority collected municipal waste (LACMW). A full copy of the report (including appendices) can be accessed via below: • https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-july-september-2017
3.0	**Main Report**
3.1	Northern Ireland's Councils collected 260,353 tonnes of Local Authority Collected Municipal Waste (LACMW) between July to September 2017. This was a 2.7% decrease from the 267,578 tonnes collected during the same three months of 2016 (see infographic attached as appendix).
3.2	The household waste preparing for reuse, dry recycling and composting rate was 51.5% between July to September 2017, an increase on the 48.4% recorded during the same three months of 2016.
3.3	The lowest household waste recycling rate recorded for the period was in Causeway Coast & Glens at 45.2%. The highest household waste recycling rate for the quarter was recorded in Mid & East Antrim at 57.5% (see Fig. 1 below):

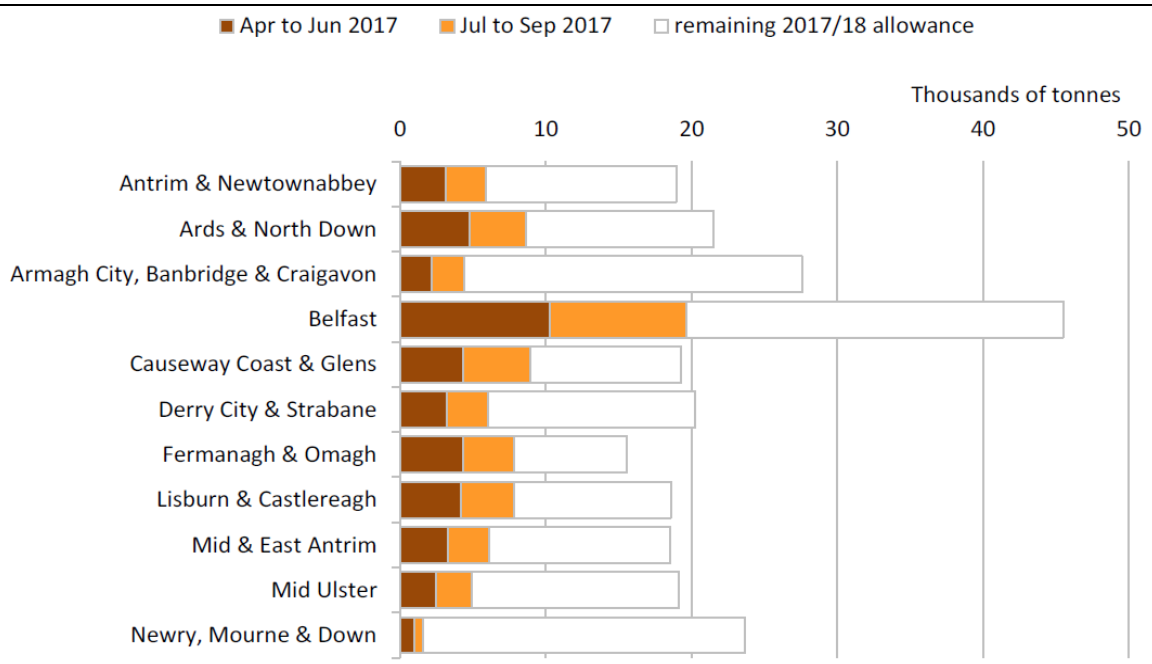
Fig. 1. Household waste preparing for reuse, dry recycling and composting rate by council and waste management group
Northern Ireland, July to September 2016 and July to September 2017



3.4 Mid Ulster recorded a recycling rate of 56.5% which represents an increase of 1.36% on the same quarter in 2016. Whilst the rate in Mid Ulster was the fourth highest in Northern Ireland the next two highest rates were both only 0.3% higher and this Council still has the highest rate overall based on the six month period from April to September 2017.

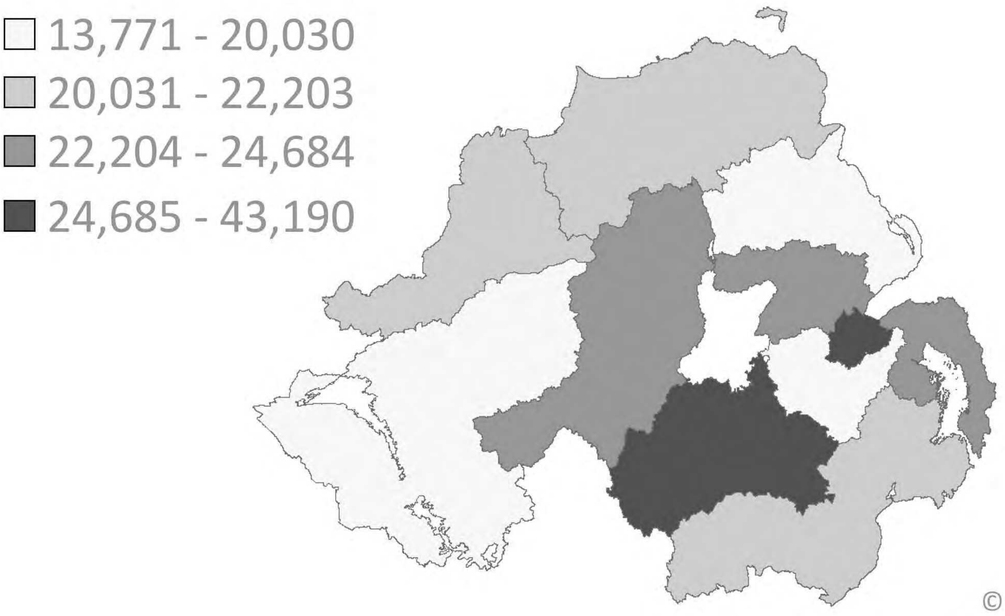
3.5 With regard to the Northern Ireland Landfill Allowance Scheme (NILAS) allocation Mid Ulster District Council utilised only 12.5% of the available annual allowance (19,131 tonnes) during the second quarter i.e. landfilled only 2,395 tonnes of Biodegradable Local Authority Collected Biodegradable Municipal Waste (BLACMW). For the year to date i.e. April to September 2017 Mid Ulster has used 25.6% of the available annual allowance which is the third lowest utilisation of all eleven Councils (as illustrated in Fig. 2 below).

Fig. 2. Biodegradable LAC municipal waste allowance sent to landfill by council,
Northern Ireland, July to September 2017



4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: None Human: A significant amount of time is spent by the Recycling Officers in gathering, collating and submitting the necessary data for quarterly WDF and NILAS returns
4.2	**<u>Equality and Good Relations Implications:</u>** None
4.3	**<u>Risk Management Implications</u>** Failure to meet NILAS targets could result in NIEA fines and EU infraction proceedings.
5.0	**Recommendation(s)**
5.1	Members are asked to the content of this report.
6.0	**Documents Attached & References:**
6.1	Northern Ireland Municipal Waste Infographic - July to September 2017

Between **July** and **September** 2017 Northern Ireland's councils collected **260,353 tonnes** of waste



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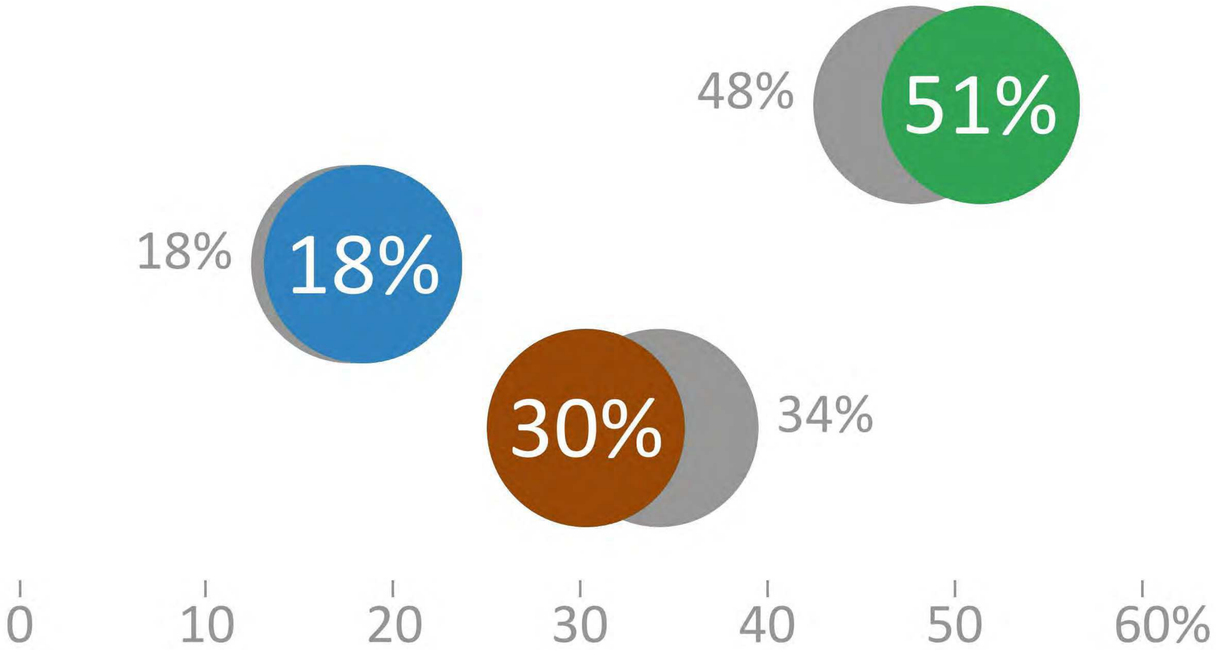
Recycling, **energy recovery** and **landfill rates** compared to July to September 2016



increase in recycling rate

similar energy recovery rate

decrease in landfill rate

DAERA
Department of Agriculture, Environment and Rural Affairs
www.daera-ni.gov.uk

NISRA
Northern Ireland Statistics and Research Agency
Gníomhaireacht Thuaisceart Éireann um Staitisticí agus Taighde

NIEA
www.daera-ni.gov.uk
Northern Ireland Environment Agency

- percentages may not sum to 100 due to rounding
- all figures relate to local authority collected municipal waste
- report and data available from https://www.daera-ni.gov.uk/topics/statistics/environment-statistics
- 'recycling' means local authority collected municipal waste preparing for reuse, dry recycling and composting

Report on	**Building Control Workload**
Reporting Officer	**William Wilkinson**
Contact Officer	**William Wilkinson**

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	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	Building Control applications are received in three different forms:- a Full Applications - submitted with detailed working drawings. b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc. c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval.
3.0	**Main Report**

3.1	**Workload Analysis**	**February 2018**	**Accumulative 2017/18**
	Total number of Applications	**174**	**1799**
	Full plans applications received	**68**	**729**
	Building Notices applications received	**83**	**886**
	Regularisations applications received	**23**	**184**
	Estimated value of works submitted	**£13,063,832**	**£145,129,326**
	Number of inspections carried out by Building Control Officers	**979**	**9907**
	Commencements	**216**	**2040**

	Domestic Dwellings Domestic alterations and Extensions Non-Domestic work	**43** **162** **11**	**579** **1364** **97**
	Completions Domestic Dwellings Domestic alterations and Extensions Non-Domestic work	**177** **55** **113** **9**	**1693** **440** **1159** **94**
	Property Certificates Received	**151**	**1937**
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.		

Significant Developments February 2018

Applicant	Location of Development	Details of Development	External value of development
J & A Developments	Off Barrack Street, Coalisland	Erection of 28no. Dwellings (average floor area 101m^2) B.C. fee - £5,009	£1,469,440
J Donnelly	20 Union Road, Magherafelt	Erection of 13no. self-contained apartments (floor area 1025m^2) B.C. fee - £5,009	£1,105,975
St James Parish Church	Church Hall 37-39 The Square Moy	Extension & alterations to hall (floor area 44m^2) B.C. fee - £2,790	£470,000
McAleer & Rushe	17-19 Dungannon Road Cookstown	Extension & alterations to offices (floor area 283m^2) B.C. fee - £2,265	£364,305

Report on	**Entertainment Licensing Applications**
Reporting Officer	**William Wilkinson**
Contact Officer	**William Wilkinson**

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

1.0	**Purpose of Report**
1.1	To update Members on Entertainment Licensing Applications across Mid Ulster District Council.
2.0	**Background**
2.1	The Council has responsibility for Licensing Places of Entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985. Entertainment Licensing applications are received on a continued basis across the District. Statutory Consultations are carried out with PSNI and NIFRS for each entertainment licence application (grant or renewal) submitted. 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.
3.0	**Main Report**
3.1	As previously agreed a list of applications for all grant/renewal of Entertainment Licences in Mid Ulster District Council is attached (see Appendix 1). The number of applications received on a monthly basis will vary depending on the date of expiry of the current licence. Each application is accompanied by the following documentation: 1 A current Fire Risk Assessment detailing the following: (a) means of escape from premises (b) management responsibilities for day to day safety aspects (c) details of review on an annual basis The fire risk assessment submitted is audited by the inspecting officer 2 Electrical certification is required for the following: (a) General electrical installation (b) Emergency lighting system (c) Fire alarm system 3 Details of current public liability insurance for premises

	4 Copy of public advertisement in local press
3.2	Following the application for the Grant/Renewal of an Entertainment Licence being submitted and validated, an inspection is carried out to ensure that the premises are in compliance with all relevant guidance and legislation. Areas which would be inspected are as follows: 1. Means of escape from the venue i.e. Final exit doors and Easy Opening Devices are satisfactory and escape routes are free from obstruction etc. 2. All floor, wall, and ceiling coverings are in compliance and in good condition 3. All firefighting equipment are correctly positioned and serviced as required 4. The general condition of the premises is satisfactory 5. All management documentation is in place
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: 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 February 2018

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max No of Patrons
C McCausland	McCausland's Bar	38 Main Street Dungannon BT70 3EZ	Annual	Monday To Saturday From : 11:30 To : 01:00 Sunday From : 12:30 To : 24.00	50
S Brown	Lisnagleer Community Hall	21 Lisnagleer Road Dungannon BT70 3LN	14 Unspecified Days	Monday To Saturday From : 19.00 To : 01.00 Sunday From : 17.00 To : 01.00	70
W McCracken	Desertcreat Church Hall	4 Desertcreat Road Cookstown BT80 8UJ	14 Unspecified Days	14 Unspecified Days From : 19.30 To : 22.30	190

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max No of Patrons
S Houston	The Loft Bar and Restaurant	99a Tullyvar Road Aughnacloy BT69 6BL	Annual	Monday To Thursday From : 10:00 To : 23:00 Friday And Saturday From : 10:00 To : 01:00 Sunday From : 10:00 To : 22:00	147
D McFarlane	Bush Orange Hall	98 Bush Road Dungannon BT71 6QG	14 Unspecified Days	Monday To Sunday From : 09:00 To : 24:00	60

Appendix 2

Schedule of applications issued for the Grant/Renewal of Entertainment Licences in February 2018

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
S Devlin	Sit and Sip Bar Lounge	28 Littlebridge Road Moneymore	Monday To Saturday : From: 11:00 To: 01:00 Sunday : From: 11:00 To: 24.00	Annual
A McCall	St Joseph's Grammar School	58 Castlecaulfield Road, Dungannon	Monday To Sunday : From: 09:00 To: 23.00	14 Unspecified Days
J Conway	The Belfast House	3 Orritor Street , Cookstown.	Monday to Saturday : From: 11:30 To: 01:00 Sunday : From:12:00 To: 24:00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
H McGoldrick	Moyola Park Golf Club	15 Curran Road Castledawson	Monday To Sunday : From: 10:00 To: 23.00	Annual
A Martin	Tullylagan Country House Hotel	40b Tullylagan Road Cookstown	Monday To Saturday : From: 11.30 To: 01.00 Sunday : From: 12.30 To: 24.00	Annual
H Downey	Downey's Bar	26-28 Queen Street Town Parks Of Magherafelt	Monday To Saturday : From: 11:30 To: 01:00 Sunday From: 12:30 To: 24.00	Annual
S McGrath	Dungannon Golf Club	34 Springfield Lane Dungannon	Monday To Saturday From: 12.00 To: 23.00 Sunday From: 12.00 To: 22.30	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
V Daly	The Ryandale	16-18 The Square Moy	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 24.00	Annual
D Friel	Friels Bar & Restaurant	2-4 Kilrea Road Swatragh	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 24.30	Annual
I Gillespie	Rainey Old Boys' Rugby Football Club	7 Meadowbank Road Magherafelt	Monday To Saturday From: 17.00 To: 01.00 Sunday From: 15.00 To: 24.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
C McNally	The Hogan Stand	32 Moneyneany Road Draperstown	Monday To Saturday From: 11.00 To: 01.00 Sunday From: 12.30 To: 24.00	Annual
M Doris	The Market Tavern Bar	62 Rainey Street Magherafelt	Monday To Saturday From: 11:30 To: 01.00 Sunday From: 12.30 To: 24.00	Annual
R O'Kane	The Flax Inn	27 King Street Magherafelt	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 24.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
J Eagleson	Errigle Keerogue Church Hall	Ballinasaggart Ballygawley	Monday To Sunday From: 19.00 To: 24.00	14 Unspecified Days
M O'Kane & A M Crawford	McMasters Bar	27 Main Street Maghera	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 24.00	Annual
R Diamond	Wolfe Tones GAA Social Club	30 Ballyscullion Road Bellaghy	Monday To Sunday From: 11.00 To: 01.00	Annual
N Coney	Ardboe Parish Centre	105 Mullinahoe Road Dungannon	Monday To Sunday From: 11.00 To: 24.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
H Stewart	Magherafelt Presbyterian Church	28 Meeting Street Magherafelt	Monday To Saturday From: 08.00 To: 24.00	14 Unspecified Days
E Quinn	The Tailor's House	50 Main Street Ballygawley	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 24.00	Annual
R Donnelly	The Underground Bar	37 St. Patricks Street Draperstown	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 24.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
M McElhatton	Greenvale Hotel	57 Drum Road Cookstown	Monday To Sunday From: 11.30 To: 01.30	Annual
H & T McGlone	Secrets Nightclub & Dorman's Bar	15 – 17 Queens Street Magherafelt	Monday To Saturday From: 11.30 To: 02.00 Sunday From: 12.30 To: 01.30	Annual
Tobermore Community Projects	McKinney Memorial Hall	33 Main Street Tobermore	Monday To Sunday From: 08.00 To: 01.00	14 Unspecified Days
P McAllister	McAllisters Bar & Lounge	76 Sixtowns Road Draperstown	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 12.00 To: 24.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
S Faloon	Bardic Theatre	9 Hillview Avenue Donaghmore	Monday To Friday From: 11.00 To: 24.00 Saturday & Sunday From: 09.00 To: 01.00	Annual
P McCloy	The Terrace Hotel	42-48 Church Street Magherafelt	Monday To Saturday From: 11.30 To: 01.00 Sunday From: 11.30 To: 12.00	Annual
R McGrath	The Old Thatch Inn	16 Hillhead Road Castledawson	Monday To Saturday From: 11.00 To: 01.00 Sunday From: 12.00 To: 24.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
Rev J Gates	Magherafelt Parish Centre	24 King Street Magherafelt	Monday To Sunday From: 12.00 To: 01.00	Annual
M Stewart	The Coachman	58 Rainey Street Magherafelt	Monday To Saturday From: 11.30 To: 02.00 Sunday From: 12.30 To: 24.00	Annual
M T Molloy	The Oak Leaf Restaurant	31 Glenshane Road Maghera	Monday To Thursday From: 12.00 To: 24.00 Friday To Sunday From: 12.00 To: 01.00	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
M Murray	An Rath Dubh	53 Moneyneany Road Draperstown	Monday To Thursday From: 11.00 To: 24.00 Friday To Sunday From: 11.00 To: 01.00	Annual
Mid Ulster District Council	Meadowbank Old Recreation Centre	45 Ballyronan Road Magherafelt	Monday To Sunday From: 09.00 To: 22.30	Annual
P B McKenna	McKennas Bar	2-4 Glen Road Maghera	Monday To Wednesday From: 11.30 To: 23.30 Thursday To Saturday From: 11.30 To: 01.00 Sunday From: 12.30 To: 24.30	Annual

Name of Applicant	Name of Premises	Address of Premises	Days and Hours Granted	Type of Licence
M P Doyle	The Shepherd's Rest	220 Sixtowns Road Draperstown	Monday To Saturday From: 11.00 To: 01.00 Sunday From: 12.00 To: 24.00	Annual

Report on	**Re-Naming of an existing Street/Road**
Reporting Officer	**William Wilkinson**
Contact Officer	**William Wilkinson**

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

1.0	**Purpose of Report**
1.1	To advise Members on the issues regarding the Re-Naming of Church Road, Cookstown.
2.0	**Background**
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 - Article 11 the Council is tasked with the responsibility of renaming and renumbering existing streets where requested. The Policy for Renaming and Renumbering of Existing Streets - Section 7.0, as adopted (see Appendix 1) forms the basis for considering requests for renaming and renumbering of existing streets/roads. As a result of an issue being raised by Cllr Mark Glasgow in which it was indicated that the road currently known as Church Road, Cookstown had been known locally as Meetinghouse Road for many years due to its location of the local Presbyterian Church at Orritor, Cookstown. The road in question (see Appendix 2) is currently officially known as "Church Road" and is detailed accordingly on the "Pointer Addressing System" which is the central addressing database for all addressing in Northern Ireland.
3.0	**Main Report**
3.1	The road known as "Church Road, Cookstown" has one private dwelling located thereon as detailed on the attached map outlined in red (see Appendix 2) which was recently constructed and completed in 2015. The address of the dwelling is detailed on the "Pointer Addressing System" and has an entry on the Domestic Valuation List as published by "Land and Property Services". However, there are no occupiers currently listed for the road on the up-to-date Electoral Register for the road in question. There are currently no other properties either domestic or non-domestic with a postal address registered to Church Road as contained within the "Pointer Addressing System" or "Land and Property Services - Valuation Listings for Domestic and Non-Domestic Properties". In accordance with Policy as adopted, a petition, signed by not less than 50% of the householders (based on one resident per household over the age of 18) of the street/road ("a Petition") the Council will consider a survey of the street/road in relation to the desired name change and reason for same.

	Currently, based on the above information and in accordance with the policy as adopted, a request for the re-naming of Church Road could only be considered if submitted by the occupier of the single dwelling currently located on Church Road.
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>** None
4.3	**<u>Risk Management Implications</u>** None
5.0	**Recommendation(s)**
5.1	Members note the content of this report.
6.0	**Documents Attached & References**
6.1 6.2	Appendix 1 - Street Naming and Dual Language Signage - Section 7.0 : Renaming and Renumbering Existing Streets Appendix 2 - Map detailing Church Road, Cookstown

Comhairle Ceantair Lár Uladh
Mid Ulster District Council

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

7.0 RENAMING AND RENUMBERING EXISTING STREETS

7.1 Provision shall be made for the renaming and renumbering of existing Streets within the Mid Ulster District Council area, where instances as noted in 7.2 below require that that this be undertaken to maintain a consistent approach to street naming. The 1995 Order empowers Council to authorise Street names within the area they administer.

7.2 Criteria - General

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

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

Renaming Existing Street Name: Procedure

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

1. Upon receipt of a petition, signed by not less than 50% of the householders (based on one resident per household over the age of 18) of the street/road ("a

Petition") the Council will consider a survey of the street/road in relation to the desired name change and reason for same .

2. The proposed name must meet the criteria set down in the policy for the naming of New Streets.

3. If the Department considers the new name meets the criteria, approval to undertake the survey will be sought from the Environment Committee.

4. The Council will survey, by post, the occupier of each of the properties listed on the Electoral Register and the Pointer Data address system of that street/road or the part of a street/road affected at that time ; seeking their views on the request to change the name. The survey shall be carried out by the Council's Building Control service.

5. Replies will be by way of a supplied self-addressed envelope and must be returned by the date specified in the correspondence giving notification of the survey and reason for same. Only replies received from registered occupiers by that date will be considered.

6. The outcome of the survey will be presented to the Environment Committee and only where all occupiers (100 %) in the affected street agree with the proposed name change, will a recommendation be presented to approve the change.

7. Where a request is not approved any further request will not be considered until the expiry of a 12 month period from the date of the Environment Committee meeting where the outcome of the survey was considered.

8. Where a Petition to have an existing street renamed is not approved then the occupiers will be notified of this.

9. Where a new nameplate is erected. The decision to remove an existing nameplate will be made by Property Services, where deemed necessary to do so.

10. Historical nameplates may remain in place where they are fitted to an existing wall (or dwelling), where they will not affect directional issues. This shall be at the discretion of Property Services.

11. Where the Department receives a request from the emergency services, mail delivery services or other statutory bodies who have difficulty locating the street to rename it. They shall inform residents as noted above and consider to survey and rename the street upon the agreement of all households on that street. Such requests shall be notified to and approval sought from Environment Committee and outcome of survey reported to same.

Appendix 2

Mid Ulster Council Address Search

15/02/2018 11:34:52

Mid_Ulster_Outline

1:2,500

0 0.02 0.04 0.08 mi

0 0.0325 0.065 0.13 km

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Nicky Doris

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Report on	Workplace Health Event
Reporting Officer	Fiona Mc Clements, Head of Environmental Health
Contact Officer	Fiona Mc Clements

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

1.0	**Purpose of Report**
1.1	The purpose of this report is to advise the Committee of the "Making Links in the Workplace Health" event which was held in the Council offices in Magherafelt on Tuesday 30th January 2018.
2.0	**Background**
2.1	Healthy Lives Mid-Ulster builds on the health awareness and prevention models developed and delivered through Make a Change, and Closing the Gap programmes, delivered within Mid-Ulster. The ethos of Healthy Lives Mid Ulster is to deliver a joined-up working approach through cross-sectoral partnership working.
2.2	The overall aim of Healthy Lives Mid Ulster is to target areas of need and vulnerability, through working in partnership with GPs, Pharmacists, employers, and those working with communities from a community, voluntary or statutory perspective.
2.3	Healthy Lives Mid Ulster supports the Health and Wellbeing outcomes of our Community Plan: • We are better enabled to live longer healthier and more active lives • We have better availability to the right health service in the right place at the right time • We care more for those most vulnerable and in need
2.4	One of the areas of work identified by Healthy Lives Mid-Ulster is Healthy Workplaces.
2.5	NI Chest Heart and Stroke (NICHS) provide a free workplace health and wellbeing programme funded by the Public Health Agency to small and medium size businesses. The initiative supports workplaces through identifying health and wellbeing priorities for their workplace, recruiting and training workplace health champions and creating an action plan to improve employees' health and wellbeing.
2.6	In partnership, NICHS, Mid Ulster District Council and the Northern Health and Social Care Trust developed a plan to run an event to provide information to local workplaces on key health and wellbeing messages and the range of programmes/ services available to them.

3.0	**Main Report**
3.1	The event was held for small, medium and large employers in the Mid Ulster area to raise awareness of local health initiatives. Local workplace representatives had the opportunity to hear presentations and to engage with local service providers on the range of health themes including physical activity, healthy eating and mental health.
3.2	15 workplace representatives attended the event representing 8 local workplaces. There were presentations on: • "Choose to Lose" a 12 week Weight Loss programme delivered at Heron Brothers, Draperstown (MUDC) • The Make a Change programme (MUDC) • "Take 5 Steps to Wellbeing" mental health campaign (NHSCT)
3.3	There was an opportunity for networking and exchanging of contact details and the workplace representatives were each provided with a range of information on health and wellbeing themes to take back to the workplace.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: NI Chest Heart and Stroke funded the event. Human: None
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 asked to note the contents of this report.
6.0	**Documents Attached & References**
6.1	Appendix 1: Photographs of Making Links in the Workplace Health event

Appendix 1

Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council
Northern Ireland Chest Heart & Stroke

Northern Ireland Chest Heart & Stroke
Chest Heart & Stroke
make a change
a helping hand for your health

Report on	Mid Ulster Community Resuscitation Group
Reporting Officer	Fiona McClements
Contact Officer	Fiona McClements

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

1.0	**Purpose of Report**
1.1	To Update members on the Mid Ulster Community Resuscitation programme.
2.0	**Background**
2.1	In 2015 following a Council motion, the Mid Ulster Community Resuscitation Group was established to consider Community Resuscitation at a local level. The Group consisting of Council staff and representatives of partner agencies compiled an Action plan for Mid Ulster that identified 3 core areas of work: 1 Defibrillators- Mapping and Registration 2. Training 3. Raising Awareness/Communication.
2.2	Actions have been progressed by the group under these three headings including: • Updating the MUDC Defibrillator database • Registration of Council owned defibrillators on NIAS(Northern Ireland Ambulance Service) website • MUDC Staff Training on use of defibrillators • Participation District wide in European Restart a Heart Training days in October 2016 and 2017 in partnership with other agencies (see flyer in Appendix 1). http://www.midulstercouncil.org/Council/News/Archive-September-2017/Restart-a-Heart-Day-returns-to-provide-vital-CPR-t
2.3	Actions undertaken by the group have been in line with the regional Community Resuscitation Strategy for Northern Ireland July 2014, which sets out the Vison and Objectives for Community Resuscitation in NI. The Action plan is attached at Appendix 2.
3.0	**Main Report**
3.1	At the Groups last meeting in October 2017, the group discussed how its work links into the Community Plan and how best to facilitate the Group Moving forward.
3.2	Within MUDC Community Planning, the work of the Community Resuscitation Group has been included in The "Vibrant and Safe Communities Delivery plan".
3.3	

3.4	In the above document, the Mid Ulster Community Resuscitation Group is identified as the responsible group to support and promote the delivery of Mid Ulster Community Resuscitation Plan in its three core areas of work listed in 2.1 above, and to seek to ensure every community has access and is aware of a NIAS registered defibrillator. NIAS is identified as the Lead Facilitator for this action. In October 2017, a Regional Lead was appointed by NIAS to take forward Community Resuscitation work on a regional basis in partnership with key stakeholders. The MUDC resuscitation group will review their working group in light of the Community Planning objectives, the appointment of the Regional Lead and the ongoing targets to be met. It is expected that the Mid Ulster Group will develop and agree new Terms of Reference for the group including how it integrates into existing Community Planning Structures to maximise benefits within the communities.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: None Human: Staff time
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 asked to note the contents of the report.
6.0	**Documents Attached & References**
6.1 6.2	Appendix 1: Restart a Heart Flyer Appendix 2: Action Plan

Appendix 1

Mid Ulster Restart a Heart Day

This FREE training in your local Council facility will provide people with the knowledge and skills to deal effectively with emergency situations.

16 October 2017

Morning: 10am-12pm
or Evening: 6.30pm - 8.30pm

Comhairle Ceantair Lár Uladh
Mid Ulster District Council

Learn to save a life

Mid Ulster District Council in Partnership with the Northern Health and Social Care Trust, British Heart Foundation (NI) and the Northern Ireland Ambulance Service are supporting Restart a Heart Day.

Who should attend?

Anyone who wants to learn how to save a life.

Where and When?

Training sessions will take place in:

- Cookstown Leisure Centre
- Ranfurly House, Dungannon
- Greenvale Leisure Centre

There will be morning (10am-12pm) and evening (6.30pm-8.30pm) sessions available.

To register:

Call: Sam Bloomfield on 03000 132 132
Email: health.wellbeing@midulstercouncil.org
Please outline which session and which venue you wish to attend.

Appendix 2

May 2017- Version 1

Mid Ulster Community Resuscitation Group

2017-18

Action Plan

Work areas/ Objectives	Key Actions	Planned Output	Who is Responsible	Timescale	Progress to date
1.Automated External Defibrillators (AEDs) Mapping, Registration and Maintenance	Continue to review and update information on siting of AEDs and ensure ongoing maintenance of Council owned AEDS in accordance with Council plan	All AEDs on council properties registered on NIAS.	MUDC Property managers	Mar 2018	
		All Council owned AEDs regularly maintained.	MUDC Health and Safety	Mar 2018	
	Provide ongoing support and training to staff responsible for maintenance of Council owned AEDs.	Appropriate staff trained in use and maintenance of AEDs at all Council ED sites.	MUDC Health and Safety	Sept 2017	
	Continue to map non-Council owned AEDs in the district- sports clubs, community halls etc.	AEDs provided By Sport NI in Mid Ulster area included in mapping exercise.	MUDC Health and Wellbeing	Sept 2017	
		NIAS to refresh/remap the location of AEDs in the Mid Ulster area.	NIAS	Sept 2017	

	Assess need and feasibility for additional First Responder Groups in Mid Ulster area		NHSCT NIAS MUDC		
	Work in partnership with Dalriada Urgent Care and NHSCT to maintain and extend as appropriate the existing First responder schemes In the Mid Ulster area		NIAS NHSCT MUDC		
	Support the investigation of feasibility of new First Responder Scheme in Stewartstown area as appropriate.		NIAS HSCB		
	Obtain statistical information for ambulance response times within Mid Ulster area	Appropriate statistical information provided by NIAS	All partners		
	Raise the issue of ongoing maintenance and support for local community groups with AEDs	Request forwarded from MUDC Comm Resus Group to NIAS for discussion at Regional Resus Strategy Group.	MUDC on behalf of all partners NIAS		
	Review and Amend Governance documents for AEDs based in communities for circulation to all stakeholders	Governance documents for AEDs available to all community groups	NIAS		
2. Training	Update training provided for Heart Start Instructor Trainers in Mid Ulster Area		NHSCT SHSCT MUDC	Sept 2017	

	Work with key partners and organise a district wide CPR event- as part of the European "Restart a Heart Day" to raise awareness of AEDs and CPR with local schools, workplaces and communities	3 "Restart a Heart" Day roadshow events- (Cookstown, Dungannon and Magherafelt sites) Local Primary and post primary schools will be facilitated to provide training on Restart a Heart day Restart a Heart Day Press Release following event	NHSCT SHSCT MUDC NIAS BHF NI NHSCT SHSCT MUDC MUDC	TBC	
3. Raise awareness	Work with partner organisations to raise awareness of the need to register AEDs on the NIAS database. Support the roll out of the **Call Push Rescue** (CPR) campaign to Community Groups	Key information on how to register AEDs posted on council and other partner websites. Call Push Rescue (CPR) communication plan developed and agreed to include-detail on press releases, website coverage, promotional materials, council vehicle use etc. Facilitate information sharing on Call Push Rescue to Community Groups Call Push Rescue Press Release	MUDC All partners BHF NI MUDC NHSCT SHSCT	July 2017 June 2017- Mar 2018 Feb-Mar18	

Report on	The Roads Miscellaneous Provisions Act (NI) 2010
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 update Members in relation to the application process for the temporary closing of roads under *The Roads Miscellaneous Provisions Act (NI) 2010.*
2.0	**Background**
2.1	Further to previous reports, Members will be aware that The Department for Infrastructure (DfI) has introduced *The Roads Miscellaneous Provisions Act (NI) 2010 (the Act)* to permit the closure of roads for the holding of special events, commencing on 4th September 2017. The above legislation enables Council to deal with requests to close roads to hold special events on public roads in its area, except those roads that are 'special roads' (e.g. all motorways). Special Events are defined as: • Any sporting event, social event or entertainment which is held on a public road; or • The making of a film on a public road (including making TV programmes, films or advertisements). Special Events **do not** include the following: • Public processions; • Motor road races; • Cycle races or trials; or • Road works The underlying principle in relation to special events on roads is that it would not be reasonably practicable to hold the event elsewhere. The restriction or prohibition of traffic using the public road will only be permitted for: • Facilitating the holding of a special event, or • Enabling members of the public to watch a special event, or • Reducing traffic disruption in adjacent streets Although the legislation provides the Council with the power to prohibit or restrict the use of a public road, an Order cannot be made that would at any time prevent pedestrian access to any premises situated on or adjacent to the road, or to any other premises accessible for pedestrians from and only from the road.

3.0	**Main Report**
3.1	Any person considering closing a public road for a special event will be encouraged to contact the Environmental Health Service at the earliest opportunity to discuss the proposal in advance of submitting an application. It is anticipated that robust pre-application discussions with applicants will facilitate the application process by identifying potential areas of concern at an early stage. Upon request prospective applicants will receive or will be able to download an application pack containing: • MUDC Application Form • MUDC's 'Guidance Notes on Applying to Hold a Special Event on a Public Road' • DfI's 'Special Events on Roads - Guidance for promoters of Events' In order for the assessment process to proceed it is essential that all applicants submit their completed application form, appropriate fee and relevant supporting information at the time of application. Supporting information that will be required from all applicants includes: • Location plan / map showing marshals / stewards and first aid positions • Copy of the Traffic Signing Schedule • Traffic Management Plan • Evidence of Public Liability Insurance • Details of consultees and feedback received • Copy of Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking signing work • Evidence of consultation / agreement with emergency services. As extensive consultation is required with DfI Roads and various statutory bodies, including the PSNI for Council to prohibit or restrict traffic on the road(s) involved, it is therefore important that all relevant information to support any application is made available early. The DfI's guidance for promoters of events recommends that Council be given at least 12 weeks' notice to allow for the processing of an application. Members will be informed of those events requiring a potential road closure through report to Committee . A minimum of 21 days from the date of publication of the public notice is required to allow opportunity for written representations to be made. A report will then be prepared for consideration by Committee to enable the applications to be determined. The Committee will have regard to the safety, convenience and suitability of proposed alternative traffic routes as well as DfI Roads guidance in the course of reaching its decision. Each application will be considered on its own merits and Committee may determine to grant or refuse an application. There is no right of appeal to the Council's decision.

4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: As referenced in previous reports. Human: As referenced in previous reports.
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 contents of this report, the process for submission of applications and future special events that may require a road closure.
6.0	**Documents Attached & References**
6.1 6.2 6.3	Appendix 1: Schedule of Potential Special Events that may require a road closure. Appendix 2: Application to Hold a Special Event on a Public Road Appendix 3: MUDC's 'Guidance Notes on Applying to Hold a Special Event on a Public Road'

Appendix 1

Schedule of Special Events that may require a Potential Road Closure

Type of Event	Date	Promoter
Continental Market	2-3 June 2018	Mid Ulster District Council
Magherafelt Summer Event	16 June 2018	Mid Ulster District Council
Cookstown Carnival	29 June 2018	The Hub
Cookstown Christmas Lights Switch On	23 November 2018	Mid Ulster District Council
Maghera Christmas Lights Switch On	24 November 2018	Mid Ulster District Council
Magherafelt Christmas Lights Switch On	1 December 2018	Mid Ulster District Council
Magherafelt Event (To be confirmed)	1-2 December 2018	Mid Ulster District Council

Application to hold a Special Event on a Public Road

Please read the accompanying Mid Ulster District Council 'Guidance Notes on Applying to Hold a Special Event on a Public Road' and the Department for Infrastructure's 'Guidance Notes for Promoters of Events' before completing this form

ABOUT YOU	
Name of Promoter	
Name of contact (if different from above)	
Position / role of contact	
Confirm if you have authority to act on behalf of the company / club / society	Yes / No
Address of promoter and/or contact Postcode	
Telephone Number(s)	
Emergency Contact No	
Email address	
ABOUT THE EVENT	
Name of Event	
Date of event	
Purpose and nature of event	
Can the event be held on other than a public road?	

POSSIBLE IMPACT	
Name of road(s) on which event is to be held along with a detailed, marked up location plan.	
Date and Start time of proposed road restriction	
Date and End time of proposed road restriction	
Type of restriction? *(Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)*	
Is this a small event?	
How many people are you hoping will attend your event?	
Is a traffic signing schedule enclosed?	Yes / No Please list all roads that will be signed as diversionary routes:

Is a traffic management plan enclosed?	Yes / No
Has this event been held previously?	Yes /No
If yes, are the arrangements previously applied for amended in any way	Yes / No / Not applicable
Please give details of any structure or equipment to be erected on the public road as part of the event	
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	Yes / No
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	
Is a bus route affected (public and / or Education Authority)	
Please provide any other information that you feel may assist us with processing your request	

Declaration:

I confirm that I have read the Department for Infrastructure '*Special Events on Roads - Guidance for Promotors of Events'* and understand that the District Council may apply all or any of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels necessary to process this application and that my application may not proceed if I fail to produce this additional information.

I acknowledge the following Data Protection Statement: In order to comply with the requirements of the Data Protection Act 1998, we would advise you that the personal information you provide on this form will be processed and held by the District Council and its agents, for the purpose of managing and operating special events on roads applications. The District Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The District Council will investigate all cases of alleged fraudulent use and the information you have provided may be used in conducting these investigations. The personal information you provide may be checked with other agencies/organisations. If consent to these arrangements is not given your application will NOT be processed.

I understand I may be required to provide a minimum of £10m public liability insurance cover for this event (minimum of £5m public liability insurance cover for small / community events). I can confirm the details provided in the application are true and correct.

Signature of applicant _____ **Date of application** _____

(On behalf of organising committee)

Should you require any assistance when completing the application then please do not hesitate to contact the licensing team by telephone or email

Application Checklist: Please refer to the accompanying notes for guidance

The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council) *Small / Community Events: £250 - Large / Commercial Events: £415 – Filming on a Public Road: £415*	
Location plan / map showing marshals / stewards and first aid positions	
Copy of the Traffic Signing Schedule	
Traffic Management Plan	
Evidence of Public Liability Insurance	
Details of Consultees and feedback received (bus providers, residents, businesses etc.)	
Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work	
Evidence of consultation / agreement with Emergency Services	

Completed forms should be returned to the Environmental Health Service at any one of the Council Offices below:

Cookstown Office
Burn Road
Cookstown
BT80 8DT

Dungannon Office
Circular Road
Dungannon
BT71 6DT

Magherafelt Office
Ballyronan Road
Magherafelt
BT45 6EN

Email: environmentalhealth@midulstercouncil.org

Telephone: 03000 132 132

Comhairle Ceantair Lár Uladh Mid Ulster District Council

Guidance Notes on Applying to Hold a Special Event on a Public Road

Please read in conjunction with Department of Infrastructure's 'Special Events on Roads – Guidance for Promoters of Events'

ABOUT YOU	
Name of Promoter	*(Person organising the event)*
Name of contact (if different from above)	
Position / role of contact	
Confirm if you have authority to act on behalf of the company / club / society	Yes / No
Address of promoter and / or contact Postcode	
Telephone Number(s)	
Emergency Contact No	*(someone who will be available before, during and after the event)*
Email address	
ABOUT THE EVENT	
Name of Event	*(e.g. name that the event is being advertised under)*
Date of event	*(Council normally require a minimum of at least 12-16 weeks' notice in order to process your application)*
Purpose and nature of event	*(Please provide a full description of the proposed event)*
Can the event be held on other than a public road?	*(Detail the reasons why this event cannot take place on other than a public road. Consideration should be given to green / grassed areas or local community / activity centres)*

POSSIBLE IMPACT	
Name of road(s) on which event is to be held along with a detailed, marked up location plan.	• *Organisers must identify the exact roads / streets affected including the start and end locations and provide a marked up plan or drawing to indicate same.* • *The plan must show the length of road to be prohibited or restricted in use (**indicated in red**), and the proposed diversion route (**indicated in green**).* • *The plan must be clear and indicate road numbers.* • *Promoters should identify, on the plan, any restrictions or obstacles on the diversion route that may affect traffic, e.g. low bridges, narrow sections of road, tunnels, fords, one-way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class.* • *A similar or higher class of road to the one being closed should be used as the diversion route, taking into consideration that heavy goods vehicles and buses may have to use them.* • *On narrow rural roads, consideration may need to be given to providing a separate diversion route for each direction. It may also be necessary to have a separate diversion for HGVs and cars, because of the nature of the roads in the area.*
Date and Start time of proposed road restriction	*(It is important to quote the exact start time, day and date of the proposed restriction)*
Date and End time of proposed road restriction	*(It is important to quote the exact start time, day and date of the proposed restriction)*
Type of restriction? *(Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)*	*(Will pedestrian access be maintained?)*

Is this a small event?	*In order to be considered as a 'small event' (e.g. street parties), the event must:* • *Be held on minor residential roads e.g. cul-de-sacs or side streets* • *The proposed road to be closed must not have a bus route along it* • *Not have a car park located on it or a car park which is accessed via the road to be closed (other than a car park for residents' of the road)* • *Not be publicised for the general public and therefore will not draw in people from the wider area* • *Be an event which would apply to residents of one or two streets only and not to large areas of the district* • *Finish by 11pm* • *Not have a stage built from which entertainment would be provided* • *Not have amplified entertainment which may cause nuisance to the wider area* • *Not have fireworks, pyrotechnics or bonfires on the street* • *Not have alcohol or food **sold** at the event* *(Please note the above list is not exhaustive and applicants should refer to the full requirements contained within Appendix 5 of the Department for Infrastructure's 'Special Events on Roads – Guidance for Promoters of Events')*
How many people are you hoping will attend your event?	*Include participants as well as spectators. This helps us to assess how large your event could be and whether the event would be of interest to the MUDC safety advisory group.*
Is a traffic signing schedule enclosed?	Yes / No Please list all roads that will be signed as diversionary routes: • ***If yes** - please indicate the name of the organisation undertaking the signing work and submit a copy of their Sector Scheme 12ab (or Ch8) certificate of competence* • ***If no**, then please provide details concerning the arrangements to be made for this to be provided at a later date* *Note: Details of all safety measures including all signs, equipment etc. are required to protect the public and property in the vicinity of the event and on any diversionary route needed for the duration of the closure. This may also include a detailed Traffic Management Plan depending on the nature of the proposed closure and event (see below)* ***Please list all roads that will be signed as diversionary routes on the application form:***

Is a traffic management plan enclosed?	Yes / No • ***If yes**, please indicate the name of the organisation preparing the traffic management plan and submit a copy of their Sector Scheme 12ab (or Ch8) certificate of competence* • ***If no**, then please provide details concerning the arrangements to be made for this to be provided at a later date* *Note: Traffic Management plans require a full risk assessment that clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered, with all risks recorded, giving recommendations on how the risks will be managed. The amount of detail and information to be provided in a Traffic Management Plan can vary depending on the nature and complexity of the traffic management arrangements.*
Has this event been held previously?	Yes / No *Please give brief details of the event, including the date held, location, numbers attending etc. Please include Council reference no. where available.*
If yes, are the arrangements previously applied for amended in any way	Yes / No / Not applicable ***If yes** - please give details*
Please give details of any structure or equipment to be erected on the public road as part of the event	• *Please detail the methods to be employed to protect road surfaces* • *Depending on the structure or equipment being placed, technical approvals / safety certificates for any structure erected may also be needed*
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	Yes / No *(Please note an order may not be granted without insurance cover being in place)*
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	*Provide evidence that the promoter has carried out reasonable consultation with residents, businesses etc. that may be affected by the proposed special event, along with details of anyone who is not in favour, and the nature of their concerns.*

Is a bus route affected (public and / or Education Authority)	*If your event affects buses you should explain what arrangements you have made with Translink and / or the Education Authority to help reduce impact to bus services*
Please provide any other information that you feel may assist us with processing your request.	*Use this space to provide any additional supporting information that you may feel is essential to assist MUDC in processing your request. Please continue on a separate sheet if necessary.*

Declaration: *(The applicant must sign and date the declaration below)*

I confirm that I have read the Department for Infrastructure '*Special Events on Roads - Guidance for Promotors of Events'* and understand that the District Council may apply all or any of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels necessary to process this application and that my application may not proceed if I fail to produce this additional information.

I acknowledge the following Data Protection Statement: In order to comply with the requirements of the Data Protection Act 1998, we would advise that the personal information you provide on this form will be processed and held by the District Council and its agents, for the purpose of managing and operating special events on roads applications. The District Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The District Council will investigate all cases of alleged fraudulent use and the information you have provided may be used in conducting these investigations. The personal information you provide may be checked with other agencies / organisations. If consent to these arrangements is not given your application will NOT be processed.

I understand I may be required to provide a minimum of £10m public liability insurance cover for this event (minimum of £5m public liability insurance cover for small / community events). I can confirm the details provided in the application are true and correct.

Signature of applicant _____ **Date of application** _____

(On behalf of organising committee)

Should you require any assistance when completing the application then please do not hesitate to contact the licensing team by telephone or email

Application Checklist: *Please enclose copies of the required supporting information and accompanying fee at the time of application.*

The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council) • *Community / Small Events: £250* • *Commercial / Large Event: £415* • *Closure to facilitate Filming on a road: £415* ***Important Note**: Subject to applicants' compliance in relation to waste management control after their first special event, a £200 refundable street cleansing deposit may be chargeable for any future events in addition to the relevant fee above.*	
Location plan / map showing marshals / stewards and first aid positions	
Copy of the Traffic Signing Schedule	
Traffic Management Plan	
Evidence of Public Liability Insurance • *Community / Small events: Minimum of £5 million public Liability Insurance cover is required* • *Commercial / Large Event: Minimum of £10 Million Public Liability Insurance cover is required* • *Filming on a road: Minimum of £10 Million Public Liability Insurance cover is required*	
Details of Consultees and feedback received (bus providers, residents, businesses etc.)	
Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work	
Evidence of consultation / agreement with Emergency Services	

Completed forms should be returned to the Environmental Health Service at any one of the Council Offices below:

Cookstown Office
Burn Road
Cookstown
BT80 8DT

Dungannon Office
Circular Road
Dungannon
BT71 6DT

Magherafelt Office
Ballyronan Road
Magherafelt
BT45 6EN

Email: environmentalhealth@midulstercouncil.org

Telephone: 03000 132 132

Report on	Live here Love here community awards and grants
Reporting Officer	Fiona McClements, Head of Environmental Health
Contact Officer	Fiona McClements

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

1.0	**Purpose of Report**
1.1	To inform Members of the Award recipients from the Mid Ulster District at the Live Here Love Here community award ceremony in February 2018 and to advise on an information evening for communities for funding under this programme.
2.0	**Background**
2.1	Keep NI Beautiful through the Live Here Love Here Campaign organised a sponsored event to recognise and celebrate environmental work being carried out across NI.
3.0	**Main Report**
3.1	Live Here Love Here is a campaign aimed at promoting civic pride and a community can-do attitude by improving environmental quality in Northern Ireland. It aims to tackle issues such as poor environmental quality, littering and dilapidation by encouraging volunteers to take practical action in their local communities.
3.2	A sponsored celebratory event took place in February 2018 to thank and celebrate volunteers within in the community and recognise their achievements.
3.3	There was a prize winner within each Council area who are partners in this programme and an additional five awards covering all of NI.
3.4	The recipient at the awards ceremony of the MUDC Litter Heroes award was Mr Brénainn Brunton (see attached photograph in Appendix 1).
3.5	An honorary mention was given to Castlecaulfield Horticultural Society, Blessed Patrick O'Loughran PS Eco Council, and Screen Eco- Schools.
3.6	The NI overarching award under the Spirit of Live Here Love Here Award presented by DAERA was awarded to Screen Eco schools in the Draperstown area (see attached photograph in Appendix 1).
3.5	As part of the partnership arrangement, fifty percent of MUDC's contribution to the Live Here Love Here campaign comes back into the Mid Ulster District area through a community small grants programme.

3.6	The community grants applications for next year will be available from April onwards. To aid the communications of these Grant opportunities, an information session has been arranged to take place on Monday 9th April at 6.30pm in Ranfurly House, Dungannon.
3.7	The workshop takes place in advance of the call for applications and the session is intended to be practical, with the aim of encouraging an increase in quality applications from the Mid Ulster area. Live Here Love Here staff will deliver a presentation, showcasing case studies of successful projects and give advice in terms of best practice. The main objectives will be to help participants to develop their ideas, complete the application form and there will also be a Q&A session.
3.8	Details regarding this information session will be communicated through the Council's social media and website and through existing community contacts within MUDC. All Members are welcome to attend.
3.9	As with the previous year, assessment of the applications will take place through a panel arrangement with members across the numerous funding partners including MUDC.
4.0	**Other Considerations**
4.1	**<u>Financial & Human Resources Implications</u>** Financial: Within previously agreed funding from MUDC (£21,000) Human: Staff time
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	Note the award winners and the small grants programme information event.
6.0	**Documents Attached & References**
6.1	Photographs of the award winners from within Mid Ulster District Council area.

Appendix 1

LIVE
HERE
LOVE
HERE
Thank you to all our
partners for your support
Community
Awards

LIVE
HERE
LOVE
HERE