

**Minutes of Meeting of Environment Committee of Mid Ulster District Council  
held on Tuesday 8 December 2020 in Council Offices, Circular Road,  
Dungannon and by virtual means**

<b>Members Present</b>	Councillor S McGuigan, Chair  Councillors Brown*, Buchanan*, Burton*, Cuthbertson, Glasgow*, Graham*, N McAleer*, S McAleer*, McFlynn*, B McGuigan*, McNamee*, Milne*, O'Neill, Wilson
<b>Officers in Attendance</b>	Mr Cassells, Director of Environment and Property Mr Kelso, Director of Public Health and Infrastructure Mr Lowry, Head of Technical Services** Mr McAdoo, Head of Environmental Services** Mrs McClements, Head of Environmental Health** Mr Scullion, Head of Property Services** Mr Wilkinson, Head of Building Control** Miss Thompson, Democratic Services Officer
<b>Others in Attendance</b>	<b>Agenda Item 4 – Tree Maintenance Campaign</b> Ms Sweeney***

- \* Denotes members and members of the public present in remote attendance
- \*\* Denotes Officers present by remote means
- \*\*\* Denotes Others present by remote means

The meeting commenced at 7.00 pm

*The Chair, Councillor S McGuigan welcomed everyone to the meeting and those watching the meeting through the Live Broadcast. Councillor McGuigan in introducing the meeting detailed the operational arrangements for transacting the business of the committee in the chamber and by virtual means, by referring to Annex A to this minute.*

**E264/20 Apologies**

Councillor Totten.

**E265/20 Declarations of Interest**

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

**E266/20 Chair's Business**

None.

**E267/20 Deputation – Tree Maintenance Campaign**

The Chair, Councillor S McGuigan welcomed Ms Sweeney to the meeting and stated that some Members would be aware of Helen's story and campaign and admire that

she is turning something tragic into something positive. The Chair invited Ms Sweeney to make her presentation (Appendix 1).

Ms Sweeney thanked Members for the opportunity to speak to the Committee and allowing her to share her story. Ms Sweeney stated that her father was well known and respected in Coalisland and surrounding areas. Ms Sweeney stated that her father not only provided for her family but others in need and spent all of his spare time volunteering for the local youth football where he trained and mentored many children. Ms Sweeney stated that her father raised money for local charities and every year dressed up as Santa visiting homes and bringing gifts and spreading Christmas joy and that her father brought happiness and laughter wherever he went.

Ms Sweeney stated that her father was her best friend and her absolute world but on 18 December 2019 she received the phonecall of nightmares and her own and her family's world came crashing down. Ms Sweeney advised that her father had been driving home after 3 days working in Kildare and was only 10 minutes from home when a tree branch broke off a tree on the Trewmount Road, Moy and crashed through the roof of the van instantly killing her father. In the week after Ms Sweeney stated that her family were informed of the detail of how the incident had occurred and told that it was a case of wrong place wrong time.

Ms Sweeney advised that 3 weeks after her father was killed and whilst still trying to understand what had happened a concerned member of the public sent her a photograph of another tree which had fallen on the Trewmount Road and could have easily killed someone else. Ms Sweeney stated that from that moment she knew she had to do something about the dangers of this road and commenced a plan of action for the Trewmount Road. Ms Sweeney stated she called the Police and was told it was not their problem, she also called DfI Roads and was advised that no one could help her.

Ms Sweeney advised she went on to contact Councillors, MLAs, newspapers and radio stations and following this eventually got an inspection of the road. Ms Sweeney went on to present numerous newspaper articles and pictures she had received of trees which had fallen over the last year in Northern Ireland on the roadsides and roads. Ms Sweeney stated these were near misses and horrifying to think what may have happened.

Ms Sweeney asked for the support and help of the Committee in relation to a problem which exists all over Northern Ireland and hoped Members could see the hurt and devastation her father's death had brought to her, her family and everyone who knew her father. Ms Sweeney stated that her family is now missing its rock and the community is missing a wonderful person who brought a lot of hope and love. Ms Sweeney stated that by pushing this issue no family will have to go through what her family has gone through in the last year and with the support of Council this can become possible. Ms Sweeney stated that everyone deserves to feel safe on the roads and thanked Members again for the opportunity to speak, Ms Sweeney hoped that the changes could become a reality for the better of everyone.

The Chair, Councillor S McGuigan thanked Ms Sweeney for the presentation which was very emotive and demonstrated how strongly and passionately she felt about the issue.

Councillor Cuthbertson stated that the death of Ms Sweeney's father had been tragic and that he also had some frustration when contacting DfI Roads in relation to trees, some which were dangerous and others which were blocking streetlights or footpaths. Councillor Cuthbertson stated that DfI Roads never seem to take the next step and force the landowner to remove trees and asked Ms Sweeney had she made her presentation to the Infrastructure Committee at Stormont.

Ms Sweeney stated that she had contacted local Councillors and MLAs and got their support. Ms Sweeney stated she had also contacted the Minister for Infrastructure, Nichola Mallon, on numerous occasions and received no response. Ms Sweeney stated that it appeared no one wants to take responsibility and that DfI Roads have a duty when it comes to removing trees on the roadside but when it comes to private land they have to inform the landowner and it is then up to the landowner to remove the tree. If the landowner does not remove the tree then DfI Roads can take steps to have it removed but during this period of time someone could have been killed. Ms Sweeney stated that it was neglect that killed her father and that the landowner had been served notice to remove the tree which caused his death, Ms Sweeney stated that DfI Roads did not do their job in this case either.

Councillor O'Neill stated that everyone was shocked at the tragic death of Ms Sweeney's father, that he had been a great community activist and touched a lot of people through his football and community work in the Coalisland area. Councillor O'Neill commended Ms Sweeney for bringing this issue to Council and stated that he hoped Council could assist in putting more pressure on DfI Roads. Councillor O'Neill stated he would do everything he could to help.

Councillor Milne sympathised with Ms Sweeney on the death of her father and her ongoing campaign and stated that in his own area there had been several instances of fallen trees. Councillor Milne referred to NIE who have trees cut to 10ft away from power lines and that he felt that on any stretch of roads where there are dangerous trees such trees should also be cut in such a way in that if they did fall they would fall they would not do damage to anyone who may be passing. Councillor Milne welcomed the campaign and stated he would support it and that this should be a campaign which is province wide.

Ms Sweeney stated that there didn't appear to be enough strictness and regulations with regard to landlords. Ms Sweeney stated that they can be served notices and are sent letters once a year but that this is not enough. Ms Sweeney stated that most trees fall due to the weather in the Autumn/Winter time and that she was aware of so many other cases where trees had fallen last year and that it was just lucky no one had been killed. Ms Sweeney stated she had been contacted by someone who ran a similar campaign 30 years ago but that they had given up because nobody cared enough to respond to them at that time.

Councillor Burton stated she joined with the rest of the Members on commending Ms Sweeney on her efforts and that her father would be so proud at her taking this on. Councillor Burton stated that she had spoken with Ms Sweeney at the start of the year and had promised to raise the issue at NILGA.

Councillor Burton confirmed that NILGA had attained clarification that DfI Roads can request the landowner to make safe the trees, if they do not do so, DfI Roads have the authority to hire a private contractor carry out the works and bill the landowner.

The Councillor stated that DfI Roads can then seek payment from the landowner for the removal but that it appeared they did not want to take this approach for fear they may not get paid for the job. Councillor Burton stated this was not good enough and referred to a young man who had been killed by a fallen tree a number of years ago in the Ballygawley area. Councillor Burton stated that if Ms Sweeney was agreeable then she would pass on tonight's presentation to officers at NILGA.

Councillor Burton stated she had also recently been informed of branches overhanging onto electricity wires on a bad corner of a road and had contacted DfI Roads on the matter. Councillor Burton stated she had been met with a similar response to Ms Sweeney and that she had advised the officer at DfI Roads that she would highlight the matter and that she was aware through NILGA that DfI Roads have the powers to cut trees. Councillor Burton stated that some work had now taken place to remove the branches and that this was still ongoing. She concluded stating that as well as impacting NIE electric wires trees could also impact on BT telephone lines.

Councillor Burton stated that she had met Ms Sweeney's father through his work and that he was a gentleman. Councillor Burton stated she felt for Ms Sweeney and her family and that if Ms Sweeney was content then she would pass on her presentation and information to NILGA and will push the issue as best possible. Councillor Burton hoped the campaign is successful and that NIE and other governments departments should come together on the issue.

Ms Sweeney stated she was more than happy for her presentation and information to be passed on and was grateful for this. Ms Sweeney referred to the difficulties in trying to get responses and it is only when something goes wrong that people want to help. Ms Sweeney stated that she would rather have better regulations in place now because if something did happen again in the future she wanted to feel comfortable knowing that she had done all she could to prevent it.

Councillor S McAleer expressed sympathy with Ms Sweeney and that what had happened was tragic. Councillor S McAleer referred to a case involving a fallen tree that she had been involved with and the long journey it took to get anything done. Councillor S McAleer stated she was appreciative of this matter being brought forward as most Councillors could probably talk about similar experiences and that there is no one to take responsibility. Councillor S McAleer stated that Ms Sweeney would have her full support.

Ms Sweeney stated that social media had helped in reducing accidents as the message can be got out quickly so people are aware and can avoid the area where there are fallen trees. Ms Sweeney stated that it is not until it comes to your door that you can fully understand the devastation. Ms Sweeney stated that she appreciated all the support and was grateful to be given the opportunity to speak to the Committee and hoped that something can be done to change the situation.

The Chair, Councillor S McGuigan thanked Ms Sweeney again for her presentation which was heartfelt. The Chair stated that Members would now discuss the best way of assisting on the matter.

Councillor Cuthbertson referred to his earlier comment in which there may be an opportunity for Ms Sweeney to make her presentation to the Infrastructure Committee at Stormont as this is where regulations and changes to legislation can be reinforced. Councillor Cuthbertson proposed that Council write to the Minister for Infrastructure in the first instance highlighting the campaign and the issues of trees falling on roads.

Councillor O'Neill seconded Councillor Cuthbertson's proposal.

Councillor Burton stated that NILGA had found out that DfI Roads do have the powers to get trees cut and that this issue should be taken a lot more seriously. Councillor Burton stated that when trees fall onto the road the issue ultimately becomes a problem for DfI roads. Councillor Burton stated that it takes that long to get legislation changed someone else could be killed in the interim period and that if DfI Roads already have the powers to cut trees then they should be asked why they are not doing so.

The Chair, Councillor S McGuigan stated that the letter should include that it is the Council's understanding that DfI Roads have the powers to remove trees and branches and that this should be confirmed. If the power is there then DfI Roads will have the power to act and will be able to move more quickly in the future.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill and

**Resolved** That it be recommended to Council to write to the Minister for Infrastructure highlighting Ms Sweeney's tree maintenance campaign and asking for confirmation that DfI Roads have the power to remove trees and branches that are causing a danger along the roadside.

## **Matters for Decision**

### **E268/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Traffic Calming Measures for Washingbay Road, Coalisland**

The Director of Environment and Property presented previously circulated report which sought agreement in relation to proposed Traffic Calming Measures for Washingbay Road, Coalisland.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed Traffic Calming Measures for Washingbay Road, Coalisland.

*Councillor O'Neill declared an interest in this item as he had met with DFI Roads on the above matter.*

**E269/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Revocation of surplus Speed Limit Legislation at Ardboe Road, Moortown**

The Director of Environment and Property presented previously circulated report which sought agreement in relation to proposed Revocation of surplus Speed Limit Legislation at Ardboe Road, Moortown.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed Revocation of surplus Speed Limit Legislation at Ardboe Road, Moortown.

**E270/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Extension to 40MPH Speed Limit – Cookstown Road, Moneymore**

The Director of Environment and Property presented previously circulated report which sought agreement in relation to proposed extension to 40MPH Speed Limit – Cookstown Road, Moneymore.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed extension to 40MPH Speed Limit – Cookstown Road, Moneymore.

**E271/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Extension to 40MPH Speed Limit – Tullywiggan Road, Cookstown**

The Director of Environment and Property presented previously circulated report which sought agreement in relation to proposed extension to 40MPH Speed Limit – Tullywiggan Road, Cookstown.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed extension to 40MPH Speed Limit – Tullywiggan Road, Cookstown.

**E272/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Revocation of a Disabled Persons' Parking Bay at Hunters Park, Bellaghy**

The Director of Environment and Property presented previously circulated report which sought agreement in relation to proposed Revocation of a Disabled Persons' Parking Bay at Hunters Park, Bellaghy.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill 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 Disabled Persons' Parking Bay at Hunters Park, Bellaghy.

**E273/20 DfI Roads Proposal to Mid Ulster District Council - Proposed Revocation of a Disabled Persons' Parking Bay at Killymerron Park, Dungannon**

The Director of Environment and Property presented previously circulated report which sought agreement in relation to proposed Revocation of a Disabled Persons' Parking Bay at Killymerron Park, Dungannon.

Proposed by Councillor Cuthbertson  
Seconded by Councillor O'Neill 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 Disabled Persons' Parking Bay at Killymerron Park, Dungannon.

**E274/20 Eco-Schools Programme Support 2021/22**

The Head of Environmental Services presented previously circulated report which sought approval to continue providing financial support to the Eco Schools Programme.

Proposed by Councillor B McGuigan  
Seconded by Councillor Wilson and

**Resolved** That it be recommended to Council to approve the continued financial support to Keep Northern Ireland Beautiful for the delivery of the Eco Schools Programme to the amount of £1,700 in 2021/22.

Councillor Burton asked if there are new schools invited to the Programme or is it only what is listed.

The Head of Environmental Services advised that the Programme is open to all schools and most are registered.

**E275/20 Street Naming and Property Numbering**

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

Site off Dungannon Road, Cookstown

Proposed by Councillor Wilson  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to name development off Dungannon Road, Cookstown as Brookmount Lodge.

### **E276/20 Age Friendly Framework**

The Head of Environmental Health presented previously circulated report which advised of the ongoing work regarding Age Friendly Communities and Network across the Mid Ulster District Council area and of the appointment of an Age Friendly Co-Ordinator post for Council.

Councillor Burton asked if this was similar to Agewell or separate as she may have to declare an interest.

The Head of Environmental Health advised that within the Community Plan under the Health and Wellbeing subsection thematic group there are 2 main targets – one being the provision of the Agewell contract and initiative and the other being a much broader focus to have Mid Ulster providing a more age friendly service and to work with partners to encourage other statutory organisations to consider age friendly whenever they are designing services. The Head of Environmental Health advised that the Age Friendly Framework was a second prong to the Community Plan in conjunction with the Agewell contract.

Proposed by Councillor Wilson  
Seconded by Councillor Milne and

**Resolved** That it be recommended to Council to for the Age Friendly Co-ordinator to prepare an application to join the WHO Global Network for Age Friendly Cities and Communities.

### **E277/20 Response to the Food Standards Agency's Consultation on the review of the Food Law Code of Practice, Food Law Practice Guidance and implementation of the Competency Framework - Northern Ireland**

The Head of Environmental Health presented previously circulated report which outlined the Food Standards Agency's consultation on the Review of the Food Law Code of Practice, Food Law Practice Guidance and implementation of the Competency Framework – Northern Ireland.

Proposed by Councillor B McGuigan  
Seconded by Councillor McNamee and

**Resolved** That it be recommended to Council to respond to the Food Standards Agency's consultation on the review of the Food Law Code of Practice, Food Law Practice Guidance and implementation of the Competency

Framework – Northern Ireland. Draft response to be submitted in advance of the deadline of 9 December 2020 and confirmed following ratification at December Council meeting.

## **E278/20      Bus Shelters Update**

The Head of Technical Services presented previously circulated report which provided an update on current bus shelter status.

Councillor Burton referred to the proposed bus shelter at Jordan Engineering and asked if this bus shelter is to be installed.

The Head of Technical Services advised that officers were waiting on a response from the Education Authority in respect of that bus shelter and that another meeting is scheduled with stakeholders. The officer advised that 3.11 of the report sets out an update on response times from stakeholders and highlighted that some are not adhering to the 30 days.

Councillor Burton stated that the requested bus shelter at this location is outside a busy engineering company where staff are trying to get to work, there are also houses in close proximity and the location is just beyond a bad corner. Councillor Burton stated that there is a safety issue and she would like this to be voiced at the upcoming meeting and that if stakeholders are not responding within the time limit they should be.

The Head of Technical Services advised he would raise Councillor Burton's concerns at the meeting.

Councillor McNamee asked if there was an update on the bus shelter at Stewartstown.

The Head of Technical Services advised that the bus shelter for Stewartstown has been approved and is awaiting installation by the Property Services team.

Proposed by Councillor B McGuigan  
Seconded by Councillor O'Neill and

- Resolved**      That it be recommended to Council –
- i. To move the following applications from stage 5 of the application process:
    - Main Street, Benburb. 25 passengers confirmed by Translink.
    - St Colmans Park, Moortown. 18 passengers confirmed by Translink and EA.
  - ii. To install the following bus shelters:
    - Brackaville, Four Corners Bar
    - Moygashel, Linen Green
  - iii. To put "On Hold" the following from the Bus Shelter Register as they have not met the criteria of the Bus Shelter Policy:
    - Innishrush village

- Annaghnaaboe Road, Clonoe
- Bellaghy, Overends layby
- Bellaghy, Seamus Heaney HomePlace
- Knockloughrim Village
- Meenagh Park, Coalisland
- Eglis View, Ballinderry

## **Matters for Information**

### **E279/20 Minutes of Environment Committee held on 10 November 2020**

Members noted minutes of Environment Committee held on 10 November 2020.

Councillor Cuthbertson asked for an update in relation to previous discussion and agreement on siting of defibrillators at civic amenity centres and the President Grant Homestead.

The Director of Public Health and Infrastructure advised of a recent meeting of the working group and a number of actions to be progressed over the next number of weeks. The Director stated it was hoped an update could be provided in the near future.

### **E280/20 NI Waste Management Statistics Annual Report for 2019/20**

Members noted previously circulated report which outlined the content of the Northern Ireland Local Authority Collected Municipal Waste Management Statistics 2019/20 as published by DAERA on 26 November 2020.

The Chair, Councillor S McGuigan stated this is a good news story and it is important that some publicity be done on this to highlight Council's performance.

### **E281/20 Environmental Services - Christmas Working Arrangements**

Members noted previously circulated report which set out the working arrangements in respect of refuse/recycling collection and operation of Recycling Centres during the Christmas and New Year holiday period.

### **E282/20 Building Control Service Update**

Members noted previously circulated report which advised on the Service Performance of the Building Control Department during Q1 and Q2 of 2020/21.

### **E283/20 Building Control Workload**

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

### **E284/20 Entertainment Licensing Applications**

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

## **E285/20      Dual Language Signage Requests**

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

## **E286/20      Dual Language Signage Surveys**

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

Councillor Cuthbertson stated that in the past couple of months there had been proposals seeking a review of the Dual Language Signage Policy and that these proposals had been voted against. Councillor Cuthbertson stated that it now looked like a review had been carried out and the wording had changed, the Councillor stated that in previous months the report advised the following -

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

Councillor Cuthbertson stated that this had now been changed to read –

*In accordance with the Dual Language Signage Nameplates Policy, where 51% (rounded to the nearest whole number) of occupiers that responded, indicated that they were in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates will be erected.*

Councillor Cuthbertson asked when the review took place and why everyone was not invited to the review.

The Head of Building Control advised that the wording within the report was changed to reflect more closely what is in the policy.

Councillor Cuthbertson stated that this would lead you to believe that previous applications had been determined wrongly. Councillor Cuthbertson stated that this reinforced the need for a review of the policy and proposed that a review of the Dual Language Signage policy take place.

Councillor Wilson seconded Councillor Cuthbertson's proposal.

Councillor McNamee proposed to keep the policy as is and stated that in the past number of weeks signs had been damaged which he felt was happening because of the talk going on around them.

Councillor B McGuigan seconded Councillor McNamee's proposal.

Councillor Wilson asked if the policy is due to be reviewed next year.

The Director of Public Health and Infrastructure advised that policy was brought through Council in March 2019 and is subject to review after 2 years therefore the review date will be March 2021.

Councillor Cuthbertson stated that he would keep his proposal on the table.

Councillor Wilson seconded the proposal.

Members voted on Councillor McNamee's proposal to keep the Dual Language Signage policy as is –

For – 8

Against – 7

**Resolved** That it be recommended to Council that the policy in relation to Dual Language Signage remains as is.

### **E287/20 Environmental Health - Business Plan - 6 month review**

The Head of Environmental Health presented previously circulated report which advised of the work undertaken by the Environmental Health service during the first months of current business plan period.

Members noted the content of the report.

*Live broadcast ended at 20.06 pm.*

### **Local Government (NI) Act 2014 - Confidential Business**

Proposed by Councillor Wilson

Seconded by Councillor S McGuigan 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 E288/20 to E299/20.

#### **Matters for Decision**

- E288/20 Council Strategic Waste Management Arrangements: Update
- E289/20 Arrangements for the collection and processing of garden waste
- E290/20 Appointment of Vehicle Suppliers
- E291/20 Extension to the current Agewell contract until 31st March 2021
- E292/20 Extension of Dog Kennelling Contract until 1st July 2024 with a possible 2 year extension
- E293/20 Regulatory Activity – Delegated Authority

#### **Matters for Information**

- E294/20 Confidential Minutes of Environment Committee held on 10 November 2020
- E295/20 Cemeteries Administration and Burial Scale of Charges
- E296/20 Capital Framework – ICT Contracts Update
- E297/20 Capital Framework – IST Contracts Update
- E298/20 Capital Projects – Scoping Contracts Update
- E299/20 Dog Fouling and Littering

**E300/20 Duration of Meeting**

The meeting was called for 7.00 pm and ended at 8.53 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_

## Annex A – Introductory Remarks from the Chairperson

Good evening and welcome to the Council's [Policy & Resources/Environment/Development] Committee in the Chamber, [Dungannon/Magherafelt] and virtually.

I specifically welcome the public watching us through the Live Broadcast. The Live Broadcast will run for the period of our Open Business but will end just before we move into Confidential Business. I let you know before this happens.

Just some housekeeping before we commence. Can I remind you:-

- If you have joined the meeting remotely please keep your audio on mute unless invited to speak and then turn it off when finished speaking
- Keep your video on at all times, unless you have bandwidth or internet connection issues, where you are advised to try turning your video off
- If you wish to speak please raise your hand in the meeting or on screen and keep raised until observed by an Officer or myself
- Should we need to take a vote this evening I will ask each member to confirm whether they are for or against the proposal or abstaining
- When invited to speak please introduce yourself by name to the meeting
- For any member attending remotely, if you declare an interest in an item, please turn off your video and keep your audio on mute for the duration of the item
- If referring to a specific report please reference the report, page or slide being referred to
- Lastly, I remind the public and press that taking photographs of proceedings or using any means to enable anyone not present to see or hear proceedings, or making a simultaneous oral report of the proceedings are not permitted

Thank you and we will now move to the first item on the agenda - apologies and then roll call of all other Members in attendance.

