



02 July 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 Monday, 02 July 2018 at 19:00 to transact the business noted below.

Yours faithfully

Anthony Tohill  
Chief Executive

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## AGENDA

### OPEN BUSINESS

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

### Matters for Decision

- |     |  |           |
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| 4.  | DFI Road Proposals to MUDC - Ferndale Clogher                            | 3 - 6     |
| 5.  | DFI Proposals to MUDC Gracefield Road                                    | 7 - 10    |
| 6.  | DFI Proposals to MUDC - Toome Bypass                                     | 11 - 14   |
| 7.  | Proposal to Develop a New Local Government Resilience Model              | 15 - 26   |
| 8.  | Dual Language Signage Requests   | 27 - 34   |
| 9.  | Dual Language Survey Signage   | 35 - 44   |
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| 11. | The Roads Misc Provisions Act (NI)2010 - Draperstown Busking Festival    | 77 - 80   |
| 12. | Consultation on Draft NIFRS Fire Safety Guide for Caravan Site Operators | 81 - 106  |
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### Matters for Information

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| 14 | Environment Committee minutes of meeting held on Tuesday 12 June 2018 | 167 - 180 |
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17	Entertainment Licence Applications	193 - 200
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19	Northern Ireland Waste Composition Study Results	221 - 228
20	Recycling Education & Environmental Awareness	229 - 232

**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

21. Application for the Grant of a Provisional Amusement Permit for 21 Irish Street, Dungannon
22. Tender report for the appointment of Vehicle Suppliers
23. HMO Regulation and Transfer to Local Councils
24. Service Level Agreement for Provision of Structural Engineering Services

Matters for Information

25. Environment Committee Confidential Minutes of meeting held on 12 June 2018
26. Construction of Waste Transfer Station Drumcoo - Capital Works Update
27. Capital Projects Update

<b>Report on</b>	DfI Roads Proposals to Mid Ulster District Council (Ferndale, Clogher)
<b>Date of Meeting</b>	Monday 2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform 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.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are informing the Council of proposals to introduce measures designed to improve network safety, sustainability and efficiency and to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>Proposed 20mph Speed Limit – Ferndale, Clogher</b></p> <p>DfI Roads are proposing to introduce at 20mph at Ferndale, Clogher.</p> <p>Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	<p>Risk Management:</p> <p>The introduction of the aforementioned proposal at this location will assist in the management of road safety issues.</p>

4.2	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
5.0	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
6.0	<b>Documents Attached &amp; References</b>
6.1	<b>Appendix 1</b> Letter from DfI Roads dated 31 <sup>st</sup> May 2018; Proposed 20mph Speed Limit at Ferndale, Clogher
6.2	<b>Appendix 2</b> Location Drawing – Proposed 20mph Speed Limit at Ferndale, Clogher





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## Network Development

Mr A Tohill  
Chief Executive  
Mid Ulster District Council  
Ballyronan  
Magherafelt  
BT45 6EN

County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

31 May 2018

Dear Mr Tohill

### **PROPOSED 20MPH SPEED LIMIT – FERNDAL, CLOGHER**

DfI Roads is proposing to introduce a 20mph on Ferndale, Clogher as detailed on the attached map.

PSNI have been consulted and are in agreement with the proposal.

Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

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# U7102 Ferndale, 20 mph Zone



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May 24, 2018

<b>Report on</b>	DfI Roads Proposals to Mid Ulster District Council (Gracefield Road and Ballymaguigan Road, Magherafelt)
<b>Date of Meeting</b>	Monday 2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform 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.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are informing the Council of proposals to introduce measures designed to improve network safety, sustainability and efficiency and to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>Proposed 30mph Speed Limit – Gracefield Road and Ballymaguigan Road, Magherafelt</b></p> <p>DfI Roads are proposing to introduce at 30mph at Gracefield Road and Ballymaguigan Road, Magherafelt.</p> <p>Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None

	<p>Risk Management:</p> <p>The introduction of the aforementioned proposal at this location will assist in the management of road safety issues.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<p><b>Appendix 1</b></p> <p>Letter from DfI Roads dated 6<sup>th</sup> June 2018; Proposed 30mph Speed Limit at Gracefield Road and Ballymaguigan Road, Magherafelt</p>
6.2	<p><b>Appendix 2</b></p> <p>Location Drawing – Proposed 30mph Speed Limit at Gracefield Road and Ballymaguigan Road, Magherafelt</p>



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## Network Development

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County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

6 June 2018

Dear Mr Tohill

### **PROPOSED 30MPH SPEED LIMIT – GRACEFIELD ROAD AND BALLYMAGUIGAN ROAD, MAGHERAFELT**

DfI Roads is proposing to introduce a 30mph on Gracefield Road and Ballymaguigan Road, Magherafelt as detailed on the attached map.

PSNI have been consulted and are in agreement with the proposal.

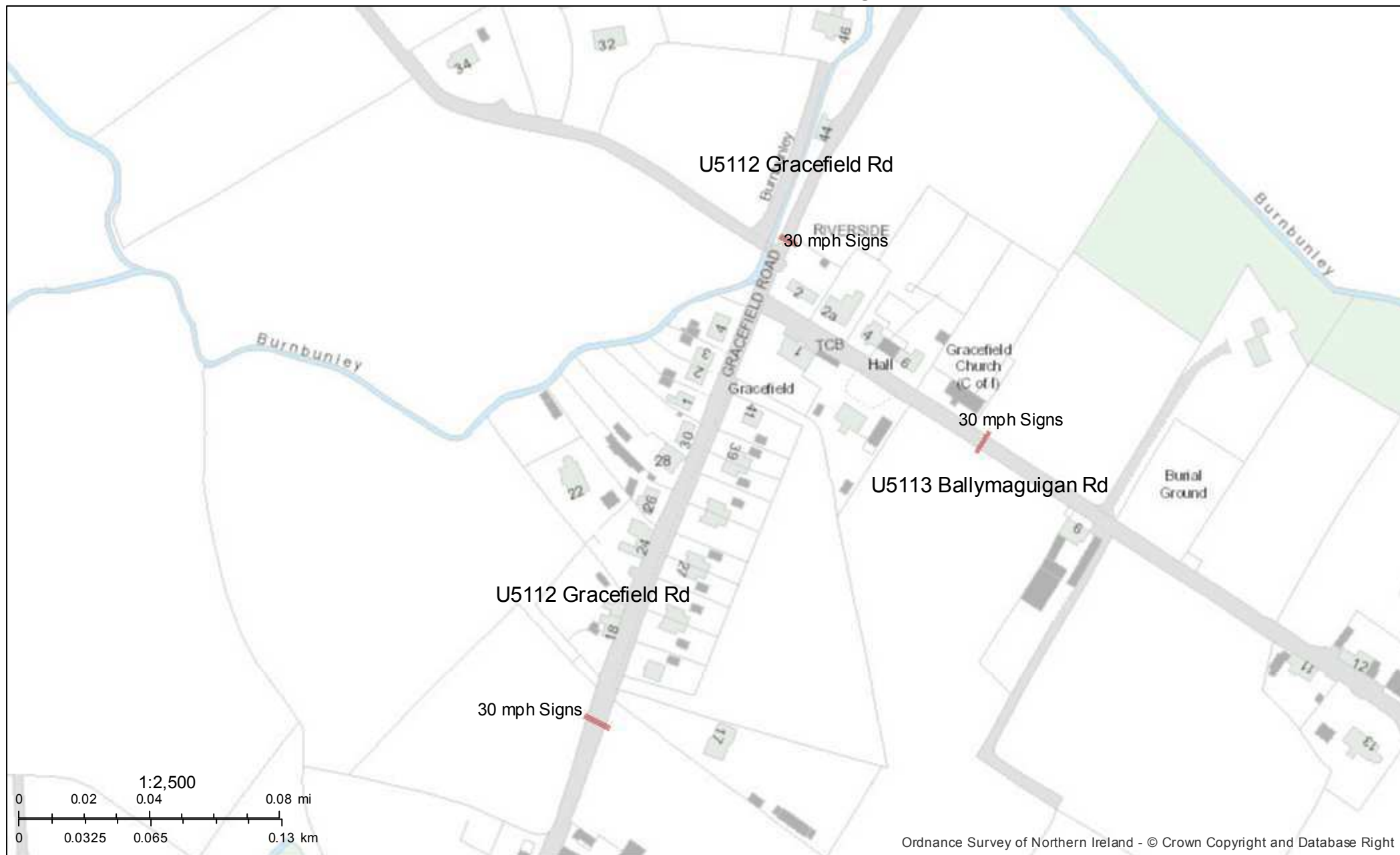
Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

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# Speed Restriction Gracefield, Magherafelt 30



March 15, 2018

<b>Report on</b>	DfI Roads Proposals to Mid Ulster District Council (Toome By Pass)
<b>Date of Meeting</b>	Monday 2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform 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.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are informing the Council of proposals to introduce measures designed to improve network safety, sustainability and efficiency and to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>Proposed No Waiting at Any Time Restriction – Toome By Pass</b></p> <p>DfI Roads are proposing to introduce a No Waiting At Any Time Restriction on Toome By Pass.</p> <p>Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None

	<p>Risk Management:</p> <p>The introduction of the aforementioned proposal at this location will assist in the management of road safety issues.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<p><b>Appendix 1</b></p> <p>Letter from DfI Roads dated 6<sup>th</sup> June 2018; Proposed No Waiting At Any Time Restriction – Toome By Pass</p>
6.2	<p><b>Appendix 2</b></p> <p>Location Drawing – Proposed No Waiting At Any Time Restriction at Toome By Pass</p>





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County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

6 June 2018

Dear Mr Tohill

### **PROPOSED NO WAITING AT ANY TIME RESTRICTION – TOOME BY PASS**

DfI Roads is proposing to introduce a no waiting at any time on Toome By Pass as detailed on the attached map.

PSNI have been consulted and are in agreement with the proposal.

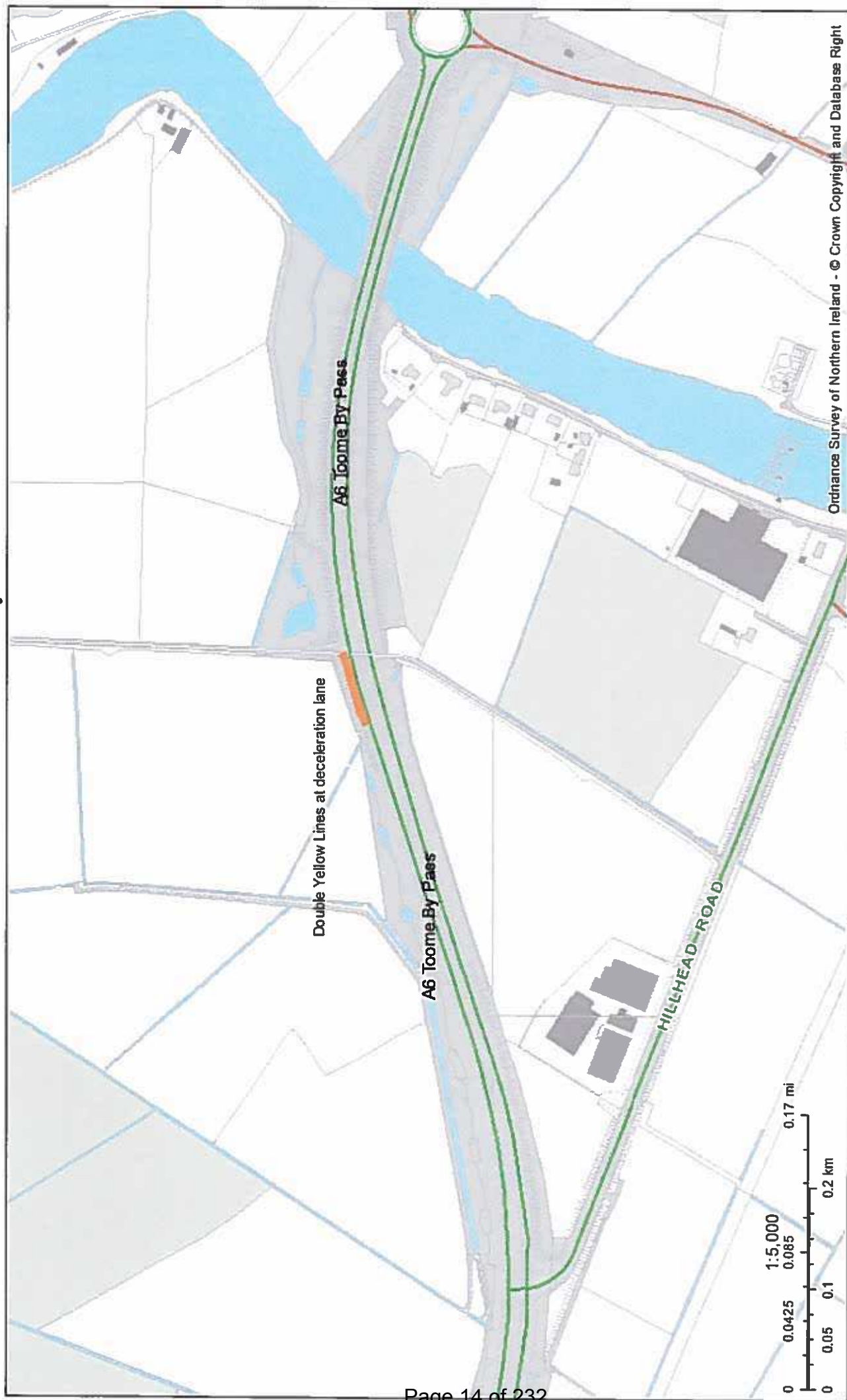
Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc

# Watts Lane Toome By Pass



<b>Report on</b>	Proposal to Develop a New Local Government Resilience Model
<b>Date of Meeting</b>	2 July 2018
<b>Reporting Officer</b>	Mark Kelso - Director Public Health & Infrastructure

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek agreement from Members to endorse a new local government model for delivery of the civil contingencies function.
<b>2.0</b>	<b>Background</b>
2.1	In light of local government reform in April 2015, the Business Consultancy Service of the Department of Finance and Personnel undertook an independent review of the local government civil contingencies arrangements in Northern Ireland. The recommendations from this report aimed to provide direction for local government to ensure fit for purpose, collaborative multi-agency working arrangements could be implemented for the good of the people and communities of Northern Ireland.
2.2	In 2016, PSNI advised that the model of five Emergency Preparedness Group areas (EPGs) did not fit well with how PSNI co-ordinate their response. A disconnect existed between the planning areas and the police area co-ordination tiers and consequently the PSNI response model. Furthermore, there was significant resource required to support the five EPGs with some duplication of effort, therefore the reduction in the number of EPG to three areas was proposed.
2.3	In August 2017, a Regional Officer was appointed to co-ordinate and oversee the delivery of local government's civil contingencies work programme following the priorities set by SOLACE. One of the first priorities was to ensure a seamless transition to this new model, which came into effect in January 2018. The new EPG structures are jointly chaired by the PSNI and local government, with representation from all the emergency services, health sector, Department for Infrastructure, NI Water, NI Housing Executive, Met Office, Utilities, Voluntary sector and other relevant organisations essential to ensure an integrated approach to emergency planning, e.g. airports, ports.
2.4	<p>The introduction of these new structures requires a new local government-resourcing model to provide adequate programme management of these new areas and sufficient resources to enable an effective response to emergencies. The desired outcomes of this new model are to:</p> <ul style="list-style-type: none"> <li>• Provide confidence and assurance for Councils and their CEOs that multi-agency plans are in place which complement arrangements existing within councils;</li> <li>• Include sufficient resilience to provide adequate cover, particularly during response to emergencies;</li> </ul>

	<ul style="list-style-type: none"> <li>• Embed adequate governance arrangements to ensure consistency and performance management across all EPG areas;</li> <li>• Align as best as possible with other organisations planning and response structures to allow for effective planning and response in event of an emergency.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	To enable these outcomes to be achieved, it was recommended that the proposed model was based on a regional service hosted by a single council, where all civil contingency officers would be employed and DFC funding drawn down.
3.2	This would prevent the current duplication of financial and HR resources across the five legacy employer councils and enhance accountability and governance arrangements. This concept has been successfully employed for other shared service functions, e.g. Animal Welfare .
3.3	Consultation with the councils and other key partners has been undertaken in tandem with a risk to resource assessment. This considered the risk categories as detailed within the 2013 NI Risk Assessment and cross-referenced these with the geography and demography of the new Emergency Preparedness Group areas (EPGs).
3.4	The proposed model establishes a Regional team, employed through a single Council ( Belfast CC ) and reporting to the Regional Officer, whilst working across the three EPG areas. The Regional Officer will report to a relevant Director within the employer council and an executive steering group consisting of Chief Executives from the three EPG areas and the SOLACE lead for this function. Each EPG will have a Resilience Manager, who will be responsible for the programme management of the EPG and co-ordinate planning, response and recovery activities across this area. A Resilience Officer who will be responsible for taking forward specific work streams, including training, exercising and task and finish functions will support them. The Southern EPG has been identified as requiring an additional officer, due to its geographical area and risk to resource assessment .
	<b>Key Proposals</b>
3.5	<p>The Key proposals arising from the implementation of this new model are :-</p> <ul style="list-style-type: none"> <li>- Three new Emergency Preparedness Group Areas : - Northern Area , Southern Area and Belfast Area</li> <li>- Each Area to be resourced with a Resilience Manager and a Resilience Officer.</li> <li>- Southern Area which includes Mid Ulster DC to have two Resilience Officers .</li> <li>- The Local Government Resilience Group to be fully resourced and funded by Department for Communities and hosted in one Council area.</li> <li>- Staff transferring to new employers</li> </ul>
3.6	As outlined in the Proposal attached in Appendix 1, Emergency Planning / Resilience support has been provided in various guises since 2007 when officer support was provided through historical Group structures , fully funded through DOE – Local Government Division. District Councils also received direct funding as part of this programme to support staffing costs which equated to £15,000 for Mid Ulster area. This support funding was withdrawn by DOE at Council reorganisation.
3.7	It is noted that a business case for these arrangements has been put to the funders , Department for Communities which has resulted in confirmed funding up to 2021.

3.8	It should be noted that this revised Model of Resilience support will result in some staff employed by the legacy Group Councils transferring to the new employer and in some cases possibly leaving the service with redundant costs to be met.
3.9	In light of all these issues it is recommended that members agree the proposed revised Resilience structure on the basis of no cost for these arrangements being transferred to or being accepted by Mid Ulster District Council either presently or at any point in the future.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: A business plan was agreed in 2016 to fully fund this function until 2021. Funding to value of £15k was withdrawn from Mid Ulster Council for Emergency Planning support at point of Council reorganisation .
	Human: The implementation of this model will be conducted as a TUPE transfer in relevant Councils.
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That members note the content of this report and agree the establishment of a single employer for delivery of the Local Government Resilience Model subject to no current or planned cost being attributed to Mid Ulster District Council as a result of these arrangements.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Paper to Develop a New Local Government Resilience Resourcing Model ( May 2018).



## **Proposal to Develop a New Local Government Resilience Resourcing Model**

### **1.0 PURPOSE OF PAPER**

The aim of this paper is to seek agreement from elected members to endorse a new local government resourcing model for the civil contingencies function. The paper aims to provide background to the development of the local government civil contingencies function, detail the changing environment of multi-agency arrangements and outlines the subsequent need for a new local government resourcing model for this function. This new resourcing model will ensure that the multi-agency planning and response arrangements allow Northern Ireland and our communities to remain a safe and secure place to live and work, by effectively identifying and managing the risk of emergencies, and maintaining multi-agency capabilities to respond to and recover from emergencies.

The paper recommends the actions that require agreement for the implementation of the proposed local government resourcing model. These include the agreement of a single employing authority and the need for the development of a service level agreement between this council and the other 10 councils.

### **2.0 SETTING A CONTEXT**

#### **2.1 Background**

In 2007, the four legacy Environmental Health Groups employed Emergency Planning Co-ordinators to resource this requirement. Belfast City Council employed this resource since 2004. The background to the legislative requirement placed on councils and the multi-agency arrangements that have developed in Northern Ireland since this time is included in the attached Addendum.

### **3.0 DEVELOPMENTS POST THE REVIEW OF PUBLIC ADMINISTRATION**

#### **3.1 Impact of Review of Public Administration**

In light of local government reform in April 2015, SOLACE appointed the Business Consultancy Service of the Department of Finance and Personnel to undertake an independent review of the local government civil contingencies arrangements in Northern Ireland. The terms of reference of this review was to clarify local government's role in relation to civil contingencies at an individual council, sub-regional and regional level and to identify a suitable framework for delivery of the emergency planning function by councils. The recommendations from this report aimed to provide direction for local government to ensure fit for purpose, collaborative multi-agency working arrangements could be implemented for the good of the people and communities of Northern Ireland. All councils endorsed the recommendations emanating from this review.

To ensure the recommendations were actioned, a business case was submitted to DFC seeking funding from 2016-2021. This would allow a continued support to district councils in their delivery of robust civil contingencies arrangements with multi-agency partners on a sub-regional and regional basis. This business case was successful and funding drawn down in April 2017 for £680,000. This funding has been approved, in principle to 2021.

### **3.2 Strengthening of Multi Agency Arrangements**

In August 2017, a Regional Officer was appointed to co-ordinate and oversee the delivery of local government's civil contingencies work programme following the priorities set by SOLACE. The remit of the officer is also to ensure that appropriate cross council emergency planning arrangements and protocols are in place to enable local government to respond together in a coordinated and effective manner to manage the consequences of a major emergency affecting more than one council area.

In 2016, PSNI advised that the model of five Emergency Preparedness Group areas (EPGs) did not fit well with how PSNI co-ordinate their response. A disconnect existed between the planning areas and the police area co-ordination tiers and consequently the PSNI response model. Furthermore, there was significant resource required to support the five EPGs with some duplication of effort, therefore the reduction in the number of EPG would allow for greater efficiency. In consultation with all relevant stakeholders, it was agreed to reduce to three co-ordinating areas. This structure is illustrated in Annex 1.

One of the first priorities for the Regional Officer was to ensure a seamless transition to this new model, which came into effect in January 2018. The new EPG structures are jointly chaired by the PSNI and local government, with representation from all the emergency services, health sector, Department for Infrastructure, NI Water, NI Housing Executive, Met Office, Utilities, Voluntary sector and other relevant organisations essential to ensure an integrated approach to emergency planning, e.g. airports, ports.

## **4.0 WAY FORWARD**

### **4.1 The need for a new Local Government Resourcing model**

The introduction of this multi-agency EPG model requires a new local government resourcing model to provide adequate programme management of these new areas and sufficient resources to enable an effective response to emergencies. The desired outcomes of this new model are to:

- Provide confidence and assurance for CEOs that multi-agency plans are in place which complement arrangements existing within councils;
- Include sufficient resilience to provide adequate cover, particularly during response to emergencies;
- Embed adequate governance arrangements to ensure consistency and performance management across all EPG areas;
- Align as best as possible with other organisations planning and response structures to allow for effective planning and response.

To enable these outcomes to be achieved, it is recommended that any proposed model be based on a regional service hosted by a single council, where all officers would be employed through and DFC funding drawn down. This would prevent the current duplication of financial and HR resources across the five legacy employer councils and enhance accountability and governance arrangements. This concept



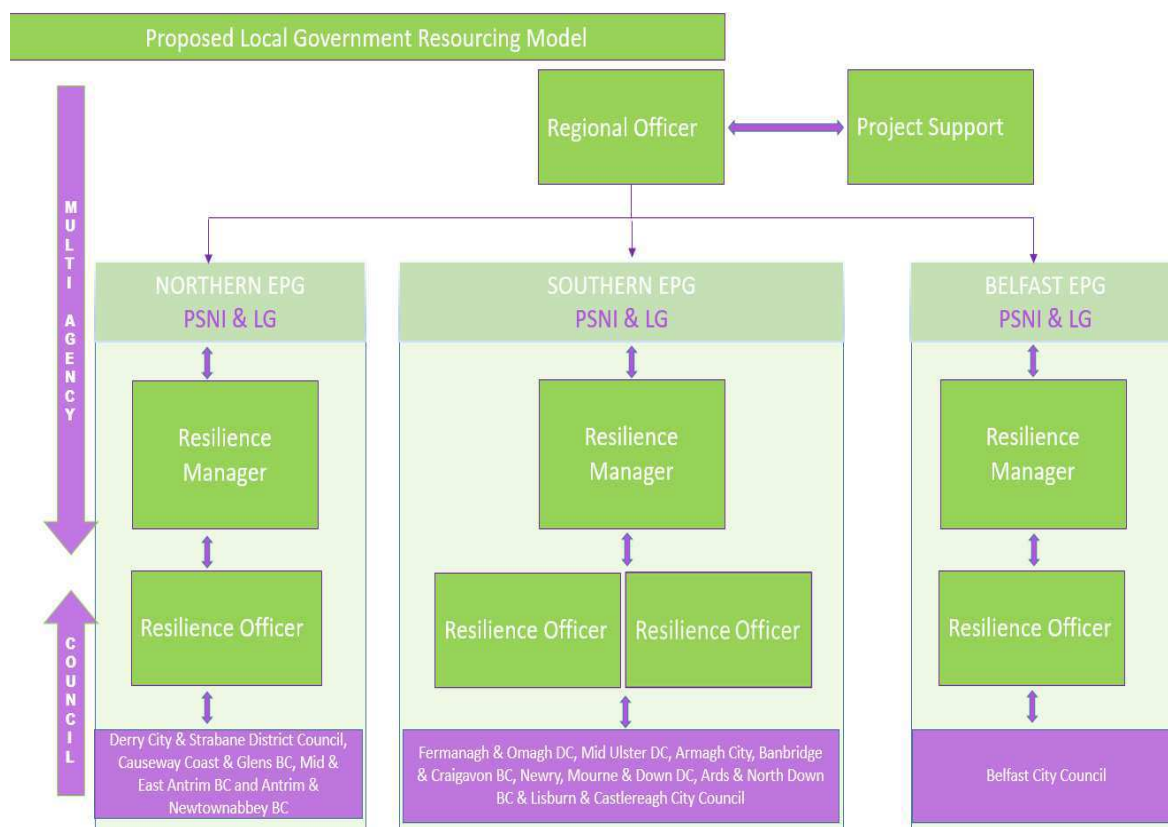
has been successfully employed for other shared service functions, e.g. Animal Welfare and potentially the Houses of Multiple Occupation (HMO) function.

## 4.2 Proposed Local Government Resourcing Model

A new function name has been proposed to both help rebrand this area of work whilst also making the distinction from a “blue light” response. The title; Local Government Resilience is proposed. This terminology is both outcome and citizen focussed.

Consultation with the councils and other key partners has been undertaken in tandem with a risk to resource assessment. This considered the risk categories as detailed within the 2013 NI Risk Assessment and cross-referenced these with the geography and demography of the new EPG areas. The model outlined in Diagram 1 details the optimum resourcing model. To summarise, this model establishes a regional team, employed through a single council and reporting to the Regional Officer, whilst working across the three EPG areas. The Regional Officer will report to a relevant Director within the employer council and an executive steering group consisting of CEOs from the three EPG areas and the SOLACE lead for this function. Each EPG will have a Resilience Manager, who will be responsible for the programme management of the EPG and co-ordinate planning, response and recovery activities across this area. A Resilience Officer who will be responsible for taking forward specific work streams, including training, exercising and task and finish functions will support them. Each EPG will require one Resilience Officer, with the Southern EPG requiring an additional officer, as evidenced by the risk to resource assessment.

**Diagram 1**



### **4.3 Proposed Way Forward**

These changes are essential to develop a new approach to resilience, which will enable the delivery of local government's role in sub-regional and regional multi-agency civil contingencies arrangements. SOLACE continue to work with DFC to ensure a sustained funding stream for this function continues which will allow for the restructuring to the proposed model. This new model will enable councils to work with the support of central government and others in a co-ordinated and joined up way for the good of the people and communities of Northern Ireland.

To implement these changes, the following actions will be required:

- All councils to have a shared understanding and vision of the outcome of implementing this model.
- Agreement by all councils to work to the new resourcing model, which will include one council becoming the employing authority.
- There are complex staffing arrangements associated with the legacy structures and there will be a cost to councils to implement this new model.
- A Service Level Agreement will be required between the employing authority and the other 10 councils.

Annex 1: Multi-Agency Emergency Preparedness Groups Areas from January 2018

**Police Areas**

**Northern Emergency Preparedness Group**

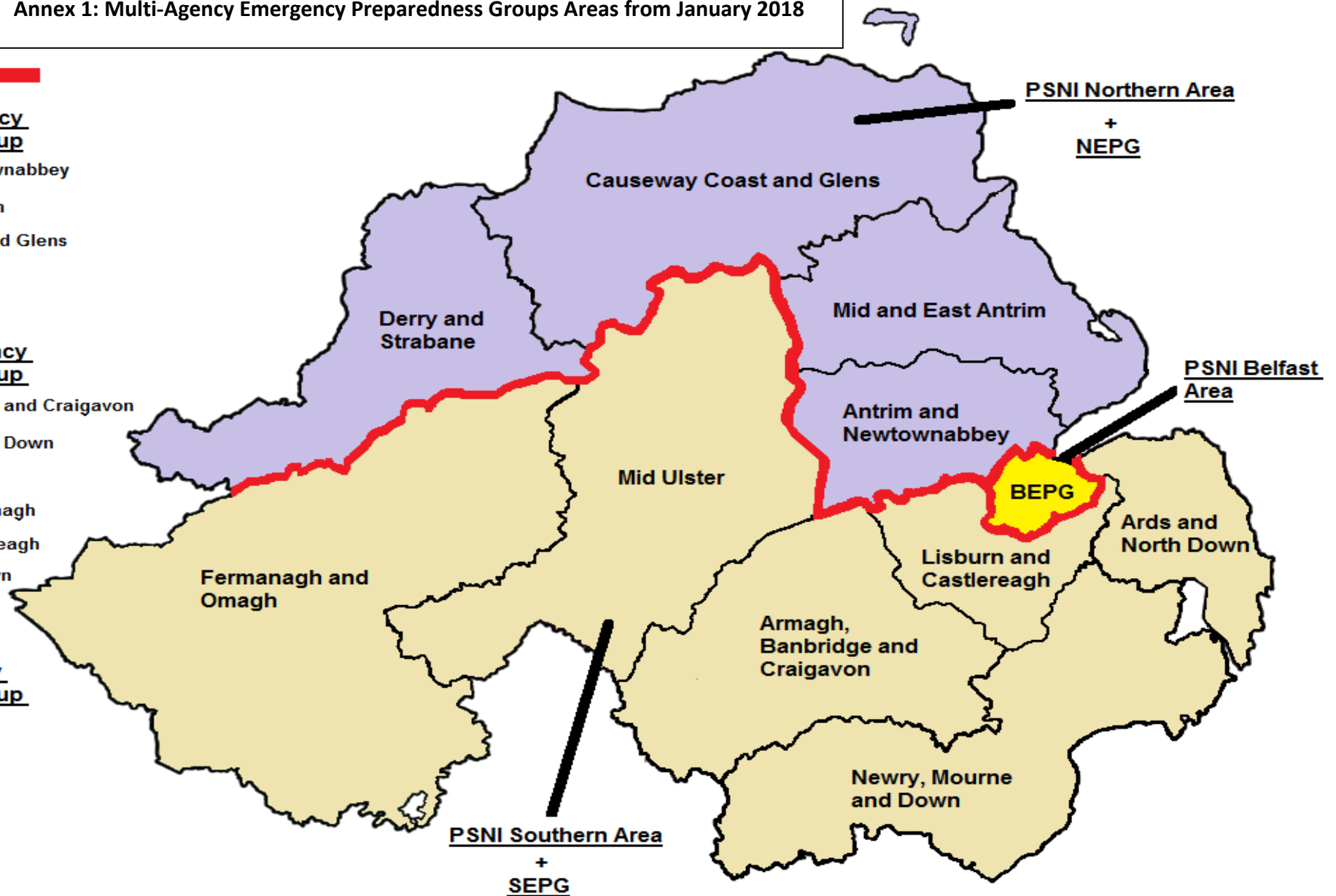
- Antrim and Newtownabbey
- Mid and East Antrim
- Causeway Coast and Glens
- Derry and Strabane

**Southern Emergency Preparedness Group**

- Armagh, Banbridge and Craigavon
- Newry, Mourne and Down
- Mid Ulster
- Fermanagh and Omagh
- Lisburn and Castlereagh
- Ards and North Down

**Belfast Emergency Preparedness Group**

- Belfast



## **Addendum: Background Information**

The Northern Ireland Civil Contingencies Framework 2005 (refreshed 2011) sought to ensure that a similar level of protection was provided to the public in Northern Ireland as exists under the Civil Contingencies Act (2004) in Great Britain. This Act introduced a statutory framework identifying the duties of public service organisations in relation to civil emergencies. For a range of practical and constitutional reasons, Part 1 of the Act did not extend to organisations delivering transferred functions in Northern Ireland. The responsibilities under Part 1 are currently only applicable to the Police Service of Northern Ireland and HM Coastguard as Category 1 responders and to telecommunications providers as Category 2 responders. Part 2 of the Act in relation to the use of emergency powers applies across the United Kingdom.

The NI Civil Contingencies Framework introduced a framework for all other NI public service organisations to fulfil their civil contingencies responsibilities. The aim of the Framework is to ensure that the public in Northern Ireland receive a level of protection and emergency response that is consistent with their counterparts in the rest of the UK. As the Framework provided guidance, rather than legal duties it was adopted to varying degrees across the public sector organisations and the resources and time allocated to this work varied across organisations and geographically within Northern Ireland.

Local Government has contributed to emergency preparation, response and recovery in Northern Ireland for many years. This contribution was previously undertaken on a voluntary basis with no legal power or organised structure for delivery.

Article 29 of the Local Government (Northern Ireland) Order 2005 provided local authorities with discretionary powers to engage in emergency planning and allowed them to assist other organisations in leading local recovery. Following the issuing of the Civil Contingencies Framework, DoE issued Departmental Guidance to district councils in Relation to Emergencies (LG 07/06). This provided councils with a policy and legislative framework in which to undertake emergency planning, set out their powers in relation to emergencies and identified Chief Executives as responsible for advising their councils on the development and adequacy of their council's emergency planning and recovery arrangements. It also confers discretionary powers on district councils to make arrangements for reducing, controlling and mitigating the effects of any emergency, which may occur, and to prepare plans in co-operation with other organisations.

In 2007, the four legacy Environmental Health Groups employed Emergency Planning Co-ordinators to resource this requirement. Belfast City Council employed this resource prior to this date.

Since 2007, the Local Government Division of the DoE (now the Department for Communities, DFC) contributed to the funding of this work by providing an annual grant for cross-council and individual council preparations. Prior to 2015, this

funding was 50% match funded by local government and managed by the legacy Environmental Health Groups and Belfast City Council.

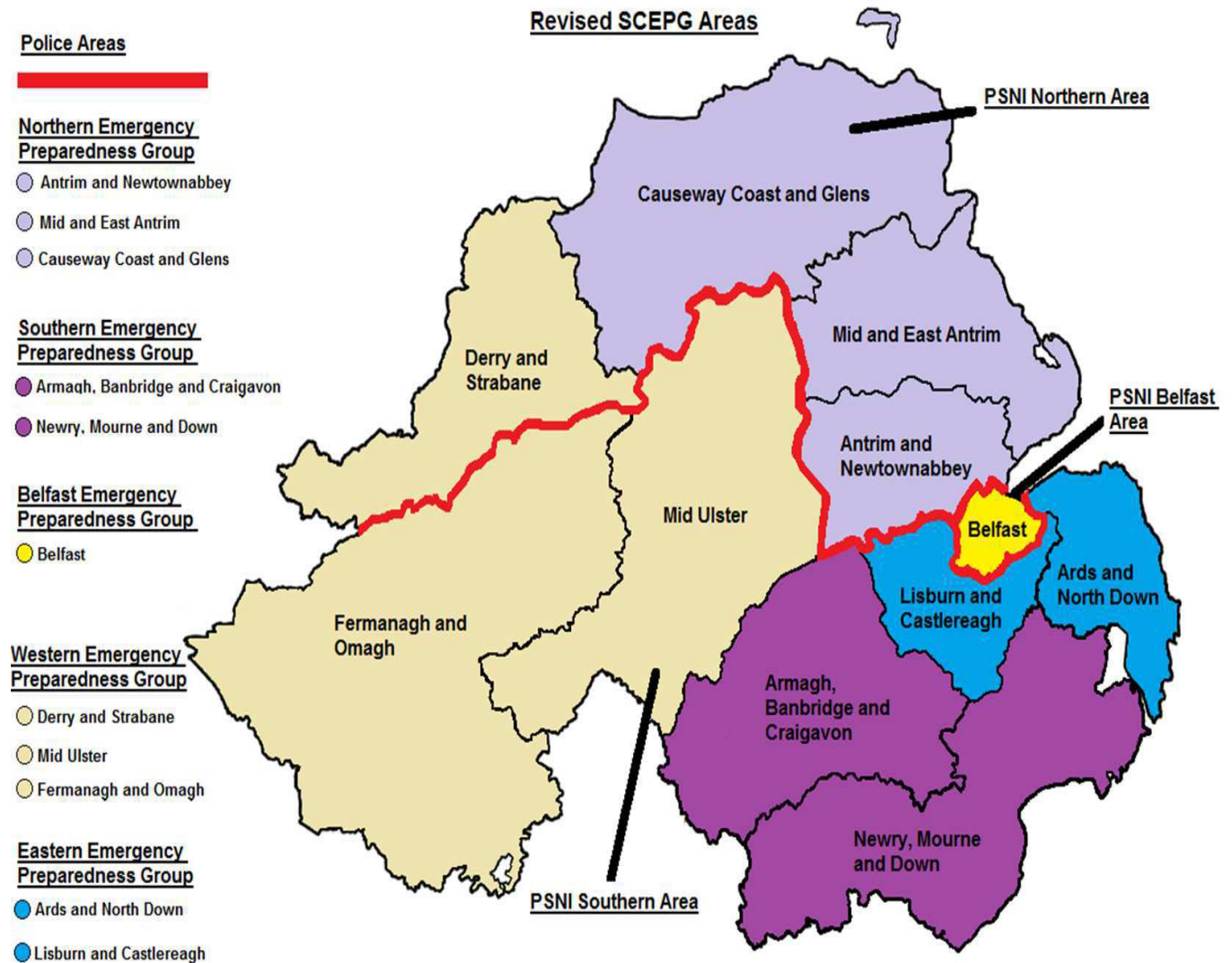
Since this time, there has been an increasing number of emergencies, which required multi-agency input in response and recovery, and the lessons learned from these needed to be incorporated into subsequent planning arrangements. These have ranged from extreme cold, ice and snow in December 2010, followed by a thaw resulting in loss of water supplies to widespread flooding events in 2007, 2009, 2011, 2015, 2016 and most recently the flooding to large areas of the North West in August 2017. In 2014, coastal flooding threatened thousands of homes, businesses and infrastructure around the NI coastline and led to significant damage in Eastern and Southern areas. In addition to the above severe weather events, there has been various accidents involving multiple casualties on buses and other vehicles, an airplane crash and fires on two ships in Belfast Harbour, a collision between two ships entering Belfast in 2012 and fire in large industrial sites. All of these emergencies required a multi-agency response as it is widely acknowledged that no individual agency can respond to emergencies alone and that planning and responding together is critical.

Due to the increase in frequency of such emergencies and the clear need for co-ordination of such situations, the Northern Ireland Executive agreed to enhance civil contingencies arrangements at a sub-regional and regional level in 2014. To enable this, District Councils were requested to enhance their involvement in civil contingencies and there was agreement in principal that additional funding would be provided to enable councils to support the administrative function of the new multi-agency Emergency Preparedness Group (EPG) structure. A business plan submitted in 2016 to DFC sought full funding for the implementation of this function. £680,000 per annum has been approved until 2021.

This structure aimed to ensure an appropriate level of preparedness was developed on a multi-agency basis to enable an effective response to emergencies, which have a significant impact on the local community. At this stage, there were five EPG areas, as illustrated below. Governance arrangements were embedded into this structure, with the strategic tier, the Civil Contingencies Group, NI (CCG, NI) chaired by the Head of the Civil Service.

Numerous reviews and debrief reports have identified the need for Civil Contingencies legislation for Northern Ireland and the scoping of this legislation is currently a work stream of the Civil Contingencies Group (NI) (CCG(NI)) alongside a task to identify and formalise the civil contingencies role of District Councils.

## Emergency Preparedness Group Areas 2014-2017



<b>Report on</b>	<b>Dual Language Signage Requests</b>
<b>Date of Meeting</b>	<b>2 July 2018</b>
<b>Reporting Officer</b>	<b>William Wilkinson</b>
<b>Contact Officer</b>	<b>William Wilkinson</b>

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members of requests for Dual Language Signage from residents on the streets/roads in question.
<b>2.0</b>	<b>Background</b>
2.1	<p>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.</p> <p>The Policy for Street Naming and Dual Language Signage – Section 6.0, as adopted (see Appendix 1) forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>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:-</p> <p>1. Clover Hill, Moy - (See Appendix 2)</p> <p>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).</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None

	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members note the content of this report and agree to proceed to survey.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Street Naming and Dual Language Signage – Section 6.0 : Dual Language Signage Nameplates Policy
6.2	Appendix 2 – Letter received from resident of Clover Hill, Moy



# **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 with regards to the request on Dual Language Signage for a particular street/road, the outcome will be published on the Council Website.
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.



Clover Hill

Moy

BT717TP

28<sup>th</sup> May 2018

Dear Mr Wilkinson,

I would like Clover Hill development in the Moy to have bi-lingual signage in both Gaelige and English. Please inform me what else I need to do to expedite this matter.

Yours sincerely,

---

Mr William Wilkinson  
Mid-Ulster Council  
10 Ballyronan Road  
Magherafelt





<b>Report on</b>	<b>Dual Language Signage Survey</b>
<b>Date of Meeting</b>	<b>2 July 2018</b>
<b>Reporting Officer</b>	<b>William Wilkinson</b>
<b>Contact Officer</b>	<b>William Wilkinson</b>

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

<b>1.0</b>	<b>Purpose of Report</b>						
1.1	To advise Members on the result of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage Nameplate requests.						
<b>2.0</b>	<b>Background</b>						
2.1	<p>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.</p> <p>The Policy for Street Naming and Dual Language Signage – Section 6.0, as adopted (See Appendix 1) forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.</p> <p>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.</p>						
<b>3.0</b>	<b>Main Report</b>						
3.1	<p>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:</p> <p>Completed surveys were received by the return date and the outcome is as follows in each case:</p>						
3.2	<table border="1"> <tr> <td>Name of Street</td><td>Cleneyarde, Cookstown</td></tr> <tr> <td>Language Requested</td><td>Irish</td></tr> <tr> <td>Date Request Validated</td><td>02/11/2017</td></tr> </table>	Name of Street	Cleneyarde, Cookstown	Language Requested	Irish	Date Request Validated	02/11/2017
Name of Street	Cleneyarde, Cookstown						
Language Requested	Irish						
Date Request Validated	02/11/2017						

	Survey Request Approved by Environment Committee	04/12/2017
	Surveys Issued	15/05/2018
	Surveys returned by	12/06/2018
	Survey Letters Issued	6
	Survey Letters Returned	3
	Replies in Favour	3
	Replies not in Favour	0
	Invalid	0
	Valid Returns	6
	Percentage in Favour	100%
3.3	<p>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 Cleneyarde, Cookstown</p>	
	Name of Street	Eglish Park, Cookstown
	Language Requested	Irish
	Date Request Validated	02/11/2017
	Survey Request Approved by Environment Committee	04/12/2017
	Surveys Issued	15/05/2018
	Surveys returned by	12/06/2018
	Survey Letters Issued	60
	Survey Letters Returned	20
	Replies in Favour	20
3.4	Replies not in Favour	0
	Invalid	0
	Valid Returns	20
	Percentage in Favour	100%
	<p>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 Eglish Park, Cookstown.</p>	
	Name of Street	Tullyreavy Road, Cookstown
	Language Requested	Irish



	Date Request Validated	06/11/2017
	Survey Request Approved by Environment Committee	04/12/2017
	Surveys Issued	15/05/2018
	Surveys returned by	12/06/2018
	Survey Letters Issued	63
	Survey Letters Returned	38
	Replies in Favour	23
	Replies not in Favour	8
	Invalid	7
	Valid Returns	31
	Percentage in Favour	74%
	<p>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 Tullyreavy Road, Cookstown.</p>	
<b>4.0</b>	<b>Other Considerations</b>	
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>	
	Financial: Within Current Resources	
	Human: Within Current Resources	
	Risk Management: None	
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>	
	Equality & Good Relations Implications: None	
	Rural Needs Implications: None	
<b>5.0</b>	<b>Recommendation(s)</b>	
5.1	<p>That Members note the results of the surveys and agree the application of Dual Language Nameplates in Irish for the streets/roads as noted below:</p> <ol style="list-style-type: none"> <li>1. <b>Cleneyarde, Cookstown</b></li> <li>2. <b>Eglish Park, Cookstown</b></li> <li>3. <b>Tullyreavy Road, Cookstown</b></li> </ol>	
<b>6.0</b>	<b>Documents Attached &amp; References</b>	
6.1	Appendix 1 – Street Naming and Dual Language Signage – Section 6.0 : Dual Language Signage Nameplates Policy	
6.2	Appendix 2 – Dual Language Nameplate Translation for each street/road	



# **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 with regards to the request on Dual Language Signage for a particular street/road, the outcome will be published on the Council Website.
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	Cleneyarde	An Chluanaidh Ard
Townland	Derrycrin (Eglish)	Doire Crainn (Eaglais)

	Current Name	Irish Translation
Road	Eglish Park	Páirc na hEaglaise
Townland	Derrycrin (Eglish)	Doire Crainn (Eaglais)

	Current Name	Irish Translation
Road	Tullyreavy Road	Bóthar Thulaigh Riabhaigh
Townland	Tamnaskeeney Tullyreavy Bardahessiagh	Tamhnach na Scine Tulaigh Riabhaigh Barr Dá Shéisíoch





<b>Report on</b>	Affordable Warmth Scheme (AWS) – New Service Level Agreement (SLA) and updates on 17/18 Performance and 18/19 funding.
<b>Date of Meeting</b>	2 July 2018
<b>Reporting Officer</b>	Fiona McClements
<b>Contact Officer</b>	Fiona McClements

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek Members approval to sign a revised Service Level Agreement with the Department for Communities (DfC), dated June 2018 Version 4 for the Affordable Warmth Scheme.
1.2	To update Members on the performance of the Affordable Warmth Scheme in 2017/2018 and on the level of funding confirmed by DfC for Affordable Warmth Scheme for 2018/2019 year.
<b>2.0</b>	<b>Background</b>
2.1	The Affordable Warmth Scheme (AWS) builds on the success of the previous Affordable Warmth Pilots and is one of the Department of Communities tools in tackling fuel poverty. The Scheme is delivered in partnership with local Councils and the Housing Executive.
2.2	The Affordable Warmth Scheme aims to mitigate the effects of fuel poverty in targeted households living in severe or extreme fuel poverty. It is expected to reduce energy consumption in eligible private housing through home energy efficiency interventions.
<b>3.0</b>	<b>Main Report</b>
3.1	<p><u>SLA</u> DfC have provided a new Service Level Agreement for 2018 (<i>Appendix 1</i>). It will replace the previous Service level Agreement which was approved by Council in February 2018.</p> <p>The SLA sets out the target number of surveys to be completed by Councils in the 2018/2019 year. This year a total of 220 completed surveys are expected to be referred to the local NIHE Grant Office from April 2018 to March 2019, following the profile, which will be set by NIHE. The number of self-referrals included in the total of 220 referrals should not exceed 20%. Additional referrals will not be accepted without prior agreement with DfC and NIHE.</p> <p>The SLA includes the roles and responsibilities of the Council in Section 4. It includes the responsibility to highlight urgent cases to the NIHE Grants Manager at the time of referral. An urgent case is defined as a household with no heating system, or central heating, which is broken down beyond repair.</p>

	<p>The SLA also includes the Council’s role in carrying out additional duties such as “handholding” of householders and qualitative case studies of homes which have received assistance through the Scheme. (To be agreed following Workshop in June 2018).</p>																												
3.2	<p><u>Funding</u></p> <p>A Letter of funding from DfC is attached at <i>Appendix 2</i> detailing the level of funding confirmed for the 2018/2019 year.</p> <p>In the letter, DfC have outlined that previous referral volumes coupled with the higher average spend per household have led to a greater budget commitment into 2018/19 from last year therefore less referrals are required during this financial year.</p> <table><tr><th>Period</th><th>Number of Referrals</th><th>Total Referrals</th></tr><tr><td>April to May</td><td>25 per month</td><td>50</td></tr><tr><td>June to March</td><td>17 per month</td><td>170</td></tr><tr><td><b>Total</b></td><td></td><td><b>220</b></td></tr></table> <p>The Department advises that it recognises the need for a minimum level of funding to councils to ensure their participation in the Scheme and propose a unique funding arrangement for one year only.</p> <p>Each local Council will be paid £68,780 for the 220 referrals over the year and will be requested to undertake additional activities associated with the Affordable Warmth Scheme, which are to be decided at the Senior Official Workshop on 28<sup>th</sup> June 2018. This arrangement will cover the 2018/19 year only.</p>	Period	Number of Referrals	Total Referrals	April to May	25 per month	50	June to March	17 per month	170	<b>Total</b>		<b>220</b>																
Period	Number of Referrals	Total Referrals																											
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3.3	<p><u>Affordable Warmth Scheme Performance 2017/2018</u></p> <p>The report attached at <i>Appendix 3</i> details the performance of the Affordable Warmth Scheme for 2017/2018 year and Period 1 of this current financial year.</p> <p>The report details the performance of the scheme in 2017/2018 across all Council areas and includes</p> <ul style="list-style-type: none"><li>• AWS17/18 overall targets versus actual summary</li><li>• Overall Total no. of referrals per month</li><li>• Overall Breakdown of scheme performance per year since it began in 2014</li><li>• Overall Measure type breakdown</li><li>• Breakdowns per Council area – relevant figures from MUDC extracted from report onto table below.</li></ul> <table><tr><th>17/18</th><th>MUDC</th><th>Council average</th><th>Regional Total</th></tr><tr><td>Referrals</td><td>372</td><td>385</td><td>4230</td></tr><tr><td>Cancellations</td><td>72</td><td>83</td><td>912</td></tr><tr><td>Approvals issued</td><td>444</td><td>392</td><td>4312</td></tr><tr><td>Value of Approvals</td><td>£2.1 million</td><td>£1.6 million</td><td>£16.96 million</td></tr><tr><td>Measures completed</td><td>626</td><td>748</td><td>8232</td></tr><tr><td>Homes improved</td><td>324</td><td>377</td><td>4148</td></tr></table>	17/18	MUDC	Council average	Regional Total	Referrals	372	385	4230	Cancellations	72	83	912	Approvals issued	444	392	4312	Value of Approvals	£2.1 million	£1.6 million	£16.96 million	Measures completed	626	748	8232	Homes improved	324	377	4148
17/18	MUDC	Council average	Regional Total																										
Referrals	372	385	4230																										
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Measures completed	626	748	8232																										
Homes improved	324	377	4148																										
4.0	<b>Other Considerations</b>																												
4.1	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: DfC funding as outlined above</p>																												

	Human: Existing
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Committee notes the content of this report and approves the Service Level Agreement between the Department for Communities and Mid Ulster District Council as outlined at Appendix 1.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 - Service Level Agreement between Department for Communities and Mid Ulster District Council, dated June 2018, Version 4 for the Affordable Warmth Scheme
6.2	Appendix 2 - Letter of Funding from DfC
6.3	Appendix 3 - Affordable Warmth Scheme 17/18 Final Performance and 18/19 P1 report



# **Affordable Warmth Scheme**

## **SERVICE LEVEL AGREEMENT**

**between**

**DEPARTMENT FOR COMMUNITIES**

**and**

**MID ULSTER DISTRICT COUNCIL**

**Date: June 2018**

## **1. Overview**

The Department for Communities (DfC) is responsible for developing policy and implementing programmes to mitigate the effects of fuel poverty and improve the thermal comfort of low income households across Northern Ireland. The Affordable Warmth Scheme is DfC's primary scheme for tackling fuel poverty. DfC works in partnership with all local councils and the Northern Ireland Housing Executive (NIHE) to deliver the Affordable Warmth Scheme.

The Affordable Warmth Scheme targets low income households and delivers home energy efficiency improvement measures to qualifying households.

All parties will use opportunities during the life of this agreement to display a commitment to work together in support of Government aims to improve household energy efficiency.

## **2. Purpose of this Document**

The purpose of this Service Level Agreement (SLA) is to provide clarity in terms of accountability, policy, operation and reporting procedures for each of the parties and in particular to:

- reaffirm the scope of the scheme;
- describe the roles and responsibilities of each party;
- set out the financial arrangements; and
- detail the arrangements for monitoring performance in relation to the scheme.

The measures available under this scheme are listed at Annex 1.

## **3. Scope**

The Affordable Warmth Scheme aims to mitigate the effects of fuel poverty in targeted households living in severe or extreme fuel poverty. It is expected to reduce energy consumption in eligible private housing through home energy efficiency interventions.

The NIHE will maintain a central record of all completed surveys referred to it and their progress. When local council officials have completed the survey and referred the survey to the NIHE, any query regarding that application should be directed to the NIHE to resolve.

DfC will provide agreed funding to each local council to administer the Affordable Warmth Scheme. The NIHE will transfer agreed funds to each local council on a quarterly basis.

## **4. Roles and Responsibilities**

## The Department for Communities

(a) The Department for Communities will:

- provide advice to the NIHE regarding the policy of the scheme as required;
- provide each local council with data detailing the households to be targeted where appropriate;
- set a target for referrals which local councils will deliver to the NIHE annually and monthly;
- continually monitor and evaluate the scheme through reporting arrangements with the NIHE and local councils;
- seek feedback from its Social Welfare Group regarding Benefit Entitlement Checks;
- consider changes that will improve process or impact as the scheme develops;
- on completion of the scheme complete a full evaluation;
- provide reporting templates for local councils monthly progress reports.

## The Local Council's Role

(b) Each local council will be provided with details of households considered to potentially meet the conditions of the scheme. Each local council will:

- with the consent of the targeted householder, conduct a survey to collate and verify financial information to confirm eligibility for the scheme;
- have discretion regarding accepting self-referrals (as defined by DfC). Local councils **must** bear in mind that Affordable Warmth is primarily a targeted scheme;
- refer a total of 220 completed surveys to their local NIHE Grant Office from April 2018 to March 2019, following the profile which will be set by NIHE. The number of self-referrals included in the total of 220 referrals should not exceed 20%<sup>1</sup>. Any change will be formally notified by the Department. Additional referrals will not be accepted without prior agreement with DfC and NIHE;

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<sup>1</sup> This may be moderated by agreement to take account of local circumstances.

- the number of referrals may be adjusted in year due to budget change or scheme performance, however, numbers will be small;
- highlight urgent cases to the NIHE Grants Manager at the time of referral. An urgent case is defined as a household with no heating system, or central heating which is broken down beyond repair;
- ensure that when an application is received by Building Control that officials arrange for measures to be inspected. Building Control officials will confirm to the NIHE whether the installation is in compliance with the building regulations;
- provide householders participating in the scheme with information regarding energy advice;
- manage and respond to complaints concerning local council staff regarding the Affordable Warmth Scheme;
- meet with the NIHE and DfC at least quarterly to discuss the progress of the scheme and discuss any areas of concern;
- participate in both the established Senior Officer group and other ad hoc meetings as and when required;
- where the householder agrees, refer their details (name, address, contact number) to the Social Welfare Group for the purposes of conducting a Benefit Entitlement Check with them.
- Carry out additional duties such as handholding of householders and qualitative case studies of homes which have received assistance through the Scheme. (To be agreed following Workshop in June 2018).

### **The Northern Ireland Housing Executive's Role**

- (c) The NIHE is a non-departmental public body. Therefore it will not be a signatory to this SLA as the DfC and the NIHE has an established accountability process. This accountability process sets out the controls to be exercised over the different areas of the NIHE's activities by the DfC directly or by the NIHE itself. The prime purpose is to assist the Permanent Secretary of DfC in discharging his responsibilities in relation to NIHE systems and as such represents a formal statement by DfC of the standards it requires the NIHE to achieve in relation to the probity of activities.



## **5. Financial Arrangements**

Local councils will be responsible and accountable for the management of the Affordable Warmth budget allocated to them. Each local council must ensure the Affordable Warmth budget is ring fenced for Affordable Warmth activities.

## **6. Monitoring & Reporting**

Each local council will provide the DfC with monthly progress reports regarding the number of:

- surveys completed;
- the number of self referral surveys completed; and
- numbers and details of referrals to other schemes or services.

Local councils will share any Audit recommendations concerning Affordable Warmth and consider those to improve the management of the scheme. This will be done in consultation with DfC.

## **7. Accountability**

Overall accountability for the delivery of the scheme rests with the Accounting Officer of DfC as the funding department. However, each receiving organisation is accountable for its own finances and ensuring that appropriate controls are in place in order to provide them with the necessary assurances regarding expenditure.

## **8. Limited Liability**

The local council shall have no liability to the Department for any loss or damage sustained by the Department as a result of the Department relying on any information supplied to it by the local council under this agreement.

## **9. Termination of SLA**

Once entered into, the SLA can be terminated within three months written notice from any Party. Any party may also terminate the Agreement without notice, for any of the following reasons:-

- a) any breach by the other of its obligations under this Agreement; and

- b) in the case of a breach capable of rectification, where such breach has not been rectified by the other party within 14 days of it being given notice of same.

## **10. Confidentiality and Data**

All Parties are to take cognisance of the Data Protection, GDPR and Freedom of Information legislation. Appendix 2 sets out an agreement for the processing of personal data for the DfC and the NIHE.

**Department for Communities**  
**June 2018**

**Annex 1****Affordable Warmth Measures**

Prioritised list of measures available under the Affordable Warmth Scheme:

<b>Priority rating</b>	<b>Conditions in existing property</b>	<b>Improvement measures available</b>
Priority 1 - Insulation	No cavity wall insulation	Install cavity wall insulation
	Ineffective cavity wall insulation	Remove and replace cavity wall insulation
	No loft insulation or below minimum	Installation or top up of roof space insulation to 270mm
	No hot water jacket	Install hot water jacket
	Ineffective or no draught proofing	Draught proof windows/doors
Priority 2 - Heating	No heating system exists	Installation of natural gas or oil heating
	Conversion of existing LPG or solid fuel system	Installation of natural gas or oil heating
	Conversion of Economy 7	Conversion to natural gas (or oil where natural gas isn't available) or conversion to high efficiency storage system
	Householder 65 or over, or with child under 16, or receiving a disability benefit and with a boiler over 15 years old	Boiler replacement and new radiators where required
	Heating system exists without controls	Add heating controls
	Heating system exists but radiators defective	Replace radiators as needed
Priority 3 - Windows	Windows in disrepair	Repair/replace windows with double glazing if draught proofing is not possible
Priority 4 - Solid wall	Solid wall with no insulation	Internal/external insulation

**FORMAL COMMITMENT**

Signed  
On behalf of the Department for Communities

Dated

Signed  
On behalf of Mid Ulster District Council

Dated

**Annex 2****Data Processing Agreement for the processing of personal data for the Department of Communities and Northern Ireland Housing Executive****1) Purpose**

1. This agreement sets out the terms and conditions by which personal data will be processed by the Council's on behalf of the Department for Communities (DfC) and the Northern Ireland Housing Executive (NIHE)<sup>2</sup>.
2. This agreement is signed and agreed to ensure full compliance with the provisions of the Data Protection Act 2018 (DPA 2018) and is consistent with the original purpose for which the data is / was gathered and further processed.
3. The purpose of the disclosure is to facilitate the processing of personal data on behalf of the DfC and NIHE who are the Data Controllers and to fulfil the obligations with regard to:

Improving domestic energy efficiency in the private sector across Northern Ireland via the Affordable Warmth Scheme. This scheme aims to target identified low income households and deliver energy efficiency improvement measures to qualifying households. The Affordable Warmth Scheme is DfC's primary scheme for tackling fuel poverty. DfC and NIHE work in partnership with all local councils and the NIHE to deliver the Affordable Warmth Scheme.

4. The terms Data, Data Controller, Data Processor, Personal Data, Sensitive Personal Data, Processing and Information Commissioner have the same meaning as defined within the Data Protection Act 2018.
5. "Agreement" – means this Data Processor agreement along with any associated documents attached or referred to as forming part of the agreement.
6. "Services" – means the services that will be provided by the Data Processor during the period of the agreement.

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<sup>2</sup> This agreement may be subject to change following on from the Affordable Warmth Workshop scheduled for June 2018.

7. "Council Liaison officer" – means the person nominated by each Data Processor who will assume day to day management responsibility and liaison with the Data Controllers.

## 2) Use and Disclosure of Personal Data

Mid Ulster District Council will receive specific targeted lists of referral addresses within their Council area of responsibility and also receive independent enquiries from individuals who are not on the target list. Council officers will visit targeted and non-targeted addresses, where appropriate to assess eligibility for the scheme and collect the necessary documentation.

When visiting an address, the Council officers will complete an electronic NIHE application form named '**Affordable Warmth Scheme**' application and also complete a paper form named '**Affordable Warmth Survey**'.

As part of the process, the applicant is required to provide documentation to verify eligibility including proof of ownership, occupancy and income. These eligibility documents will be photographed by Council staff on a Council issued electronic tablet at the time of the visit and in the home of the applicant. Upon return to the Council office, the eligibility documents are printed from the electronic tablet and the eligibility document data is then deleted beyond recovery from the tablets.

The tablets have a security feature that secures all data being stored on and transmitted to a device and provides functionality to lock down and wipe data from a device if it is lost or stolen.

In certain cases the original hard copy eligibility documents are removed by the Council officers instead of photographing onto the electronic tablet in the home of the applicant. Upon return to the Council office, the documents will be photocopied and the originals returned to the applicant by recorded delivery or collected in person by arrangement.

If the property is privately rented, the Council officers will send a consent form to the landlord.

Data gathered for this purpose will not be disclosed to any other person or organisation. The data is used to confirm the eligibility of the applicant to receive a grant.

### 3) Proportionality / Subject Access

1. The processing will be proportional for its purpose and a high level of security and confidentiality will be applied. The Council will additionally agree to notify the ICO if any changes are required to their Data Protection notification.
2. If a subject access request is made directly to the Council and it involves personal data controlled by DfC and NIHE, it is the responsibility of the relevant Council to immediately liaise with DfC and NIHE to process the request.
3. DfC and NIHE will give appropriate assistance as is necessary to the Council to enable it to:
  - Comply with a subject access request
  - Respond to any information notice served upon the Council by the ICO
  - Respond to any complaint from a data subject
  - Investigate any breach or alleged breach of the Data Protection Act

### 4) Security

1. The Council will apply appropriate security measures equal with the requirements of the Data Protection Act 2018.
2. The Council must ensure that appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. In particular, the Council shall ensure that measures are in place to:
  - Prevent accidental compromise or damage during storage, handling, use, processing, transmission or transport;
  - Deter deliberate compromise or opportunist attack;
  - Promote discretion in order to avoid unauthorised access; and
  - Provide suitable training to their staff on how to handle DfC and NIHE data.

### 3. Information Security Standards

<b>Council</b>	<b>Information Security standard</b>	<b>Accreditation</b>
Mid Ulster District Council	Is working to the principles of ISO 270001	Accredited/Not accredited

4. The personal data is transferred to NIHE (on behalf of DfC) via -  
Electronic forms are transferred to NIHE using XML files and FTPS site or using password protected xml files via e-mail.  
Paper application forms and supporting documentation is hand delivered to NIHE grants office and signed in by case officers.
5. The services of any sub contractor will not be used by either Council in connection with the processing of DfC and NIHE data without prior approval.

## **5) Confidentiality**

1. The Council will not disclose or communicate to any other individual or organisation the personal data gathered for DfC and NIHE. They shall treat any personal data provided strictly private and confidential.
2. The Council shall ensure that any of their staff listed within the agreement are aware of their responsibilities in connection with the use of that data.
3. The obligations of confidentiality in relation to this agreement by the Council will remain in force after the expiry of this agreement.
4. This obligation of confidentiality shall not apply where disclosure of DfC and NIHE data is ordered by a Court of law. There may also be occasions when disclosure is required by the Police or other law enforcement agencies for the investigation of a crime or is required for legal proceedings.
5. If this happens, and a request is received by the Council, it must inform DfC and NIHE as soon as possible in writing, stating the identity of the requesting body and nature of the data sought. This will allow DfC and NIHE to deliberate and decide on what can be released.

## **6) Retention and Review**

1. The data should be retained for five years in line with DfC retention policies.

## **7) Data Processor Breach of Security**

1. In the event of a data breach by either Council, which involves DfC and NIHE data, the Council Liaison Officer must immediately inform DfC and NIHE of the circumstances.



2. A data breach can take the form of the following:-

- The loss or theft of data;
  - Equipment failure;
  - Professional hacking attempt;
  - Professional “blagging” whereby data is obtained by deceit; and
  - Human error by accidental disclosure. (An organisation mistakenly providing personal information to the wrong person, for example by sending details out to the wrong address).
3. Once it has been confirmed that DfC and NIHE personal data has been involved, the main DfC Data Breach procedure must be invoked. It must also be assumed that the Council will have a data breach procedure in place; however, DfC will lead on this matter.

### **8) Time Period of agreement and Termination**

1. This agreement will remain in force until the SLA is reviewed. However if potential issues do emerge, this may require further consideration.
2. DfC may at any time by notice in writing, terminate this agreement if the Council is in breach of any obligation under this agreement.
3. DfC retains the final decision in any variation to the agreement. No variation will occur unless written directions are signed by both parties and included within this document.

This constitutes an agreement between the Council (acting as Data Processors) and DfC / NIHE who will abide by the content of this document.





Council Senior Officials

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11 June 2018

## **AFFORDABLE WARMTH SCHEME FUNDING 2018/2019**

Dear Senior Officials,

Department for Communities officials met with senior council officers on 25 May 2018 and discussed the budget for the Affordable Warmth Scheme for 2018/2019.

Previous referral volumes coupled with the higher average spend per household have led to a greater budget commitment into 2018/19 from last year therefore less referrals are required during this financial year.

<b>Period</b>	<b>Number of Referrals</b>	<b>Total Referrals</b>
April to May	25 per month	50
June to March	17 per month	170
<b>Total</b>		<b>220</b>

The Department recognises the need for a minimum level of funding to councils to ensure their participation in the Scheme and propose a unique funding arrangement for one year only. Each local Council will be paid £68,780 for the 220 referrals over the year and will undertake additional activities associated with the Affordable Warmth Scheme, which are to be decided at the Senior Official Workshop on 28<sup>th</sup> June 2018. This arrangement will cover the 2018/19 year only.

I hope this is helpful in allowing you to plan and manage the Scheme over the year.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Martin McDermott", with a long horizontal line extending to the right.

**Martin McDermott**



# Affordable Warmth Scheme 17/18 Final Performance & 18/19 P1



# AWS 17/18 Summary

## Targets

- £17.8m budget
- 4,455 referrals
- 3,800 homes
- 5,700 measures

## YTD Actuals @ 31<sup>st</sup> March 18

- £16.96m expenditure
- 4,230 referrals received
- 4,148 homes improved
- 8,232 measures installed

# 17/18 Referrals

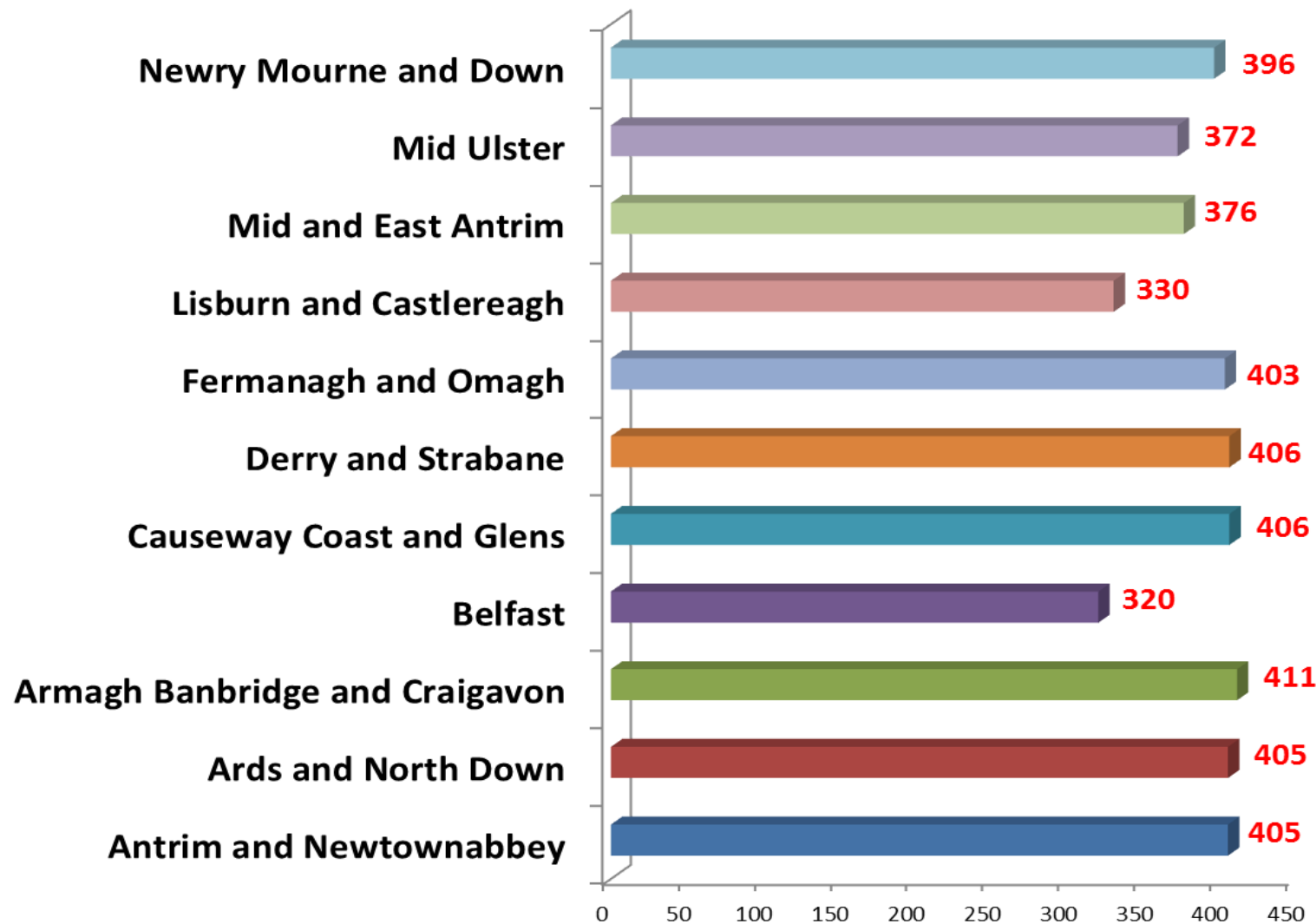
Period		No referrals per council per month	No referrals ALL councils	Actual	Variance
Q1	APRIL	25	275	306	31
	MAY	25	275	292	17
	JUNE	25	275	262	-13
Q2	JULY	40	440	404	-36
	AUGUST	40	440	414	-26
	SEPTEMBER	40	440	344	-96
Q3	OCTOBER	40	440	387	-53
	NOVEMBER	40	440	379	-61
	DECEMBER	40	440	355	-85
Q4	JANUARY	30	330	335	5
	FEBRUARY	30	330	372	42
	MARCH	30	330	380	50
Total		405	4,455	4,230	-225

# AWS Performance

YEAR	Referrals	Ineligible declined	Approvals Issued	Value of Approvals	Measures Installed	Homes Improved
2014/15	3,606	500	162	£565k	9	7
2015/16	9,739	4,629	5,318	£21,1m	5,074	3,057
2016/17	5,426	1,763	4,740	£20,5m	9,963	5,069
<b>2017/18</b> <b>(as at 31st March)</b>	<b>4,230</b>	<b>912</b>	<b>4,312</b>	<b>£18,1m</b>	<b>8,232</b>	<b>4,148</b>
<b>Scheme To Date</b>	<b>23,001</b>	<b>7,804</b>	<b>16,299</b>	<b>£60,4m</b>	<b>23,278</b>	<b>12,281</b>

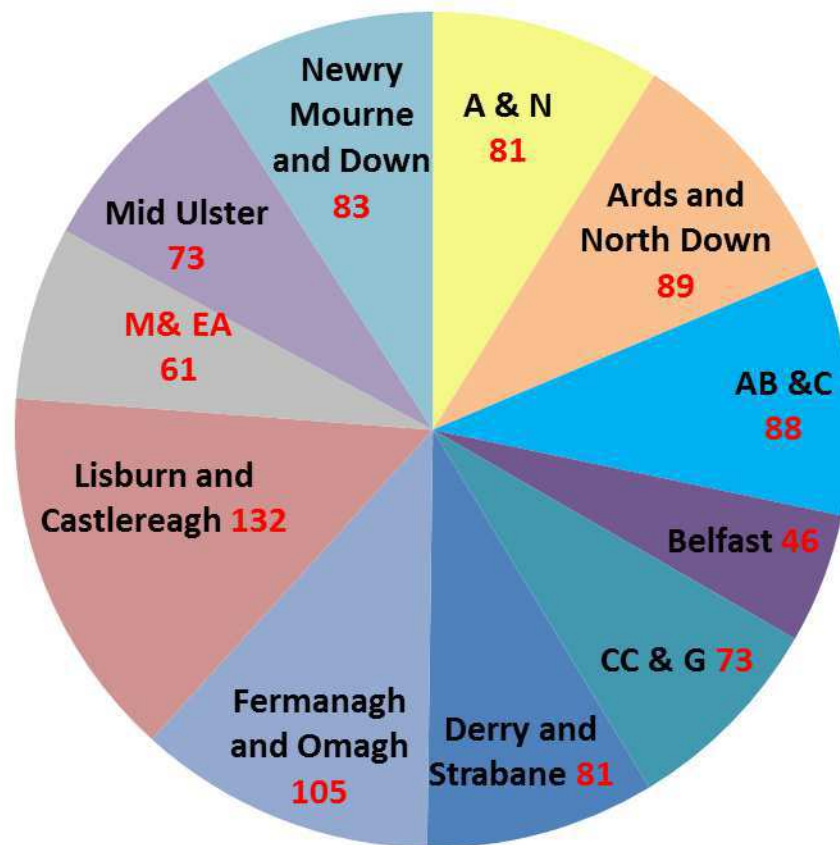


# 17/18 Council Referrals



Total: 4,230 Average: 385

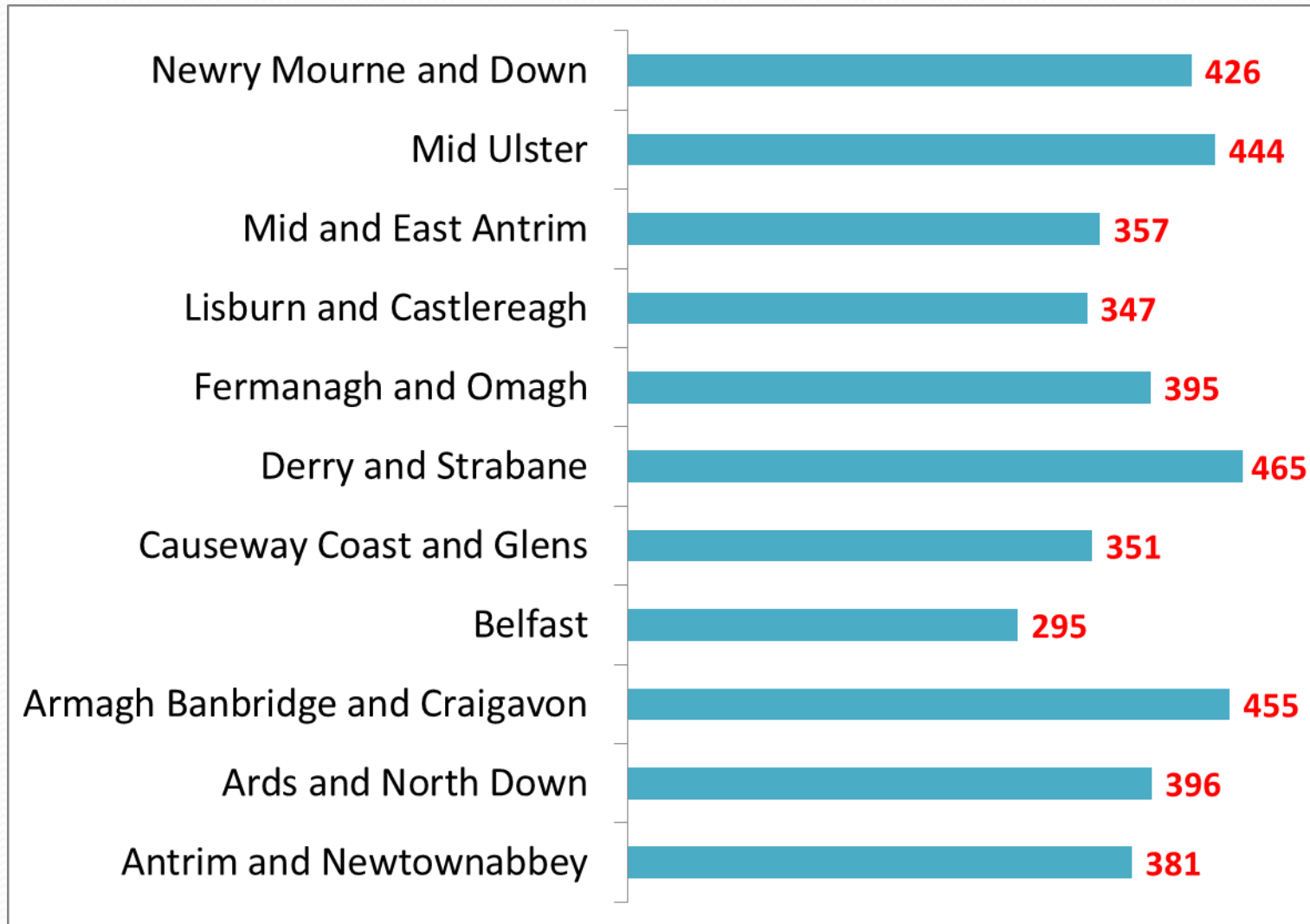
# 17/18 Ineligible or no help required



\*some cancellations for 17/18 may refer to previous years, following cleansing exercise of system and outstanding cases.

Total: 912 Average: 83 Rate 21.5%

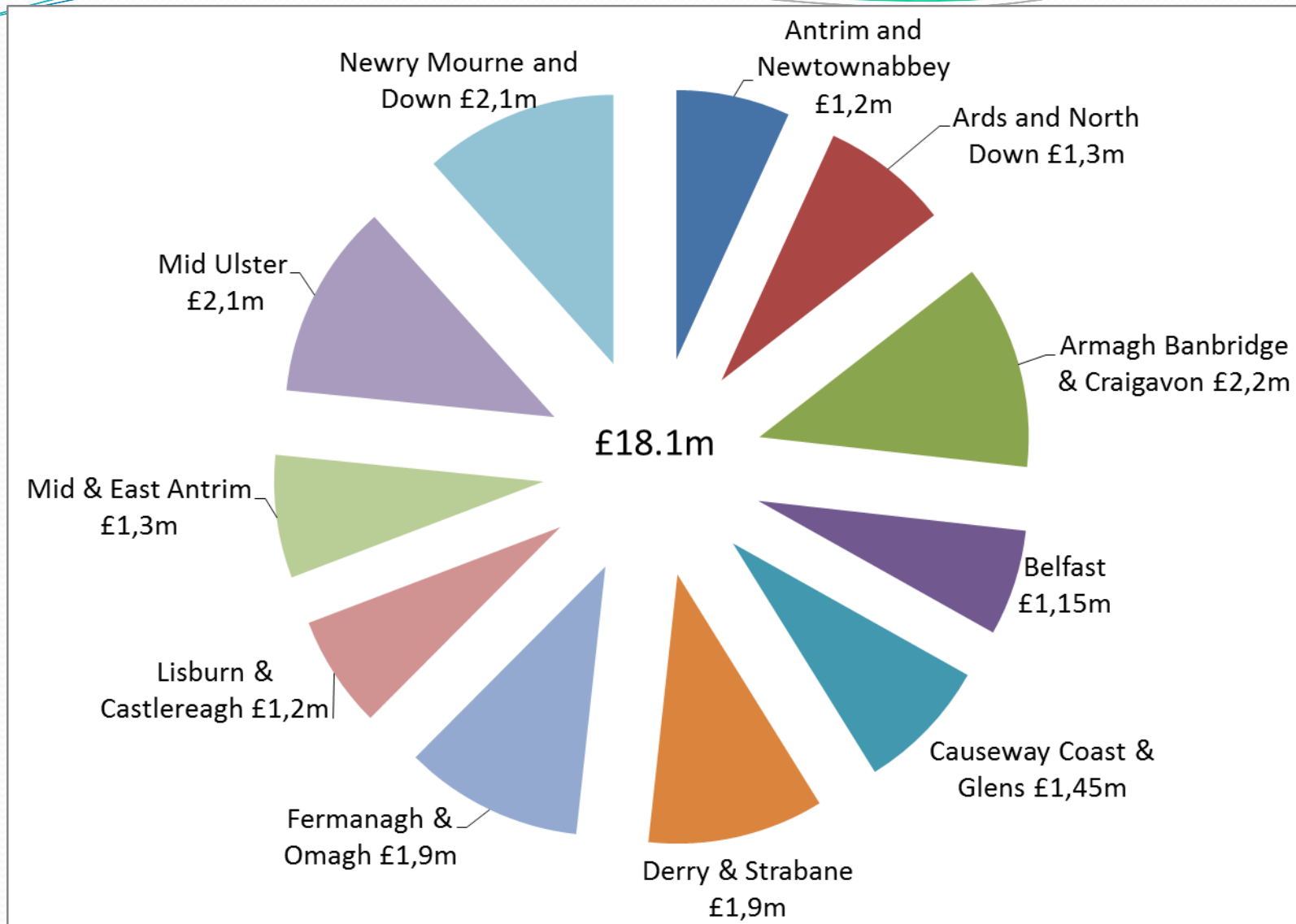
## 17/18 Approvals Issued by Council



Total: 4,312 Average: 392

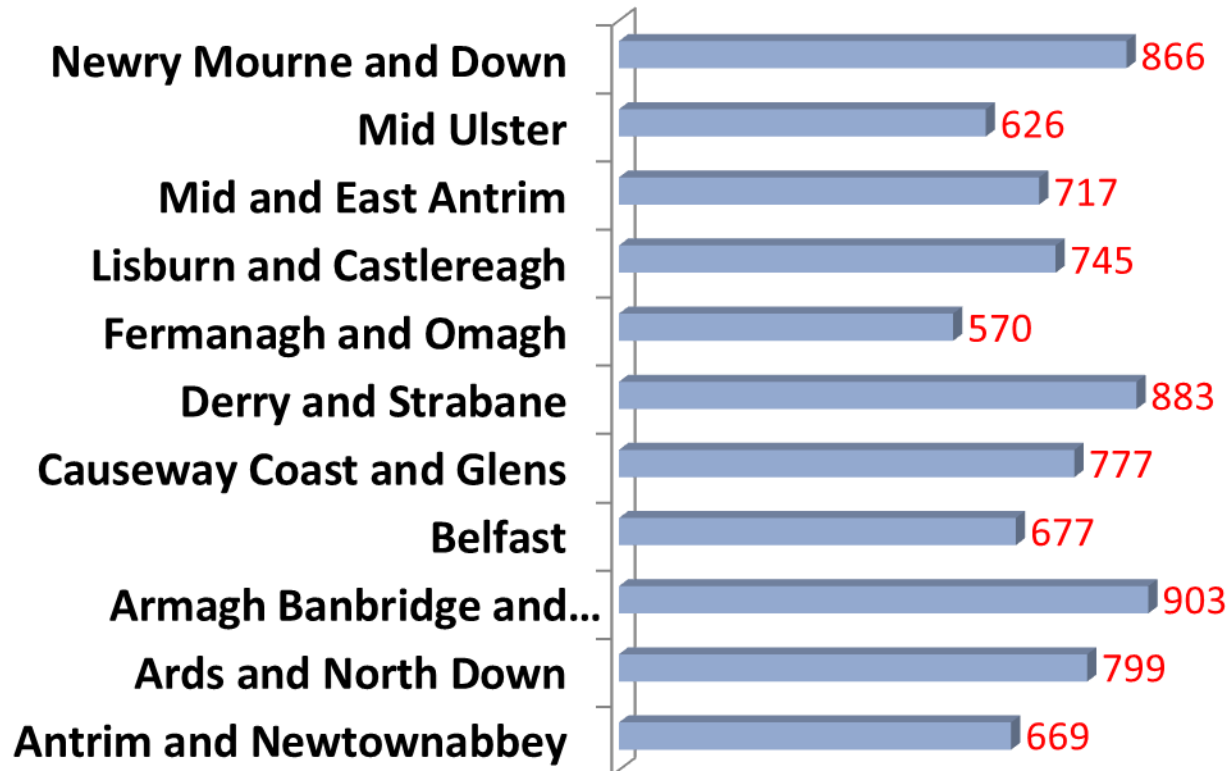
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# 17/18 Value of Approvals by Council



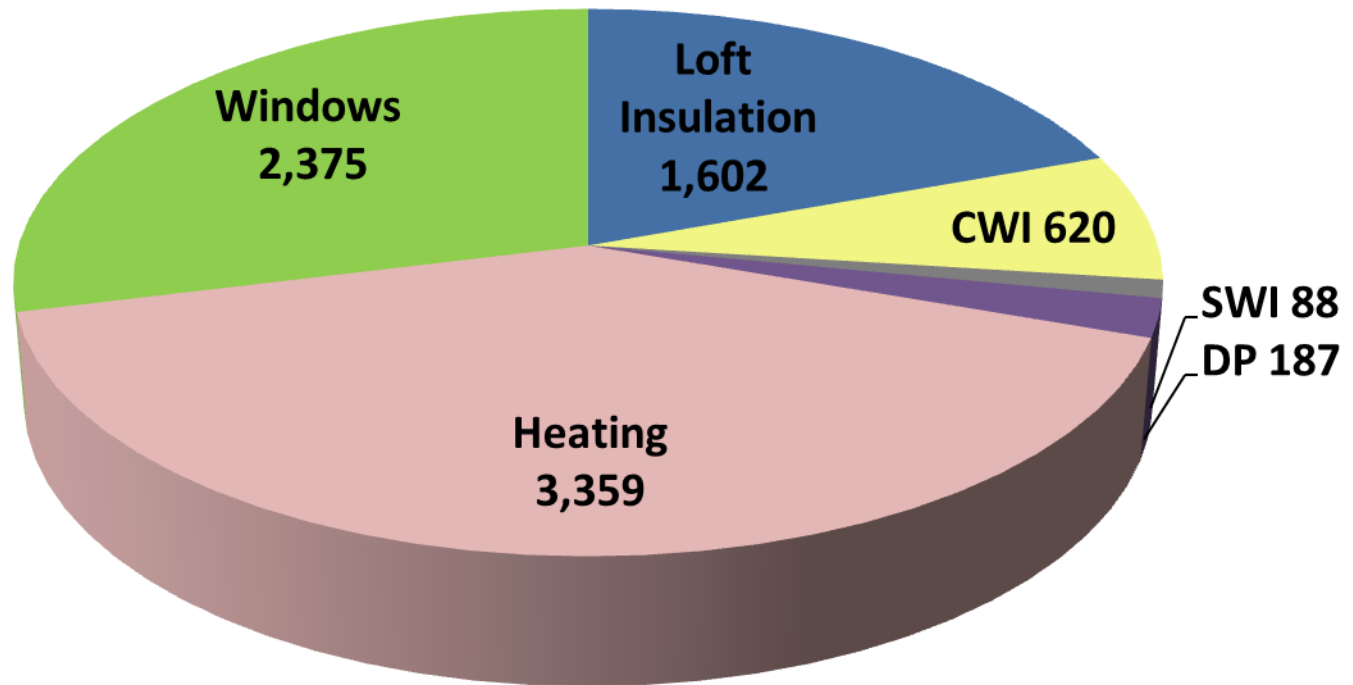
Average: £1.6m  
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# 17/18 Measures Completed



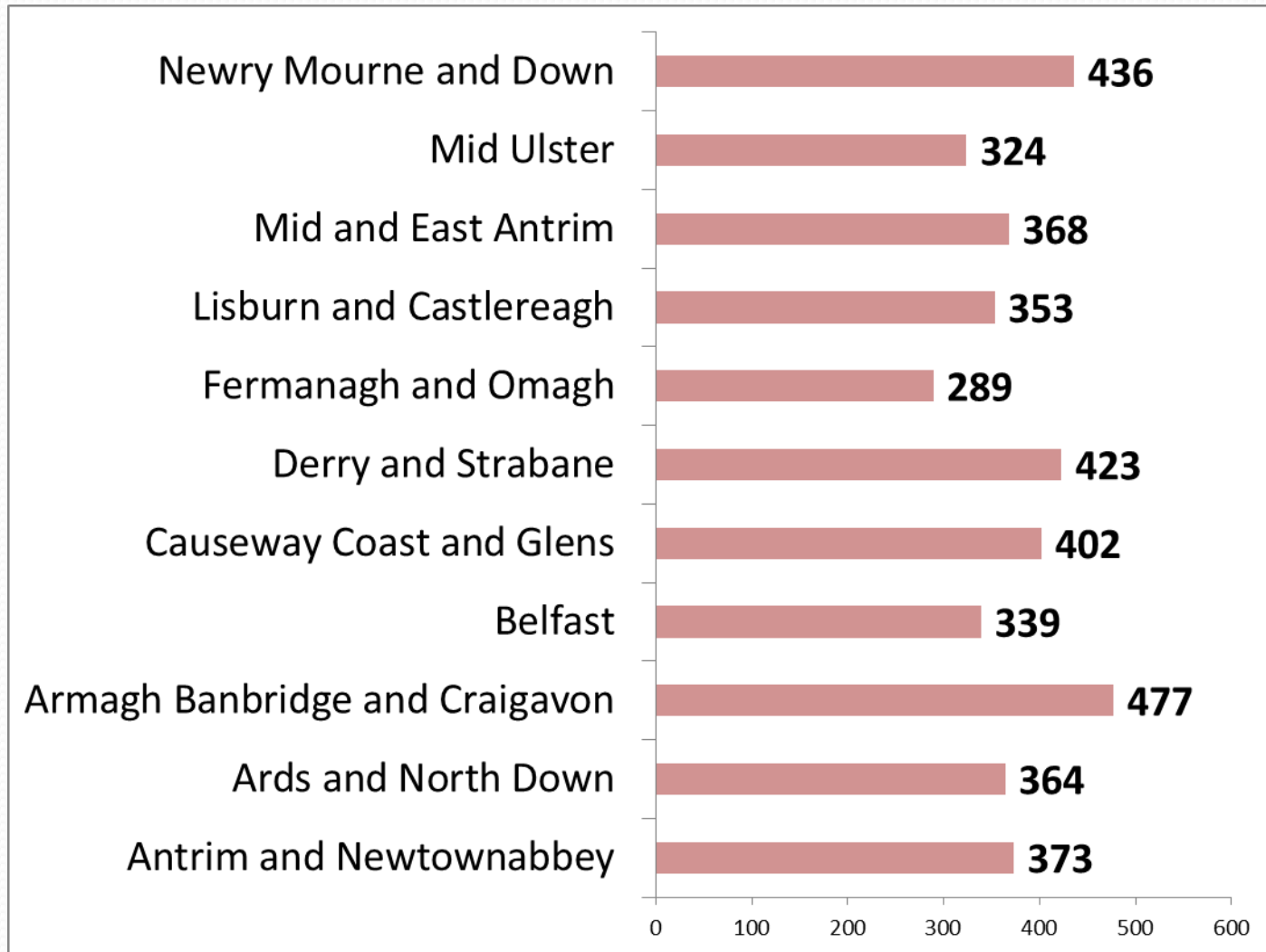
Council Average: 748  
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# 17/18 Measure Type



Heating 40.8% Windows 28.8% LI 19.4% CWI 7.5% DP 2.2% SWI 1%

# 17/18 Homes Completed



# AWS 18/19 - April

Council Area	Referrals to NIHE	Ineligible or Declined to Proceed	Approvals to proceed with works	Value of Approvals	Measures Installed	Homes Improved
Antrim and Newtownabbey	25	3	24	£89,457.63	50	27
Ards and North Down	25	4	28	£123,939.28	46	22
Armagh Banbridge and Craigavon	30	4	16	£84,631.07	77	35
Belfast	30	1	16	£50,043.43	36	16
Causeway Coast and Glens	31	11	44	£191,600.83	36	18
Derry and Strabane	25	4	26	£107,067.83	70	39
Fermanagh and Omagh	24	14	35	£153,580.54	63	35
Lisburn and Castlereagh	27	7	14	£54,324.54	34	14
Mid and East Antrim	25	1	30	£107,319.15	32	20
Mid Ulster	25	2	25	£116,576.00	64	41
Newry Mourne and Down	33	1	22	£103,861.72	55	26
<b>Total 2018/2019</b>	<b>300</b>	<b>52</b>	<b>280</b>	<b>£1,182,402.02</b>	<b>563</b>	<b>293</b>



<b>Report on</b>	The Roads Miscellaneous Provisions Act (NI) 2010 – Draperstown Busking Festival
<b>Date of Meeting</b>	2 July 2018
<b>Reporting Officer</b>	Fiona McClements
<b>Contact Officer</b>	Fiona McClements

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To request that Members make a determination for a road closure order to be made for the Draperstown Busking Festival and Community Fun Day on 26 <sup>th</sup> August 2018.
<b>2.0</b>	<b>Background</b>
2.1	<p>Further to previous reports, Members will be aware that The Roads Miscellaneous Provisions Act (NI) 2010 introduced by The Department for Infrastructure (DfI) permits the closure of roads for the holding of special events.</p> <p>The above legislation enables Council to deal with requests to close public roads for special events in its area. Special events are defined as:</p> <ul style="list-style-type: none"> <li>Any sporting event, social event or entertainment which is held on a public road; or</li> <li>The making of a film on a public road (including making TV programmes, films or advertisements).</li> </ul> <p>Special Events do not include the following:</p> <ul style="list-style-type: none"> <li>Public processions;</li> <li>Motor road races;</li> <li>Cycle races or trials; or</li> <li>Road works</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>Facilitating the holding of a special event, or</li> <li>Enabling members of the public to watch a special event, or</li> <li>Reducing traffic disruption in adjacent streets</li> </ul> <p>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.</p>
<b>3.0</b>	<b>Main Report</b>

3.1	<p>The Environmental Health Service has received an application for the Draperstown Busking Festival and Community Fun Day scheduled for 26<sup>th</sup> August 2018 in Draperstown. The application seeks a temporary prohibition of vehicular traffic access to St Patrick's Street, Draperstown from 1pm to 10pm on Sunday 26<sup>th</sup> August 2018 in order to facilitate the holding of the special event.</p> <p>The application was processed by the Environmental Health Service after submission of a completed application form, appropriate fee, and some of required supporting information which included:</p> <ul style="list-style-type: none"> <li>• Traffic Management Plan / Traffic Signing Schedule</li> <li>• Details of consultees and feedback received</li> <li>• Evidence of consultation with emergency services.</li> </ul> <p>The company who completed the traffic management plan has submitted the relevant information to the DfI in order to obtain authorised status. Confirmation of DfI authorisation is currently pending at the time of report submission. Additionally evidence of £10 million public liability is also pending.</p> <p>As the event attracts considerable crowds of people from a wide catchment area, the event is deemed 'large' and a fee of £415 was receipted in respect of this application.</p> <p>Consultation was undertaken with the various statutory bodies (PSNI, NIFRS, NIAS) and DfI in relation to each application and a public notice of consultation was placed in the local press.</p> <p>No representations have been made to Council on the proposed road closure following public advertisement and the statutory consultees have raised no objections to the proposal.</p> <p>That a road closure order be made for the special event, subject to written confirmation of public liability insurance and DfI authorisation for the traffic management company being received.</p>
4.0	<b>Other Considerations</b>
4.1	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: N/A</p> <p>Human: N/A</p> <p>Risk Management: As determined.</p>
4.2	<p><b>Screening &amp; Impact Assessments</b></p> <p>Equality &amp; Good Relations Implications: N/A</p> <p>Rural Needs Implications: N/A</p>

<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That members agree the determination for a Road Closure Order for Draperstown Busking Festival and Community Fun Day for a temporary prohibition of vehicular traffic access to St Patrick's Street, Draperstown from 1pm to 10pm on Sunday 26 <sup>th</sup> August 2018 in order to facilitate this event. Subject to confirmation of appropriate documentation.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	None.



<b>Report on</b>	Consultation on Draft NIFRS Fire Safety Guide for Caravan Site Operators
<b>Date of Meeting</b>	2 July 2018
<b>Reporting Officer</b>	Fiona McClements
<b>Contact Officer</b>	Fiona McClements

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To consider draft response to the Northern Ireland Fire and Rescue Service's consultation on <i>"A Fire Safety Guide for Caravan Site Operators – Information on Complying with Fire Safety Law in Northern Ireland"</i> .
<b>2.0</b>	<b>Background</b>
2.1	<p>A caravan site operator is required to hold a site licence and operate in accordance with:</p> <ul style="list-style-type: none"> <li>• The Caravans Act (Northern Ireland) 1963;</li> <li>• Model Licence Conditions for Caravan Sites 1992 (Holiday Caravan Sites);</li> <li>• Model Licence Conditions for Residential Caravan Sites 1994.</li> </ul> <p>All caravan site licences within Mid Ulster District Council have been previously issued by legacy Councils in line with the Model conditions above. The Model conditions include a number of fire safety requirements that are subject to inspection. Although both the Council and the Northern Ireland Fire and Rescue Service may carry out inspections in relation to fire safety, Council's enforcement remit extends only to those conditions specified within the site's licence.</p> <p>The relevant enforcing authority for all fire safety related issues is the NIFRS under the <i>Fire and Rescue Services (Northern Ireland) Order 2006</i> and <i>The Fire Safety Regulations (Northern Ireland) 2010</i>. This fire safety legislation applies to all caravan sites with common or shared parts and individual caravans that are rented out as a holiday-let.</p> <p>The legislation requires the licence holder, and the site manager, to undertake duties to ensure persons (whether they are employees, residents, visitors or others) are safe from harm caused by fire.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>On 11<sup>th</sup> June 2018, Council received a letter of consultation from the NIFRS on draft Fire Safety Guidance for Caravan Site Operators, with information on complying with fire safety law in Northern Ireland.</p> <p>Members should note that the draft guidance produced by NIFRS to assist the operators of caravan sites is substantially reflective of information contained within the existing Model Licence Conditions for Caravan Sites 1992 and Model Licence Conditions for Residential Caravan Sites 1994. Caravan site licences issued by legacy Councils under</p>

	<p>the Caravans Act (Northern Ireland) 1963 prior to the formation of Mid Ulster District Council in 2015 incorporate these model conditions.</p> <p>The new draft guidance is an opportunity for site operators to be brought up to date on amendments to fire safety requirements enforced by NIFRS since the issue of their caravan site licence, particularly in respect of fire safety risk assessment.</p> <p>Additionally as technical guidance issued by industry bodies is reviewed regularly, gas safety is no different, therefore section 4.12 of the draft guide brings information on the relevant British Standards and UKLPA Codes of Practice relating to storage of gas up to date.</p> <p>The draft guide also includes useful advice on:</p> <ul style="list-style-type: none"> <li>• the use of BBQs at caravan sites;</li> <li>• information on smoke alarms and carbon monoxide monitoring;</li> <li>• design guidance on turning circles for fire appliances;</li> <li>• technical specification for fire hydrant water supply; and</li> <li>• glamping pods, yurts or similar units.</li> </ul> <p>NIFRS places a limitation on the draft guidance (in paragraph 1.2 - page 6) by excluding its applicability to <i>“caravan sites which are occupied by gypsies, travellers or which house agricultural workers”</i>. With respect to sites provided for the travelling community this exclusion seems unusual following the recent publication of the Northern Ireland Human Rights Commission report “Out of Sight, Out of Mind: Travellers Accommodation in Northern Ireland” in March 2018.</p> <p>This aspect has been further clarified in correspondence received from the permanent secretary dated 14th June and attached at Appendix 4.</p> <p>The draft response to the consultation states that it welcomes the NIFRS draft guide due to it substantially reflecting fire safety conditions already in place.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/A
	Human: N/A
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications:
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>

5.1	That Members agree the content of the draft response to be forwarded to the NIFRS and notes correspondence from Department of Infrastructure at Appendix 4 .
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 - Letter which accompanied the NIFRS consultation.
6.2	Appendix 2 - Draft document - <i>“A Fire safety Guide for Caravan Site Operators – Information on Complying with Fire Safety Law in Northern Ireland”</i> .
6.3	Appendix 3 - Draft MUDC response to consultation.
6.4	Appendix 4 correspondence received from Mr May (Permanent Secretary).







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**Chief Fire & Rescue Officer**

Gary Thompson BSc (Hons) MSc CMgr FCMI MIFireE MloD

Our Ref: GS/SM/LETS/15650

11 June 2018

Chief Executive

Dear Chief Executive

**Re: Consultation - Draft Fire Safety Guide for Caravan Site Operators**

Following a recent request from a local council for advice, Northern Ireland Fire & Rescue Service (NIFRS) have drafted a Fire Safety Guide for Caravan Site Operators. The purpose of the guide is to provide clarity for local councils and for caravan site operators on the fire safety standards recommended by NIFRS.

I would be most grateful if you could task an officer with responsibility in this area to consider the draft guide and provide feedback if the guide would be of benefit and if your council has any suggestions for improvement.

I may be contacted by email at [geoffsomerville@nifrs.org](mailto:geoffsomerville@nifrs.org) and by mobile telephone on 07817 290 275, and would welcome a response by 1 August 2018.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G.I. Somerville'.

**Group Commander Geoff Somerville**  
**Protection**

File copies: Float

Enc Draft - A Fire Safety Guide for Caravan Site Operators, Draft Version 6,





**Northern Ireland  
Fire & Rescue Service**

# **A FIRE SAFETY GUIDE FOR CARAVAN SITE OPERATORS**

## **Information on Complying with Fire Safety Law in Northern Ireland**

Document Version Number:	Draft Version 6
Version Date:	xx May 2018
Approved by:	
Document Reference Number:	PPG012

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## VERSION CONTROL

This is a dynamic document which will be amended at any time to improve the content. The document is maintained by the Group Commander (Protection), Northern Ireland Fire & Rescue Service Headquarters.

Amendments are detailed as below:

No	Issued	Amendment	Prepared by
1	XX/05/2018	New guidance.	GC Geoff Somerville

# **1 INTRODUCTION**

## **1.1 Purpose**

The purpose of this guide is to help the operators of caravan sites used for permanent residential units, or for holiday or touring caravans, understand how to meet their legal obligations in respect of fire safety.

A section has been included to cover glamping pods, which now feature in many sites for hire as sleeping accommodation.

## **1.2 Limitations**

This guide is not suitable for caravan sites which are occupied by gypsies, travellers or which house agricultural workers.

## **1.3 Site Licence Requirements**

A caravan site operator is required to hold a site licence and operate in accordance with:

- The Caravans Act (Northern Ireland) 1963;
- Model Licence Conditions for Caravan Sites 1992 (Holiday Caravan Sites); and
- Model Licence Conditions for Residential Caravan Sites 1994.

An operator must have planning permission for the caravan site before applying for a licence.

An application for a site licence is made to the local district council.

The local district council may put conditions on the licence and in regard to any advice provided in this guide.

Inspections may be carried out by the licensing council, the fire and rescue service, or other enforcement authorities.

## **1.4 Fire Safety Legislation**

The fire safety legislation which applies in Northern Ireland is:

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

This applies to:

- all caravan sites with common or shared parts; and
- individual caravans which are rented out as a holiday-let.



The legislation requires the licence holder, and the site manager, to undertake duties to ensure persons (whether they are employees, residents, visitors or others) are safe from harm caused by fire

The duties fall into seven general categories:

1. Carrying out a fire safety risk assessment of the site;
2. Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome;
3. Implementing these fire safety measures using risk reduction principles;
4. Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures;
5. Complying additionally with the specific requirements of the fire safety regulations;
6. Keeping the fire safety risk assessment and outcome under review; and
7. Record keeping.

There are some sites which do not fall under the legislation. These include single unit sites and those sites which are occupied by single family groups.

## **1.5 Fire Safety Risk Assessments**

Before a site is occupied, a full fire safety risk assessment should be completed in accordance with Article 25 and 26 of The Fire and Rescue Services (Northern Ireland) Order 2006. This should form the foundation of all fire safety measures and should be carried out by a competent person with sufficient technical knowledge.

All other relevant premises, such as buildings and permanent structures within the site, should be subject to an individual fire safety risk assessment. These premises may fall under different uses, for example, offices and shops, places of assembly, or premises providing sleeping accommodation.

NIFRS website: [www.nifrs.org](http://www.nifrs.org) contains a range of helpful advice on fire safety and includes links to technical guides for each of the different types of premises.

## **1.6 Source of Guidance**

The fire safety measures recommended in this guide are based on the following research paper:

Building Research Establishment Information Paper, Fire spread between caravans, M P Shipp, IP 15/91, September 1991.

The recommendations of this research paper is mirrored by the model conditions.

## 1.6 Site Types

Three site types are describes as follows:

Site Type	Description
Permanent Residential Caravan Sites	A site, or part of a site, providing permanent living accommodation in mobile homes, or caravans.
Holiday Caravan Sites	A site, or part of a site, on which mobile homes, or caravans, are for the most part permanently placed, for use for holidays.
Touring Caravan Sites	A site, or part of a site, for use for towed caravans, mobile homes or campervans.

The fire safety measures required differ depending on the site type.

## 2 ACCESS FOR FIRE APPLIANCES

### 2.1 Roads

Roads shall be designed to provide adequate access for emergency vehicles and must be kept clear of obstruction at all times.

Roads should not be less than 3.7 metres wide, or, if they form part of a clearly marked one way traffic system, not less than 3.0 metres wide.

Gateways should be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

Roads should be capable of supporting the weight of a 12.5 tonne fire appliance and be adequately maintained.

Vehicle hardstanding areas should not exceed a gradient of 1 in 12.

All roads shall have adequate surface water/storm drainage.

Roads should have no overhead cable less than 4.5 metres above the ground.

Caravan standings should be no more than 50 metres from a fire service access road.

### 2.2 Turning Circles for Fire Appliances

A turning facility should be provided in a dead end vehicle access route which is more than 20 metres in length.

This should be a hammerhead or turning circle located so that vehicles do not have to reverse more than 20m.

The minimum turning circle required between kerbs is 16.8 metres and between walls is 19.2 metres.

### 3 SPACE AND DENSITY BETWEEN CARAVANS

#### 3.1 Criteria Specific to Site Type

Criteria	Permanent Residential Caravan Site	Holiday Caravan Site	Touring Caravan Site
<b>Minimum distance between caravans</b>	6m	5m if aluminium or other material with similar fire performance, 3.5m at the corners  6m if plywood or similar, or mixture of permanent residential and holiday caravans	6m between units in separate family occupation, and no less than 3m between units in any circumstances.
<b>Maximum distance from fire appliance access road</b>	50m	50m	50m
<b>Minimum clear space where there are ramps for the disabled, verandas or stairs</b>	4.5m	3.5m  4.5m if mixture of permanent residential and holiday caravans	4.5m where applicable
<b>Density</b>	50 caravans per hectare	60 caravans per hectare	75 touring caravans or motorhomes per hectare

#### 3.2 Criteria Common to all Sites

1. The distance from any part of the caravan to any site road should be not less than 2m and not less than 3m from any site boundary.
2. There should be 3m clear space between units.
3. The point of measurement for porches, awnings, etc, is the exterior cladding of the caravan, excluding the draw bar.

4. Porches may protrude 1m into the 6m (or 5m) space and should be of the open type, and be no more than 2m wide along the unit.
5. The distance between any part of an awning and an adjoining caravan should not be less than 3m.
6. An awning should not incorporate sleeping accommodation.
7. Awnings should not face each other or touch.
8. A non-combustible awning will deflect flames and must not be permitted. A combustible awning will burn through and allow heat to dissipate.
9. Eaves, drainpipes and bay windows may extend into the 6m (or 5m) space provided the total distance between the extremities of 2 adjacent units is not less than 5.25m in a 6m space (or 4.5m in a 5m space).
10. Where there are ramps for the disabled, verandas or stairs extending from the unit, there should be 4.5m (or 3.5m) clear space between them. Two such items should not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, should not intrude into the 6m (or 5m) space.
11. Fences are permitted provided it is a picket fence no higher than 1m. A higher fence is permitted if made from a non-combustible material.
12. A garage, a shed or a covered storage space should be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures should not face towards the units on either side. Carports and covered walkway should in no circumstances be allowed within the 6m space.
13. One car only may be parked between caravans provided that the door to the caravan is not obstructed. The car parking should be on a non-combustible surface and be near the associated unit. Suitably surfaced parking spaces should be provided where necessary to meet the additional requirements of the occupants and their visitors.
14. Plastic or wooden boats should not be parked between units.
15. Density shall be calculated on the basis of useable area (ie, excluding lakes, roads, communal services and other area unsuitable for the siting of caravans) other than the total site area.
16. Where tents are permitted, 2m clear space should be provided between tents, and 3m clear space between a tent and a caravan.

## **4 GENERAL REQUIREMENTS**

### **4.1 Hard Standings**

For permanent residential and holiday caravans, every caravan should stand on a hard standing of suitable material, such as concrete, which should extend over the whole area occupied by the caravan placed upon it, and should project a sufficient distance outwards from the entrance or entrances to enable occupants to enter and leave safely.

Hard standings may be dispensed with if the caravans are removed during the winter, or if they are situated on ground which is firm and safe in poor weather conditions.

### **4.2 Footpaths**

Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.

Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

### **4.3 Lighting**

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

### **4.4 Smoke alarm and fire extinguisher**

Caravans or motor homes for hire must be fitted with a 10 year battery operated, or mains wired smoke alarm and a multi-purpose fire extinguisher containing at least 2kg of extinguishing medium.

Where a gas appliance is installed for heating or cooking, a carbon monoxide alarm should be fitted.

Where appropriate, a combined smoke and carbon monoxide alarm may be used.

### **4.5 Fire Points and Fire Fighting Equipment**

A fire point should be established so that no caravan or site building is more than 30 metres from a fire point.

Each fire point should:

- be clearly visible;
- be easily accessible;
- consist of a weather-proof structure;

- contain two 9 litre water fire extinguishers;
- be clearly marked "FIRE POINT";
- include a fire notice; and
- include a means of raising the alarm.

#### 4.6 Fire Notices

A fire notice should be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone.

Notices should comply with BS 5499-2 - Fire safety signs, notices and graphic symbols.

Suggested text is as follows:

<p style="text-align: center;"><b>FIRE ACTION</b></p> <p><b>On discovering a fire -</b></p> <p><b>(a) Ensure the caravan or site building involved is evacuated</b></p> <p><b>(b) Raise the alarm</b></p> <p><b>(c) Call the Fire &amp; Rescue Service on 999</b></p> <p><b>The nearest telephone is situated at: _____</b></p> <p><b>(d) Fight the fire if possible using the correct appliances provided unless the fire is beyond control</b></p> <p><b>It is in the interest of all occupiers of this site to be familiar with the above routine, the method of raising the alarm and of operating the appropriate fire fighting equipment.</b></p>
---

#### 4.7 Water Supplies

A fire hydrant should be installed within 100m of any caravan standing, and be capable of providing a flow rate of at least 1500 litres per minute.

Fire hydrants should be clearly marked with a suitable 'H' in accordance with BS 3251 and conform to BS 750.

Where a fire hydrant is not provided, or where the flow rate is insufficient, an alternative water supply may be acceptable, such as lake, pond, river, canal or a holding tank, provided it is capable of providing at least 45,000 litres of water at all times of the year, and to which access, space and a hard standing is available for a fire appliance.

The site operator may decide, for additional protection, to install other measures such as water standpipes and hose reels at each fire point. Where these are provided, the water pressure and flow should be sufficient to project a jet of water approximately 5m. The hose reel should be a minimum length of 30m and conform to BS 5306.

Access to hydrants and other water supplies should not be obstructed or obscured.

#### **4.8 Fire Warning**

A means of raising the alarm in the event of a fire should be provided at each fire point. This could be a battery or mains powered alarm or a manually operated sounder, such as metal triangle with a striker, gong or siren.

#### **4.9 Maintenance**

Fire alarms and fire fighting equipment should be installed, tested and maintained by a competent person.

All equipment susceptible to damage by frost should be suitably protected.

#### **4.10 Log Book**

A fire precautions log book must be maintained to hold the fire risk assessments for the site and record the testing and maintenance of:

- the automatic fire alarm;
- any provision for emergency lighting;
- any first aid firefighting equipment;
- any fire drills; and
- fixed electrical installations and portable appliances.

#### **4.11 Telephone**

On permanent residential and holiday caravan sites, an immediately accessible telephone should be available on the site for calling the emergency services. A notice by the telephone should include the address of the site.

On touring caravan sites, site owners are encouraged to provide details of the nearest available telephone for contacting the emergency services.

#### **4.12 Liquefied Petroleum Gas (LPG)**

LPG storage supplied from tanks, or cylinders, must comply and be maintained in accordance with industry standards.

A registered Gas Safe Engineer should be employed for any installation or maintenance.

Key principles include:

- Exposed gas bottles or cylinders should not be within the separation boundary of an adjoining unit.
- LPG cylinders should be located outside. Where this is impracticable, for example, where an internal housing is fitted, cylinders should be accessible from outside.
- The housing must be fire resistant to at least 20 minutes.
- Ventilation of the housing at high and low level, directly to the outside, should be provided.
- A notice, or the symbol, for a gas container locker, should be permanently fixed to the outside of the housing indicating the presence of gas cylinders.
- Pipe work should be in copper or steel tube with compatible fittings.
- Where flexible tubing is necessary, it should comply with the requirements of BS 3212 with integral threaded metallic ends.
- In addition to the main control valve at the cylinder, every appliance and gas-burning fitting should be provided with a shut-off tap.

A portable self-contained LPG space-heating appliance may be permitted within a caravan providing:

- The appliance meets the requirements of BS 3879.
- The appliance is maintained in accordance with the manufacturer's instructions; and
- Wherever practicable gas cylinders are changed outside.

Guidance and relevant standards include:

- Gas Safety (Installation and Use) Regulations (Northern Ireland) 2004.
- UKLPG Code of Practice 1 - Bulk LPG Storage at Fixed Installations - Part 1: Design, Installation and Operation of Vessels Located above Ground (October 2017).
- UKLPG Code of Practice 7 - Storage of Full and Empty LPG Cylinders and Cartridges (February 2004).
- BS 5482 Part 2:1977 - Domestic butane and propane gas burning installations. Installations in caravans and non-permanent dwellings.
- BS EN 1949:2011+A1:2013 - Specification for the installation of LPG systems for habitation purposes in leisure accommodation vehicles and accommodation purposes in other vehicles.
- BS 3879:1981 - Specification for portable appliances operating at vapour pressure from liquefied portable gas containers.

#### **4.13 Electrical Installations**

A competent registered electrician should be employed to carry out any electrical work, in accordance with BS 7671:2008 - Requirements for electrical installations. (The IEE Wiring Regulations 17th Edition).



An effective programme of planned preventative maintenance for all fixed electrical installations (and any portable appliances where appropriate) in accordance with wiring regulations should be implemented for the site, and the results recorded within the log book.

If there are overhead electric lines on the site, suitable warning notices should be displayed at the entrance to the site and on supports for the line. Where appropriate particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

#### **4.14 Refuse Disposal**

Every caravan should ensure any refuse bin is emptied regularly.

Ashes from a barbeque should be cold and soaked with water and before placing in any bin.

Where communal bins are provided these should be housed within a properly constructed bin store.

On touring caravan sites, adequate provision should be made for the storage, collection and disposal of refuse.

#### **4.15 Guests with disabilities**

The needs of guests with disabilities must be considered and planned for.

A free guide is available to assist titled 'Fire Safety Law - The Evacuation of Disabled People from Buildings.' which is available through NIFRS website: [www.nifrs.org](http://www.nifrs.org).

#### **4.16 General fire precautions**

The following general fire precautions should be taken to reduce the risk of fire:

- Grass and other vegetation should be cut at frequent intervals to prevent it becoming a fire hazard. Cuttings should be removed and be disposed of safely.
- Spaces below caravans should be kept free from the accumulation of combustible materials.
- Paraffin appliances should be refuelled outside the caravan.
- Where flue pipes pass through the structure of a caravan, they should be adequately insulated.
- Where a caravan is retrospectively fitted with cladding it is recommended this is Class 1 fire rated material to its facing walls.
- Barbecues should not be permitted below any awning, or within 1m of any caravan or combustible surface.
- Open fires should be prohibited on sites.

## **5 GLAMPING PODS, YURTS OR SIMILAR UNITS**

The following fire safety standards apply in relation to these units:

- The distance between any two glamping pods (or any other unit) should be not less than 6m.
- There should be 3m clear space between units.
- The maximum distance permitted from any fire service access road is 50m.
- Glamping pods (or other hard structures) must be fitted with a 10 year battery operated, or mains wired, smoke alarm.
- Where a gas or wood burning appliance is installed for heating or cooking, a carbon monoxide alarm should be fitted, which may be a combined smoke and carbon monoxide alarm.

[environmentalhealth@midulstercouncil.org](mailto:environmentalhealth@midulstercouncil.org)

Your Ref: GS/SM/LETS/15650

Date

Mr G. Somerville  
Group Commander (Protection)  
NIFRS Headquarters  
1 Seymour Street  
Lisburn  
BT27 4SX

Dear Commander Somerville

**Re: Consultation – Draft Fire Safety Guide for Caravan Site Operators**

Further to your letter of consultation (dated 11<sup>th</sup> June 2018) which relates to new draft fire safety guidance for caravan site operators that provides information on compliance with fire safety law in Northern Ireland, I wish to make the following comments on behalf of Mid Ulster District Council.

Council note that the draft guidance produced by the Northern Ireland Fire and Rescue Service (NIFRS) to assist the operators of caravan sites is substantially reflective of information contained within the existing Model Licence Conditions for Caravan Sites 1992 and Model Licence Conditions for Residential Caravan Sites 1994. Caravan site licences issued by legacy Councils under the Caravans Act (Northern Ireland) 1963 prior to the formation of Mid Ulster District Council in 2015 incorporate these model conditions.

Mid Ulster District Council welcomes the new draft guidance as it provides an opportunity to update site operators on amendments to fire safety requirements enforced by NIFRS following the issue of their caravan site licence, particularly in respect of fire safety risk assessment. Likewise, the section updating the relevant British Standards and UKLPA Codes of Practice relating to storage of gas is helpful, as is the guidance on the use of BBQs at caravan sites and smoke / carbon monoxide monitoring.

The design guidance on turning circles for fire appliances and technical specification for fire hydrant water supply will also ensure that any prospective site operations are provided with relevant specifications at an early stage of site design.

One concern however that Council does wish to raise is the fact that NIFRS placed a limitation on the guidance by excluding its applicability to *“caravan sites which are occupied by gypsies, travellers or which house agricultural workers”*. This exclusion seems unusual following the recent publication of the Northern Ireland Human Rights Commission report *“Out of Sight, Out of Mind: Travellers Accommodation in Northern Ireland”* in March 2018, which recommended that local Councils and statutory agencies take steps to ensure that traveller sites are licenced when required. It would be appreciated if the rationale for this limitation could be clarified or if further guidance relating specifically to the excluded groups could be provided.

Yours sincerely





Department for

Infrastructure

An Roinn

Bonneagair

[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

From the Permanent Secretary  
Peter May

By email to:

Council Chief Executives  
Housing Executive Chief Executive

Room 701  
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10-18 Adelaide Street  
BELFAST  
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Telephone: (028) 9054 1175  
Email: [peter.may@infrastructure-ni.gov.uk](mailto:peter.may@infrastructure-ni.gov.uk)

Your reference:  
Our reference: PSDFI 155/18  
14 June 2018

*Dear Chief Executive*

## CARAVAN SITE LICENCES FOR TRAVELLERS' SITES

In March 2018 the Northern Ireland Human Rights Commission published its 'Out of Sight, Out of Mind: Travellers' Accommodation in NI' investigation report. The report highlighted a range of issues including some misunderstanding in respect of site licences for Traveller sites and the application of model site licence conditions. This letter explains the DfI's view of the current legislation.

The development of caravan sites and their physical standards are controlled through planning permission granted for the use of land as a caravan site and the site licensing system provided under the Caravans Act (Northern Ireland) 1963. In 2003 the responsibility for the provision of serviced sites for the Irish Travelling community transferred from district councils to the Northern Ireland Housing Executive (NIHE). Under the current legislative framework the NIHE is **not exempt** from the requirement to hold a site licence for its Traveller sites. The requirement for a site licence depends on the type of site and length of occupancy. If not already in place, (and unless a further exemption applies) a site licence should therefore be obtained from the relevant district council, who, on issuing the licence, is required to have regard to the Department's Model Licence Conditions. The NIHE and councils should therefore ensure that Travellers' sites are appropriately licenced and that current legislative requirements within the Caravans Act (Northern Ireland) 1963 are met. Failure to hold a site licence is an offence liable on summary conviction to a fine not exceeding £2500.

It would appear that confusion in relation to the Department's Model Licence Conditions and their application to Traveller sites may be due to paragraph 5 of the Introduction in the Department's Model Licence Conditions which states that "these Model Conditions are for residential caravan sites, on which some or all the caravans are used as permanent residences by people other than travelling people and agricultural workers". This statement relates to paragraphs 7,8 and 10 of the Schedule to the Caravans Act

(Northern Ireland) 1963 which describes the circumstances in which agricultural and forestry workers and travelling showmen do not require a caravan site licence. Travelling showmen must have applied to and been granted by the Department a certificate of exemption. Such exemptions do not apply to the provision of serviced sites for Travellers. The same regard should be given to the Model Licence Conditions in respect of a serviced Traveller site as that given to any other residential caravan site. The Commission has recommended that the Department review the legal and policy framework concerning site licences. The Department has accepted this recommendation and will carry out the review over coming months.

In summary, a site licence will normally be required for a Travellers site provided by the NIHE and that, when issuing the licence, the district council should have regard to the Model Licence Conditions.

Finally, in relation to planning applications you will be aware that the Commission has recommended that councils should take reasonable steps to prevent undue delays in the planning application process relating to Travellers' accommodation. Officials will discuss this at the next Strategic Planning Group meeting on 22 June 2018 which is attended by council Heads of Planning.

*Yours sincerely*



**PETER MAY**  
**Permanent Secretary**

**Copied to:**

Northern Ireland Human Rights Commission  
Permanent Secretary, Department for Communities

<b>Report on</b>	Grounds Maintenance of Roundabouts within Mid Ulster
<b>Date of Meeting</b>	2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Terry Scullion - Head of Property Services
<b>Contact Officer</b>	Terry Scullion - Head of Property Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members of the grounds maintenance provision of roundabouts in Mid Ulster in relation to Council's Grounds Maintenance delivery standards.
<b>2.0</b>	<b>Background</b>
2.1	In March 2016 an aspirational set of delivery standards for Council grounds maintenance operations was introduced. The introduction of the Grounds Maintenance delivery standards has raised issues from a number of areas as work continues to ensure consistency of approach across the three legacy Council areas; each of which enjoyed a very different standard.
2.2	It was reviewed following the experiences gained in relation to the changes as implemented, viewed against expectations and available resources lead to modifications of the standards. A revised version was adopted in March 2017. This continues to be the basis for grounds maintenance operations across the district.
2.3	In March 2018 Members were advised of the Health and Safety challenges 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. This includes 'Safety at Street works and Road works Guidance' In addition the need for Council to take due cognisance of The Traffic Safety Measures and Signs for Road Works and Temporary Situations – commonly known as Chapter 8.
2.4	The Guidance sets out the measures that should be taken to protect staff during these operations including signage, traffic restrictions, speed limits etc. On main arterial routes and roundabouts it poses additional hazards for those engaged in typical maintenance activities, and requires that Council undertake appropriate risk assessments and put in place robust control measures to protect staff. This may include applying temporary lane closures, speed restriction etc, all of which must be agreed in advance with TNI.
2.5	A review of such all such locations were grass cutting, planting, weeding, watering, etc occurs across the district was carried out. An area of significant concern is the maintenance of roundabouts on 60mph carriageways or aerial routes in the district maintained as per Council's Grounds Maintenance Delivery Outcomes Standards namely: <ul style="list-style-type: none"> <li>• Castledawson Roundabout,</li> </ul>

2.6	<ul style="list-style-type: none"> <li>• Magherafelt By pass roundabouts,</li> <li>• Dungannon Road Roundabout, Cookstown</li> <li>• Stangmore Roundabout, Dungannon</li> <li>• Ballygawley (Old Roundabout), Ballygawley</li> </ul> <p>As a result it was agreed to maintain the areas through a third party contractor to manage safety compliance. This is funded by maintaining alternative lower risk sites in house that were previously carried out externally, and other discretionary grounds maintenance provision.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>In consideration of the issues as stated above Council is required to have appropriate health and safety measures in place in advance of undertaking grounds maintenance and other Council response services on the roundabouts on the public carriageway ensuring the protection of both employees and members of the public.</p>
3.2	<p>As set out in Appendix 3 there are approximately 20 main roundabouts identified in the district, excluding mini-roundabouts. Council are maintaining 12 of the roundabouts identified. To adopt an alternative approach across the district and maintain the remaining roundabouts, the grounds maintenance delivery standards will require a change to some operational arrangements across the district. Maintenance to these standards is dependent on the availability of financial and human resources. It is also dependant of the availability of suitable plant and equipment to meet the standards, and ensure streetworks safety compliance.</p>
3.3	<p>To assume maintenance responsibility for the remaining roundabouts would incur significant additional expense for Council in maintenance costs and in Street works safety compliance. For two roundabouts; Hillhead Road/Creagh, Toome and Tullyvar Roundabout, Ballygawley investment in physical improvement works is also required in advance of any maintenance agreement. It should also be noted that much of this work is the responsibility of Transport NI.</p>
3.4	<p>Members should also be mindful of current and future road infrastructure improvements to the strategic network in the district that may increase the number of roundabouts. These include the A6 Dualling between Randalstown and Castledawson, especially the 5.4km section from Toome to Castledawson; and also the A5 Western Corridor Scheme that could see additional roundabouts in the Aughnacloy and Ballygawley area.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: Undertake grass cutting work at the roundabouts is subject to compliance with Streetworks Safety standards as set out in Chapter 8 and the Red Book Code of Practice. Provision for grass cutting is subject to in year budget availability. However no provision has been made to carry this work out in house or through an external third party. The estimated cost to undertake annual maintenance on the 8 identified roundabouts would be approximately £35,100 per annum of additional cost.</p> <p>Human: Staff time to monitor safety compliance and consistency in approach associated maintenance across the district. Additional in house resources and training would be required to undertake this additional work.</p>



	<p>Risk Management:</p> <p>Council has a duty of care to staff and the public to mitigate against risks and put adequate management systems in place if undertake such work to avoid injury or claims, including an insurance and liability issues associated with maintaining a work area not under the responsibility of Council or were a maintenance agreement does not exist.</p>
<b>4.2</b>	<p><b>Screening &amp; Impact Assessments</b></p> <p>Equality &amp; Good Relations Implications:</p> <p>It is important that an equitable approach is maintained across the district.</p> <p>Rural Needs Implications:</p> <p>None</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the content of this report and advise on the approach to future maintenance of Roundabouts in the district.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Grounds Maintenance Outcomes based Standards
6.2	Appendix 2 – Settlement Sizes
6.3	Appendix 3 – Inventory of main roundabouts in Mid Ulster



**Appendix 1 – Grounds Maintenance Outcomes based Delivery Standards**

<b>1 Civic/Flagship Buildings (Council Buildings)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Amenity	Areas will include all grass amenity areas including banks, grass verges and borders	<p>The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed.</p> <p>Cut and collect methodology with all clippings collected</p> <p>All clippings falling on driveways, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p>	Grass will be no longer than approx. 35mm, cut uniformly with a minimum of 18 cuts per year
<b>GRASS CUTTING</b>	Long Grass	Areas will include meadow areas of grass that run alongside general grassed areas in the	The area will be maintained up to the borders of the site using a cut and drop methodology. Clippings to be collected as directed	1 cut per year, timed according to species and seasonal variations. All herbage to be reduced to 60mm and no longer than 80 mm

		peripheral areas of large sites	Edges to be trimmed with grass clippings blown from roadways and hard surfaces Litter and debris to be removed from site prior to mowing	
<b>HEDGE MAINTENANCE</b>	Amenity	All hedge features forming boundaries and screens	Field bound hedges to be flailed at the appropriate time of the year using a tractor mounted flail.  Clippings to be left in the confines of the hedge  Hedges to be cut back to designated size. Top of hedge where applicable should be level and even	1 cut per year
<b>SHRUB MAINTENANCE</b>	Amenity	Amenity shrubberies that provide screening add character to car parks etc.	Planted areas shall be maintained substantially free from weeds  Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed  Shrubs will be pruned back to avoid encroachment over windows, footpaths roads etc.	Pruning 1 per year, spot treat weeds 3 times per year
<b>BORDER MAINTENANCE</b>	Amenity	Floral bedding areas at entrances to civic offices	Varieties of plants used will be true to type, healthy and in prime condition at time of planting	Bed preparation and planting 2 per year, monthly hand weed/deadhead weekly irrigation when in season

			Beds will be well prepared, irrigated and constructed to a good horticulture standard Beds will be maintained and be aesthetically pleasing. Free from litter, weeds and disease as is reasonably practical	
<b>PLANTER, BOXES, FLORAL DISPLAYS AND BASKETS</b>	Ornamental	Floral displays units in parks and civic buildings	<p>Varieties of plants used will be true to type, healthy and in prime condition at time of planting</p> <p>Containers/baskets will be safely installed and provide good display over full area of basket/container etc.</p> <p>Containers/baskets will be well prepared, irrigated and fed to produce good display and plant vigour</p>	Following supply and installation features will be irrigated and dead headed as required

<b>2 Parks and Gardens (Maghera Wall Garden)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Ornamental	Fine quality turf areas in high profile sites generally adjacent to ornamental features e.g. flowerbeds	<p>The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed.</p> <p>Cut and drop methodology is preferred however a cut and collect will be implemented if required</p> <p>All clippings falling on driveways, ornamental areas, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p>	Grass will be no longer than approx. 35mm, cut uniformly with a minimum of 18 cuts per year
<b>GRASS CUTTING</b>	Long Grass	Areas will include meadow areas of	The area will be maintained up to the borders of the site using a	2 cuts per year, timed according to species and

		grass that run alongside general grassed areas in the peripheral areas of large sites	<p>cut and drop methodology. Clippings to be collected as directed</p> <p>Edges to be trimmed with grass clippings blown from roadways and hard surfaces</p> <p>Litter and debris to be removed from site prior to mowing</p>	seasonal variations. All herbage to be reduced to 60mm and no longer than 80 mm
<b>GRASS CUTTING</b>	Amenity	Reasonable quality turf area in the remainder of parks and gardens	<p>The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed.</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All clippings falling on driveways, ornamental areas, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p>	Grass no longer than 65 mm Minimum 16 cuts per year

<b>HEDGE MAINTENANCE</b>	Ornamental	Hedges in high profile areas generally adjacent to ornamental features	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.</p> <p>Any dead or diseased plant material should be removed with gaps replenished and protected.</p>	2 cuts per year (dependant on bird nesting). Extension growth no longer than 300mm
<b>SHRUB MAINTENANCE</b>	Ornamental	Colourful shrub beds in high profile areas of the park generally used to complement floral planting	<p>Beds to be maintained to ensure uniform plant cover with pruning regime to eliminate overhanging and intrusive growth</p> <p>Pruning as required by species in accordance with good horticulture practices</p> <p>Beds to be maintained in a cultivated or mulched soil surface and free from litter, pest and disease as is reasonable practicable</p>	Pruning 1 per year, define edge to border. Spot treat weeds 3 times per year
<b>SHRUB MAINTENANCE</b>	Amenity	Amenity shrubberies that provide backdrops to parks or gardens	<p>Planted areas shall be maintained substantially free from weeds</p> <p>Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed</p>	Pruning 1 per year, spot treat weeds 3 times per year



			Shrubs will be pruned back to avoid encroachment over windows, footpaths roads etc.	
<b>BORDER MAINTENANCE</b>	Ornamental	Seasonal bedding and floral planting in high profile areas, complementing adjacent ornamental features and structures	<p>Varieties of plants used will be true to type, healthy and in prime condition at time of planting</p> <p>Beds will be well prepared, irrigated and constructed to a good horticulture standard</p> <p>Beds will be maintained and be aesthetically pleasing. Free from litter, weeds and disease as is reasonably practical</p>	Bed preparation and planting 2 per year, monthly hand weed/deadhead and weekly irrigation as required
<b>PLANTER, BOXES, FLORAL DISPLAYS AND BASKETS</b>	Ornamental	Floral displays units in parks	<p>Varieties of plants used will be true to type, healthy and in prime condition at time of planting</p> <p>Containers/baskets will be safely installed and provide good display over full area of basket/container etc.</p> <p>Containers/baskets will be well prepared, irrigated and fed to produce good display and plant vigour</p>	Following supply and installation features will be irrigated and dead headed as required

<b>3 Natural and Semi Natural Open Spaces (Cabin Wood)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	General	General grass areas (including verges) that define pathways and ensure sites are accessible and suitable of recreational use	<p>Cut and drop methodology to feature in cutting regime to ensure grass is uniformly cut free from clumping and to include perimeter edges and obstacles. Clippings collected as directed</p> <p>All clippings falling on driveways, ornamental areas, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p>	Grass will be no longer than 65 mm, cut uniformly with a minimum of 16 cuts per annum or as directed
<b>GRASS CUTTING</b>	Long Grass	Areas will include meadow areas of grass that run alongside general	The area will be maintained up to the borders of the site using a cut and drop methodology	2 cuts per year, timed according to species and seasonal variations. All herbage to be reduced to 60mm and no

		grassed areas in the peripheral areas of large sites	Edges to be trimmed with grass clippings blown from roadways and hard surfaces  Litter and debris to be removed from site prior to mowing	longer than 80 mm
<b>HEDGE MAINTENANCE</b>	General	Hedges bordering natural spaces	Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site. Profile of hedge should be narrower at top to encourage uniform and compact growth.  Any dead or diseased plant material should be removed with gaps replenished and protected.	2 cuts per year (dependant on bird nesting). Extension growth no longer than 300mm

<b>4 Amenity Green Areas (Windmill Wood)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	General	Residential recreational areas	<p>Cut and drop methodology to feature in cutting regime to ensure grass is uniformly cut free from clumping and to include perimeter edges and obstacles. Clippings collected as directed</p> <p>All clippings falling on driveways, ornamental areas, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p>	Grass will be no longer than 65 mm, cut uniformly with a minimum of 16 cuts per year
<b>HEDGE MAINTENANCE</b>	Amenity	Hedges that form boundaries in amenity open spaces	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.</p> <p>Profile of hedge should be narrower at top to encourage uniform and compact growth.</p>	1 cut per year. Extension growth no longer than 300mm

			<p>Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	
<b>HEDGE MAINTENANCE</b>	Field	Field hedges bordering amenity green spaces and rural areas	<p>Field bound hedges to be flailed at the appropriate time of the year using a tractor mounted flail.</p> <p>Clippings to be left in the confines of the hedge</p> <p>Hedges to be cut back to designated size. Top of hedge where applicable should be level and even</p>	1 cut per year. Extension growth no longer than 600mm
<b>SHRUB MAINTENANCE</b>	Amenity	Amenity shrubberies that provide character to the area	<p>Planted areas shall be maintained substantially free from weeds</p> <p>Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed</p> <p>Shrubs will be pruned back to avoid encroachment over windows, footpaths roads etc.</p>	Pruning 1 per year, spot treat weeds 3 times a year

5 Outdoor Sports Provision (MUSA)	ZONE TYPE	NARRATIVE	OUTCOME SPECIFICATION	PERFORMANCE INDICATOR
GRASS CUTTING	Amenity	Grassed areas on sport pitches	<p>The area will be maintained the standards required to meet the needs of the sport</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All clippings falling on driveways, ornamental areas, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p> <p>All pitches marked with clear white lines in accordance to sport rules and requirements</p>	Grass will be, cut uniformly with a minimum of 18 cuts per year with the height of cut determined by the requirements of the sport

			Pitches will be maintained to achieve a true and playable surface as is reasonable practical.	
<b>GRASS CUTTING</b>	Long Grass	Areas will include meadow areas of grass that run alongside outlying grass areas	<p>The area will be maintained up to the borders of the site using a cut and drop methodology</p> <p>Edges to be trimmed with grass clippings blown from roadways and hard surfaces</p> <p>Litter and debris to be removed from site prior to mowing</p>	2 cuts per year, timed according to species and seasonal variations. All herbage to be reduced to 60mm and no longer than 80 mm
<b>HEDGE MAINTENANCE</b>	Amenity	Hedge features that form boundaries or screens	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site. Profile of hedge should be narrower at top to encourage uniform and compact growth.</p> <p>Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	1 cut per year (dependant on bird nesting). Extension growth no longer than 300mm

<b>6 Council Operational Cemeteries (Polepatrick)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Amenity	Areas will include all grass amenity and turf areas surrounding memorials and headstones	<p>The area will be maintained in areas surrounding memorials and headstones. Edges to be trimmed</p> <p>Cut and collect methodology with all clippings collected</p> <p>All clippings falling on driveways, paths and headstones will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p>	Grass will be no longer than approx. 65mm, cut uniformly with a minimum of 18 cuts per year or as directed
<b>GRASS CUTTING</b>	General	All remaining amenity areas around cemetery	The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed	Grass will be no longer than approx. 65mm, cut uniformly with a minimum of 18 cuts per year or as directed



			<p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed to ensure no unsightly clumps of cuttings</p> <p>All clippings falling on driveways, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p>	
<b>GRASS CUTTING</b>	Long Grass	Areas will include meadow areas of grass that run alongside general grassed areas in the peripheral areas of large sites	<p>The area will be maintained up to the borders of the site using a cut and drop methodology</p> <p>Edges to be trimmed with grass clippings blown from roadways and hard surfaces</p> <p>Litter and debris to be removed from site prior to mowing</p>	1 cuts per year, timed according to species and seasonal variations. All herbage to be reduced to 60mm and no longer than 80 mm
<b>HEDGE MAINTENANCE</b>	Amenity	All hedge features forming boundaries and screens	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.</p> <p>Profile of hedge should be narrower at top to encourage uniform and compact growth. Any dead or diseased plant material should be removed</p>	1 cut per year

			<p>with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	
<b>HEDGE MAINTENANCE</b>	Field	Hedging that forms border between open green spaces and rural areas	<p>Field bound hedges to be flailed at the appropriate time of the year using a tractor mounted flail.</p> <p>Clippings to be left in the confines of the hedge</p> <p>Hedges to be cut back to designated size. Top of hedge where applicable should be level and even</p>	1 cut per year
<b>SHRUB MAINTENANCE</b>	Amenity	Amenity shrubberies to provide suitable backdrops to cemetery areas	<p>Planted areas shall be maintained substantially free from weeds</p> <p>Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed</p> <p>Shrubs will be pruned back to avoid encroachment over windows, footpaths roads etc.</p>	Pruning 1 per year, spot treat weeds 3 times per year

<b>7 Historic Cemeteries (As per sch7 1885 Order)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Amenity	Cemeteries for which council may not have ownership but do conduct maintenance via the 1885 act/SLA or are identified as being of historical significance	<p>The area will be maintained in areas surrounding memorials and headstones. Edges to be trimmed</p> <p>Cut and collect methodology with all clippings collected</p> <p>All clippings falling on driveways, paths and headstones will be cleared ensuring site is left clean and tidy.</p> <p>All litter and debris will be removed from area prior to mowing.</p>	Grass will be no longer than approx. 75mm, cut uniformly with a minimum of 8 cuts per year or as directed
<b>HEDGE MAINTENANCE</b>	Amenity	All hedge features forming boundaries and screens	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.</p> <p>Profile of hedge should be narrower at top to encourage uniform and compact growth.</p>	1 cut per year

			<p>Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	
<b>HEDGE / TREE MAINTENANCE</b>	Field	Hedging that forms border between open green spaces and rural areas	<p>Field bound hedges to be flailed at the appropriate time of the year using a tractor mounted flail.</p> <p>Clippings to be left in the confines of the hedge</p> <p>Hedges to be cut back to designated size. Top of hedge where applicable should be level and even</p> <p>Tree work to be assessed and carried out by an approved arboriculturalist if required</p>	1 cut per year

<b>8 Car Parks ( As transferred 1<sup>st</sup> April 2015)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	General	Grass areas surrounding car parks	<p>The area will be maintained in areas surrounding car parks to ensure they are neat and tidy and aesthetically pleasing</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed to ensure no unsightly clumps of cuttings</p> <p>All clippings falling on driveways, paths will be cleared or blown ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p>	Grass will be no longer than approx. 65mm, cut uniformly with a minimum of 16 cuts per year or as directed
<b>HEDGE MAINTENANCE</b>	Amenity	All hedge features forming boundaries and screens in car parks	Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.	1 cut per year

			<p>Profile of hedge should be narrower at top to encourage uniform and compact growth. Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	
<b>SHRUB MAINTENANCE</b>	Amenity	Amenity shrubberies that add character to car parks and provide additional screening	<p>Planted areas shall be maintained substantially free from weeds</p> <p>Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed</p> <p>Shrubs will be pruned back to avoid encroachment over windows, footpaths roads etc.</p>	Pruning 1 per year, spot treat weeds 3 times per year

<b>9 Leisure Centres (Cookstown)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Amenity	Areas at the front of and adjacent to leisure centre buildings and car park areas	<p>The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed.</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All clippings falling on driveways, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p>	Grass will be no longer than approx. 65mm, cut uniformly with a minimum of 16 cuts per year or as directed
<b>HEDGE MAINTENANCE</b>	Amenity	All hedge features forming boundaries and screens in leisure	Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.	1 cut per year

		centre grounds and car parks	<p>Profile of hedge should be narrower at top to encourage uniform and compact growth. Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	
<b>SHRUB MAINTENANCE</b>	Amenity	General shrubberies that add character to leisure centre car parks and provide additional screening	<p>Planted areas shall be maintained substantially free from weeds</p> <p>Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed</p> <p>Shrubs will be pruned back to avoid encroachment over windows, footpaths roads etc.</p>	Pruning once a year, spot treat weeds three times a year



<b>10 Golf Facilities (Tobermore Driving Range)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Ornamental	Fine quality turf associated with greens and tees	<p>Grass sward should be maintained in a healthy weed and disease free condition</p> <p>Grass should be evenly cut using specialised cylinder type equipment for greens and tees</p> <p>Holes should be re cut and moved on a regular basis to avoid undue wear and tear</p> <p>Course furniture should be in good condition and available at all times during playing hours</p> <p>Bunkers should be evenly raked and should consist of soft, non-staining sand free from litter, debris animal fouling and weeds</p>	<p>Grass will be no longer than approx. 5mm during playing season and no more than 10mm close season It will be cut evenly across the whole surface with a minimum of 96 cuts per year or as directed</p> <p>The edges of greens should be trimmed neatly and be no longer than 10mm</p>
<b>GRASS CUTTING</b>	Fairways	Areas to include amenity/fairways areas of course	The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed	Grass will be, cut uniformly with a minimum of 48 cuts per

			<p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All clippings falling on driveways, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p>	year with the height of cut determined by the needs of the course
<b>GRASS CUTTING</b>	Long grass regimes	Meadow areas of long grass that run alongside of general grassed areas	<p>The area will be maintained up to the borders of the site using a cut and drop methodology. Collection as required</p> <p>Edges to be trimmed with grass clippings blown from roadways and hard surfaces</p> <p>Litter and debris to be removed from site prior to mowing</p>	2 cuts per year, timed according to species and seasonal variations.
<b>HEDGE MAINTENANCE</b>	Ornamental	High profile areas generally adjacent to ornamental features	Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.	2 cuts per year (dependant on bird nesting season)

			<p>Profile of hedge should be narrower at top to encourage uniform and compact growth. Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	
<b>PESTICIDE, FUNGICIDE AND HERBICIDE APPLICATION</b>	Ornamental	Fungus, weed and pest control	<p>All affected areas will be treated with the application of residual and contact chemical control methods</p> <p>Application will be carried out in control conditions by trained suitably qualified operators in order to reduce the risk of drift or cross contamination.</p> <p>Selective weed control will be carried out throughout the year if required</p>	<p>2 applications – 1 early spring followed by 1 mid-summer. Further applications if required</p>

<b>11 Bowling Greens (Drumcoo)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	Ornamental	Fine quality turf areas in high profile sites	<p>Grass sward should be maintained in a healthy weed and disease free condition</p> <p>Grass should be evenly cut using specialised cylinder cutting equipment.</p> <p>Surface should be even and free draining. This would include worm casts from the surface of the green</p> <p>A channel will be maintained around the perimeter of the green and will be kept free from litter, debris and weeds.</p> <p>Where channel boards are provided they should be properly aligned in the channel and should be complete, sound and painted.</p> <p>A programme of de thatching,</p>	<p>Grass will be no longer than approx. 5mm during playing season and no more than 10mm close season It will be cut evenly across the whole surface with a minimum of 96 cuts per year or as directed</p> <p>The edges of greens should be trimmed neatly and be no longer than 10mm</p>

			rolling, divot replacement and fertilisation will compliment the cutting regime when ground conditions allow	
<b>GRASS CUTTING</b>	Amenity	Reasonable quality turf areas in the remainder of the site	<p>The area will be maintained up to the building line, hedge or other obstructions with all edges trimmed.</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All clippings falling on driveways, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p> <p>Leaves that have a detrimental effect on grass will be removed prior to mowing</p>	Grass will be, cut uniformly with a minimum of 48 cuts per year. Grass no longer than 35mm

<b>HEDGE MAINTENANCE</b>	Ornamental	High profile areas generally adjacent to ornamental features	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.</p> <p>Profile of hedge should be narrower at top to encourage uniform and compact growth. Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	2 cuts per year (dependant on bird nesting season)
<b>PESTICIDE, FUNGICIDE AND HERBICIDE APPLICATION</b>	Ornamental	Fungus, weed and pest control on greens	<p>All affected areas will be treat with the application of broad spectrum fungicide application late spring/ early summer. Targeted applications as required. Pesticide and herbicide application as required.</p> <p>Moss control to be carried out by a mix of mechanical and chemical control.</p> <p>Application will be carried out in control conditions by trained suitably qualified operators in order to reduce the risk of drift or cross contamination.</p>	2 applications – 1 early spring followed by 1 mid-summer. Further applications if required

			Selective weed control will be carried out throughout the year if required	
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<b>12 Picnic Areas Countryside Walks (Ballyflore, Gortmoss)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	General	Grassed Areas and surrounding car parks	<p>The area will be maintained up to the hedge or other obstructions with all edges trimmed.</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All clippings falling on driveways, roads, paths will be cleared ensuring site is left clean and tidy</p> <p>All litter and debris will be removed from area prior to mowing.</p>	16 cuts per year or as directed

			Leaves that have a detrimental effect on grass will be removed prior to mowing	
<b>HEDGE MAINTENANCE</b>	Ornamental	Good quality hedge features forming boundaries and screens in car parks	<p>Hedges should be cut back to designated size. The top of hedge should be level and even with in the design of the site.</p> <p>Profile of hedge should be narrower at top to encourage uniform and compact growth. Any dead or diseased plant material should be removed with gaps replenished and protected.</p> <p>Hedge base should be free from litter, debris and weeds as is reasonable practicable</p>	1 cut per year
<b>SCHRUB MAINTENANCE</b>	Amenity	Amenity Shrubberies that add character to car parks and provide additional screening	<p>Planted areas shall be maintained substantially free from weeds</p> <p>Shrubs shall be pruned to avoid overcrowding. All dead wood will be removed</p> <p>Shrubs will be pruned back to avoid encroachment over windows, footpaths roads</p>	Pruning 1 a year, spot treat weeds 3 times a year



<b>13 Roadside Verges Gateway Features Roundabouts ( 30 MPH Zones)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>GRASS CUTTING</b>	General	Town gateways and entrances including roundabouts and 30 MPH zones	<p>The area will be maintained up to 1 swathe width of the verge in 30 mph zones and 2 swathe widths in 30mph and gateways in 5 largest settlements by population size</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All road channels will be kept free of grass and related debris</p> <p>All litter and debris will be</p>	16 cuts per year. All herbage to be reduced to 50 mm and no longer than 75mm

			<p>removed from area prior to mowing. Any fly tipping will be reported and removed by the appropriate personnel</p> <p>Grass height to be maintained to ensure that highway traffic have a clear sight line at all times</p> <p>Road side verges to be maintained to fit the character of the surrounding countryside ensuring that safety and nature conservation needs are dealt with effectively and sensitively</p>	
<b>GRASS CUTTING</b>	Long grass regimes	Meadow sites and areas of long grass that run alongside general grassed areas	<p>Areas to be maintained to fit the character of the surrounding countryside ensuring that safety and nature conservation needs are dealt with effectively and sensitively</p> <p>Cut and drop methodology to feature in cutting regime however clippings to be collected as directed</p> <p>All road channels will be kept free of grass and related</p>	2 cuts per year, timed according to species.

			<p>debris</p> <p>All litter and debris will be removed from area prior to mowing. Any fly tipping will be reported and removed by the appropriate personnel</p> <p>Grass height to be maintained to ensure that highway traffic have a clear sight line at all times</p>	
<b>HEDGE MAINTENANCE</b>	Field	Hedges on streetscape that form the border between verge and the carriageway that poses an obstruction to council works or safety	<p>Field bound hedges to be flailed at the appropriate time of the year using a tractor mounted flail.</p> <p>Clippings to be left in the confines of the hedge. All road channels will be kept free from clippings and risings</p> <p>Tree work to be assessed and carried out by an approved arboriculturalist if required</p>	1 cut per year
<b>FLOWER BEDS / ORNAMENTAL/BASKETS</b>	Amenity	Decorative seasonal planting within the precincts of key council facilities, towns and villages	Varieties of plants used will be true to type, healthy and in prime condition at time of planting	Indicator will be determined By population density, Community participation/partnership and seasonality

			Containers/baskets will be safely installed and provide good display over full area of basket/container etc.	
			Containers/baskets will be well prepared, irrigated and fed to produce good display and plant vigour	

<b>14 Weed Control (General Hard Areas)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>PESTICIDE, FUNGICIDE AND HERBICIDE APPLICATION</b>	General	The application of residual and contact herbicides to eradicate weed growth throughout streetscapes, car parks and hard areas	<p>All affected areas will be treated with the application of broad spectrum suitable weed control application late spring/ early summer.</p> <p>Application will be carried out in control conditions by trained suitably qualified operators in order to reduce the risk of drift or cross contamination.</p> <p>All weed control applications will align to council's health and safety and environmental policy. Giving due consideration for the environment, wild life and nature</p>	2 seasonal applications at facilities and streetscapes of business centres.

<b>15 Artificial Playing Surfaces (3 G pitches)</b>	<b>ZONE TYPE</b>	<b>NARRATIVE</b>	<b>OUTCOME SPECIFICATION</b>	<b>PERFORMANCE INDICATOR</b>
<b>ASTRO TURF AND 3G PITCHES</b>	General	Artificial surfaces to accommodate the playing of hockey, soccer etc.	<p>Surface to be dragged brushed weekly using a mat or brush. Brushing to alternate weekly between horizontal and vertical</p> <p>All litter and debris will be removed from area prior to brushing</p> <p>A deep clean and de-compaction will be carried out annually to relieve compactions and remove any contamination</p> <p>Vegetation treatment will be carried out to remove</p>	<p>Pitches to be brushed weekly throughout the year 48 times.</p> <p>Deep cleaned, groomed, and de-compacted 1 per year. Infill lost due to migration will be replaced</p> <p>Vegetation treatment 2 times a year to remove moss and algae</p>

			<p>contaminates such as moss, algae and to reduce the spread of spores</p> <p>Infill levels will be checked annually with the surface replenished if required during deep clean</p> <p>All pitches marked with clear white lines in accordance to sport rules and requirements Posts will be installed and maintained in accordance to health and safety requirements</p> <p>Pitches will be maintained to achieve a true and playable surface as is reasonable practical.</p>	
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## **Appendix 2 –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 aerial 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.

<b>SETTLEMENT</b>	<b>POPULATION SIZE (Census Data)</b>	<b>Road Classification (aerial route )</b>	<b>Speed Zone in settlement (mph)</b>
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





# Roundabouts

Mid Ulster District Council



### **Magherafelt**

1. Old Cross Roundabout, Draperstown
2. Castledawson Roundabout, Magherafelt
3. Aughrim Roundabout, Magherafelt By Pass
4. Ballyronan Road Roundabout, Magherafelt By Pass
5. Moneymore Road Roundabout, Magherafelt By Pass
6. Hill Head Road/Creagh Roundabout, Toome
7. Three Spires Roundabout, Magherafelt

### **Cookstown**

8. A29 Dungannon Road Roundabout Cookstown

### **Dungannon**

9. Hospital Roundabout, Dungannon
10. Stangmore Roundabout Dungannon
11. Tamnamore Roundabout, Tamnamore
12. Ballygawley Road West Roundabout, Dungannon
13. Old Eglish Road Roundabouts, Dungannon (3nr)
14. Eglish Road Roundabout, Dungannon
15. Granville Industrial Estate Roundabouts, Dungannon (2nr)
16. Ballygawley Roundabouts, Ballygawley (2nr)



### 1. Old Cross Roundabout, Draperstown

<b>Descriptor</b>	Situated within the centre of Draperstown . This Roundabout has 4 access roads which are all single carriageway
<b>Approach Roads and Class</b>	Tobermore Road - Class B High Street - Class B St Patricks Street - Class B Derrynoyd Road - Class B
<b>Streetview Location</b>	<a href="https://goo.gl/maps/KkZp9r5g2WA2">https://goo.gl/maps/KkZp9r5g2WA2</a>
<b>Nearest Settlement and Distance</b>	Draperstown - 0 Kms
<b>Speed Zone</b>	30 mph
<b>Is there Safe Access</b>	No. Operatives work from carriageway when accessing small raised roundabout
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Planted annually by Council with Summer Planting. Weeding and watering required in season.
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget







## 2. Castledawson Roundabout, Magherafelt

<b>Descriptor</b>	Situated on the outskirts of the settlements of Magherafelt and Castledawson. This is on the main arterial route between Belfast and Derry. All roads towards the Roundabout are single carriageway however the Magherafelt bypass is dual carriageway, and the Castledawson bypass is in the process of being upgraded to dual carriageway.
<b>Approach Roads and Class</b>	Magherafelt Road Magherafelt - Class A Glenshane Road - Class A Magherafelt Road Castledawson - Class A Castledawson ByPass - Class A Magherafelt Bypass - Class A
<b>Streetview Location</b>	<a href="https://goo.gl/maps/xUoSPA5zCaA2">https://goo.gl/maps/xUoSPA5zCaA2</a>
<b>Nearest Settlement and Distance</b>	Castledawson – 0.65 Km Magherafelt -1.8Km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Gras cut on approach/exit aprons. Roundabout itself has not been maintained in 2018 season due to DfI improvement scheme on roundabout
<b>Is Investment required?</b>	DfI Improvement Scheme planned that will include traffic management safety as part of the design
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget





### 3. Aughrim Roundabout, Magherafelt By Pass

<b>Descriptor</b>	A new roundabout developed during the construction of the Magherafelt By Pass in 2017 as it crossed the Aughrim Road.
<b>Approach Roads and Class</b>	Magherafelt ByPass - Class A Aughrim Road - Minor Road
<b>Streetview Location</b>	Not applicable with new road
<b>Nearest Settlement and Distance</b>	Magherafelt – 0.85km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Grass cutting
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget. Sponsorship recently approved for this location







#### 4. Ballyronan Road Roundabout, Magherafelt By Pass

<b>Descriptor</b>	A new roundabout developed in 2017 during the construction of the Magherafelt By Pass as it crossed the Ballyronan Road
<b>Approach Roads and Class</b>	Magherafelt ByPass - Class A Ballyronan Road - Class B
<b>Streetview Location</b>	<a href="https://goo.gl/maps/6C7XpEM1J6U2">https://goo.gl/maps/6C7XpEM1J6U2</a> (During Construction)
<b>Nearest Settlement and Distance</b>	Magherafelt – 0.325kms
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Grass cutting
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget.





## 5. Moneymore Road Roundabout, Magherafelt By Pass

<b>Descriptor</b>	A new roundabout developed in 2017 during the construction of the Magherafelt By Pass as it connected with the Moneymore Road at its junction with Coolshinney Road.
<b>Approach Roads and Class</b>	Magherafelt ByPass - Class A Ballyronan Road - Class B
<b>Streetview Location</b>	<a href="https://goo.gl/maps/jHpVAb5SqDp">https://goo.gl/maps/jHpVAb5SqDp</a>
<b>Nearest Settlement and Distance</b>	Magherafelt – 0.3km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Grass cutting
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget.







## 6. Hill Head Road/Creagh Roundabout

<b>Descriptor</b>	Situated between Toome and Magherafelt. Its along the A6 route that is being dualled between Randalstown and Castledawson Roundabout. Roads to the East of the Roundabout are Dual Carriageways in both direction
<b>Approach Roads and Class</b>	Hillhead Road - Class A Entrance to Creagh Business Park
<b>Streetview Location</b>	<a href="https://goo.gl/maps/SBYkmGmWeik">https://goo.gl/maps/SBYkmGmWeik</a>
<b>Nearest Settlement and Distance</b>	Toome 2Km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	No. Raised roundabout is hard landscaped in gravel with long standing weeds year round due to lack of maintenance. Small circle of grass in centre
<b>Is Investment required?</b>	Yes – alternative surface treatment and access for plant/equipment for maintenance
<b>Estimated Annual Maintenance Costs</b>	£2,100 (upto 3 weed control treatments & traffic management set up)

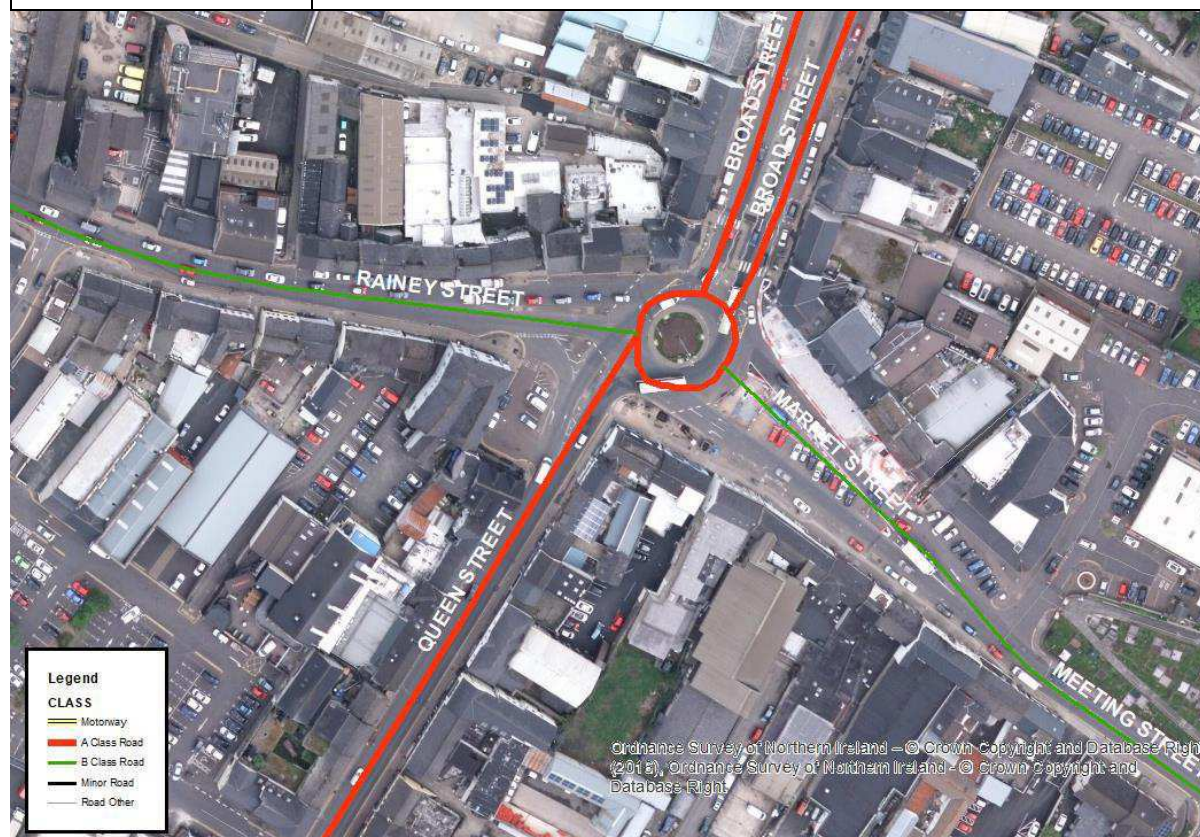






## 7. Three Spires Roundabout, Magherafelt

<b>Descriptor</b>	In the centre of Magherafelt Town Centre adjacent to the recently formed Civic Space as part of the town centre Environmental Improvement Scheme. Roundabout includes hard landscaping, lighting and art piece.
<b>Approach Roads and Class</b>	Broad Street - Class A Market Street – Class B Queens Street - Class A Rainey Street - Class B
<b>Streetview Location</b>	<a href="https://goo.gl/maps/8BDNKTFft7F2">https://goo.gl/maps/8BDNKTFft7F2</a>
<b>Nearest Settlement and Distance</b>	Magherafelt – 0 Km
<b>Speed Zone</b>	30mph
<b>Is there Safe Access</b>	Yes for maintenance
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes – post defects liability period
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Property Services budgets

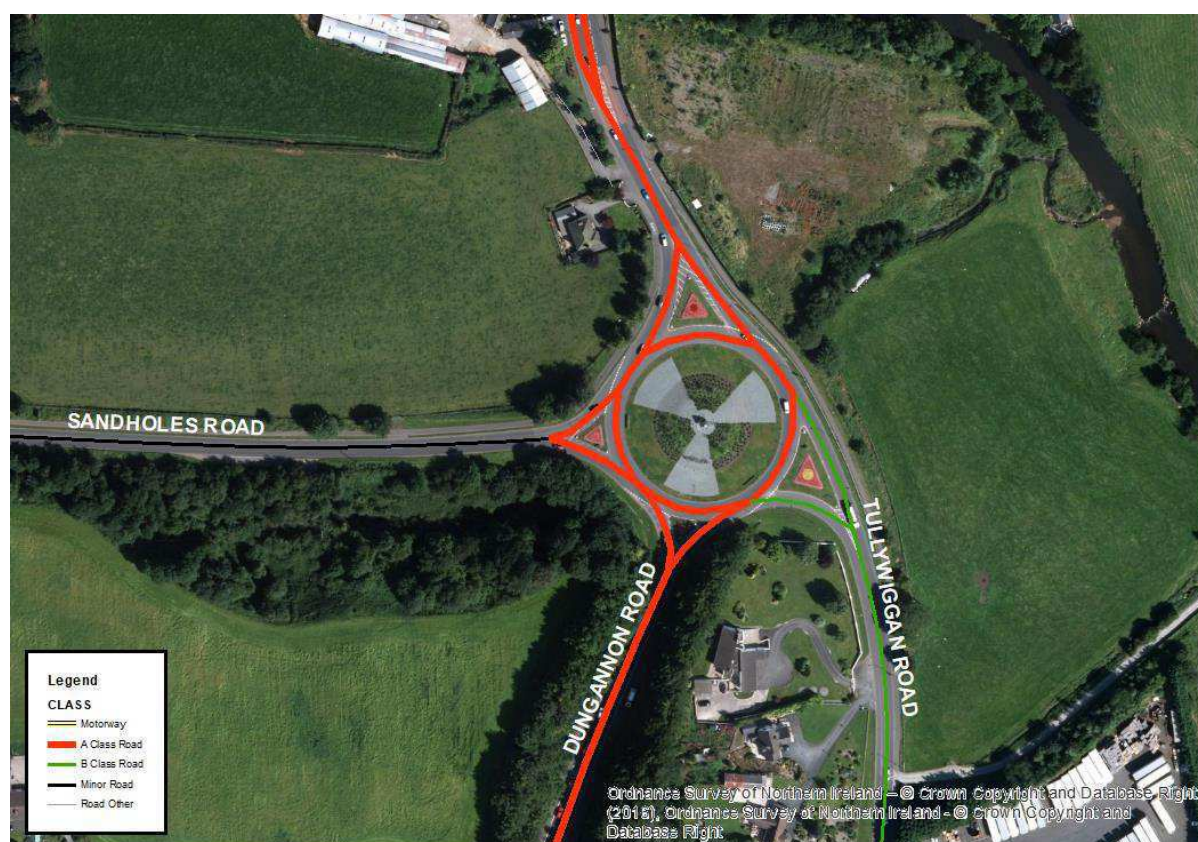






## 8. A29 Dungannon Road Roundabout Cookstown

<b>Descriptor</b>	On the south side of Cookstown on the A29. Town gateway public art feature and associated landscaping.
<b>Approach Roads and Class</b>	Dungannon Road Cookstown - Class A Tullywiggan Road - Class B Dungannon Road - Class A Sandholes Road - Minor Road
<b>Streetview Location</b>	<a href="https://goo.gl/maps/Qcz3eYn27it">https://goo.gl/maps/Qcz3eYn27it</a>
<b>Nearest Settlement and Distance</b>	Cookstown – 0.5km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Grass cutting, summer planting, shrub maintenance, watering, weed control, art piece and lighting
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budgets

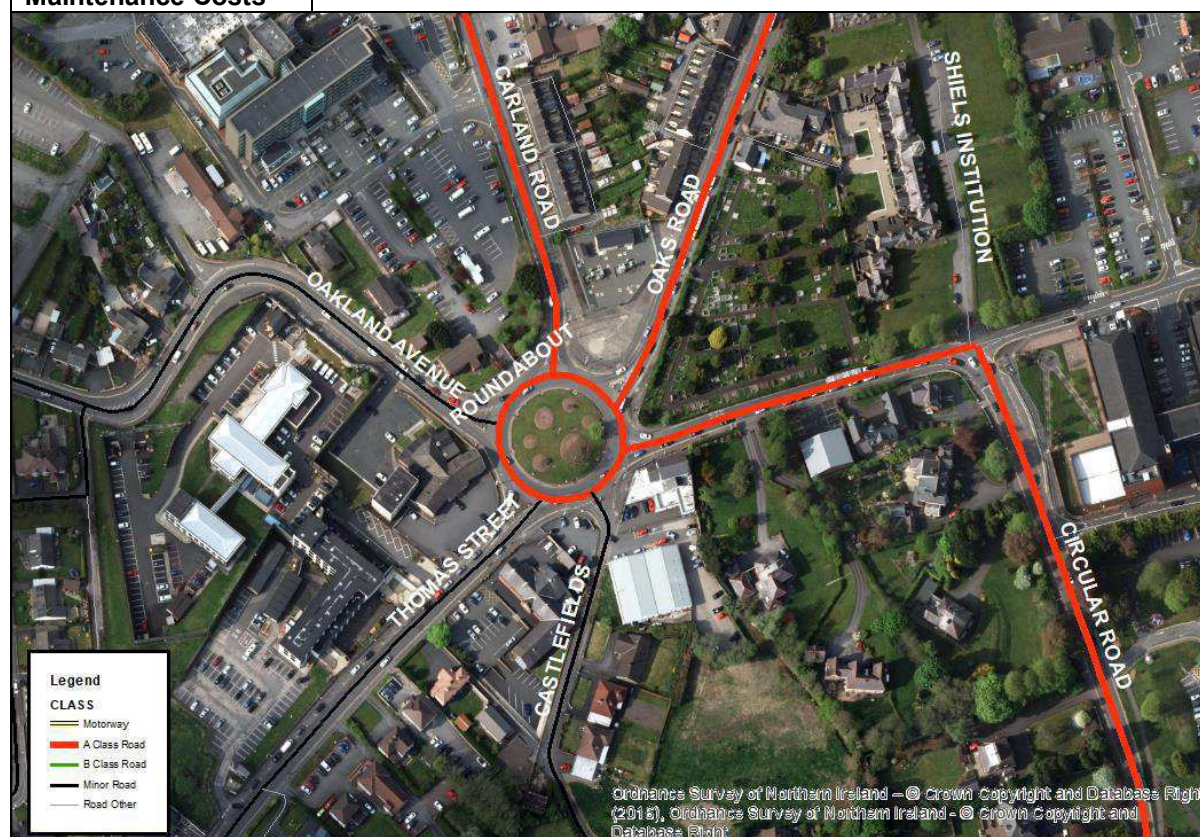






## 9. Hospital Roundabout, Dungannon

<b>Descriptor</b>	Situated outside Dungannon Hospital and is the main link from nearby towns feeding into town centre. It's a raised roundabout with grass, trees and seasonal painting.
<b>Approach Roads and Class</b>	Carland Road - Class A Oaks Road - Class A Circular Road - Class A Castlefields - Minor Thomas Street - Minor Quarry Lane - Minor
<b>Streetview Location</b>	<a href="https://goo.gl/maps/t1WvufWGCwu">https://goo.gl/maps/t1WvufWGCwu</a>
<b>Nearest Settlement and Distance</b>	Dungannon (inside Town Boundary)
<b>Speed Zone</b>	30mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Grass cutting, summer planting, tree maintenance, weeding, watering and weed control
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget

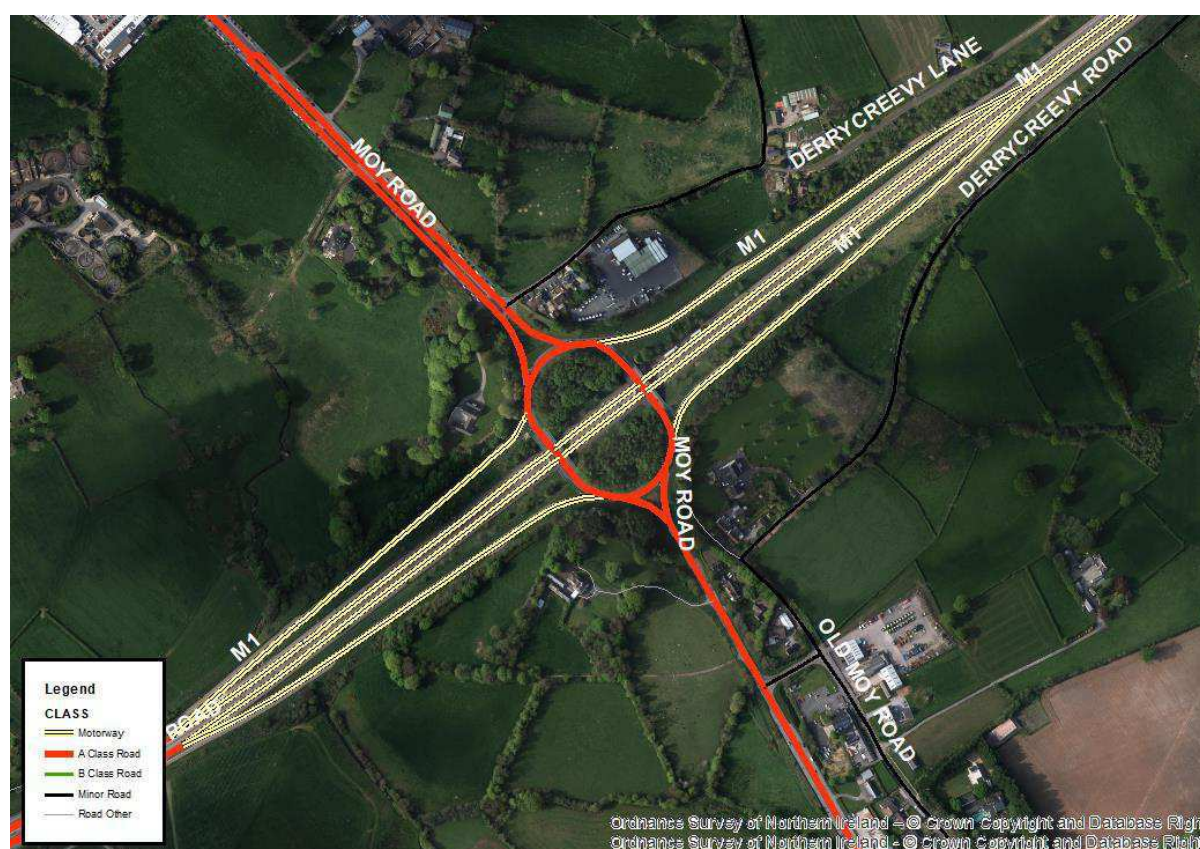






## 10. Stangmore Roundabout Dungannon

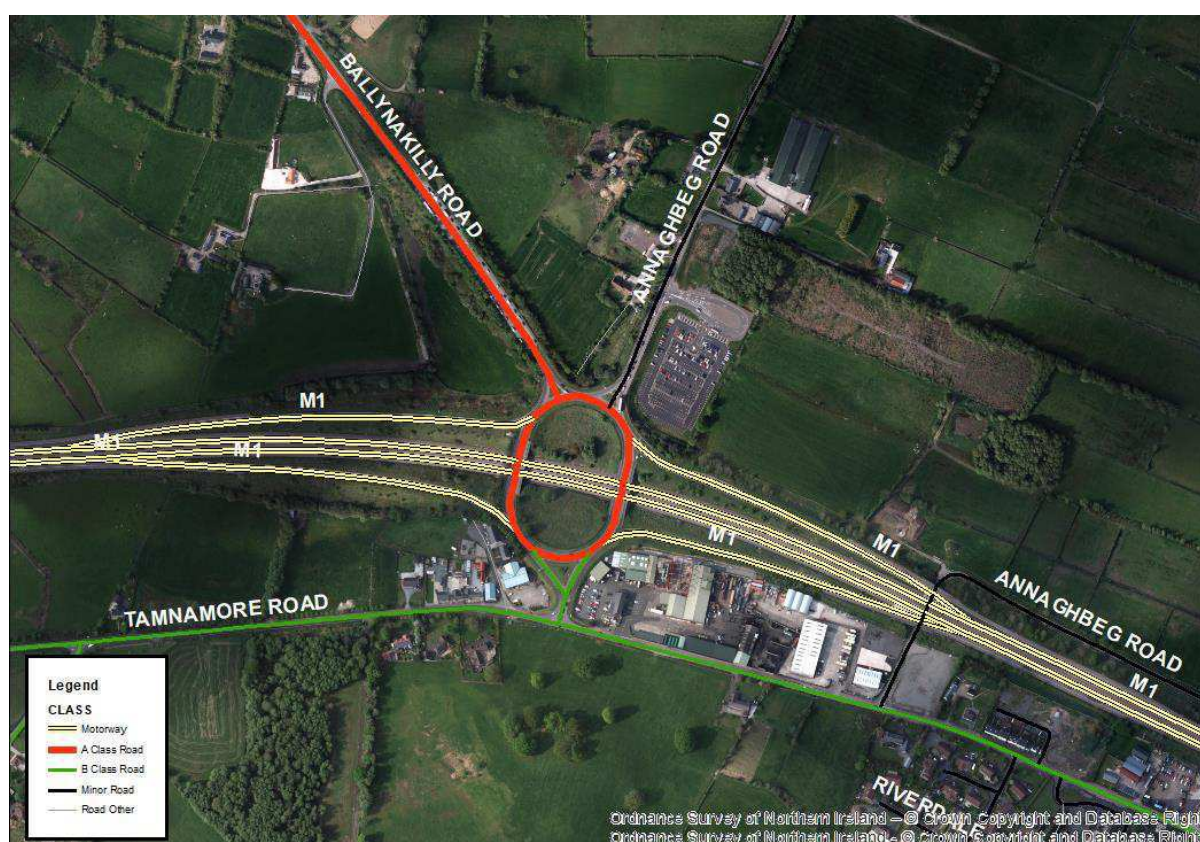
<b>Descriptor</b>	Entrance/ Exit to the M1 Motorway just outside Dungannon and feeder roads from the south of the district
<b>Approach Roads and Class</b>	Moy Road, Dungannon - Class A M1 - Motorway Moy Road, Moy - Class A
<b>Streetview Location</b>	<a href="https://goo.gl/maps/YGUYckML8k42">https://goo.gl/maps/YGUYckML8k42</a>
<b>Nearest Settlement and Distance</b>	Dungannon – 0.5km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No. Plant and equipment access roundabout by crossing the carriageway
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Grass cutting
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within existing Grounds Maintenance budget





## 11. Tamnamore Roundabout, Tamnamore

<b>Descriptor</b>	The First Motorway roundabout on the M1 as it enters Mid Ulster Council. Link roads Lead to Coalisland, Stewatstown and Tamnamore
<b>Approach Roads and Class</b>	Ballynakilly Road - Class A M1 - Motorway Annaghbeg Road - Minor Road Tamnamore Road - Class B
<b>Streetview Location</b>	<a href="https://goo.gl/maps/uuA6yfkjYtv">https://goo.gl/maps/uuA6yfkjYtv</a>
<b>Nearest Settlement and Distance</b>	Tamnamore - 0km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	No
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	£4,800 (upto 16 grass cuts & traffic management set up)







## 12. Ballygawley Road West Roundabout, Dungannon

<b>Descriptor</b>	West of Dungannon Town Centre and on the roads towards Granville industrial estate and Ballygawley
<b>Approach Roads and Class</b>	Ballygawley Road West - Minor Ballygawley Road - Class A Granville Road - Class A
<b>Streetview Location</b>	<a href="https://goo.gl/maps/WdfY7wvsm4H2">https://goo.gl/maps/WdfY7wvsm4H2</a>
<b>Nearest Settlement and Distance</b>	Dungannon – 0 km (inside Dungannon settlement boundary)
<b>Speed Zone</b>	30mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Yes. Raised roundabout with grass cut.
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	Within Grounds Maintenance budgets.

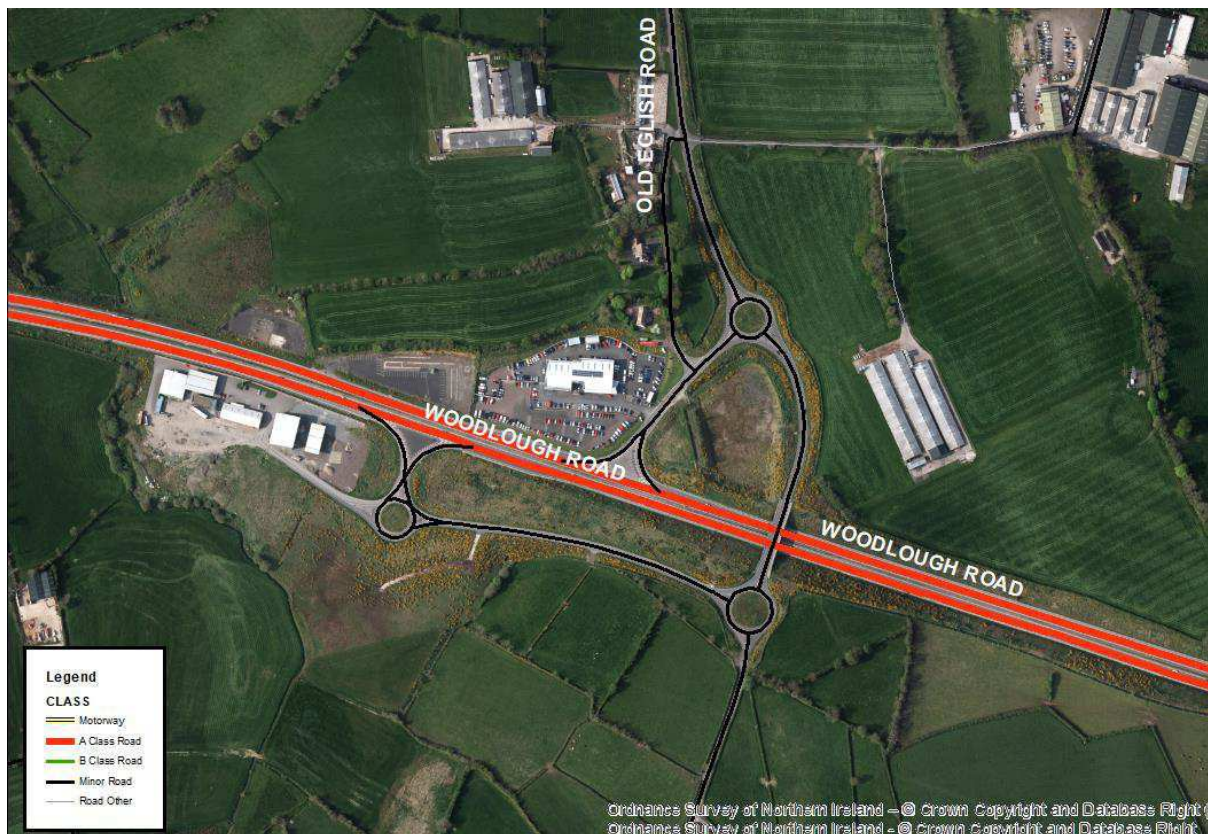






### 13. Old Eglish Road Roundabouts Dungannon

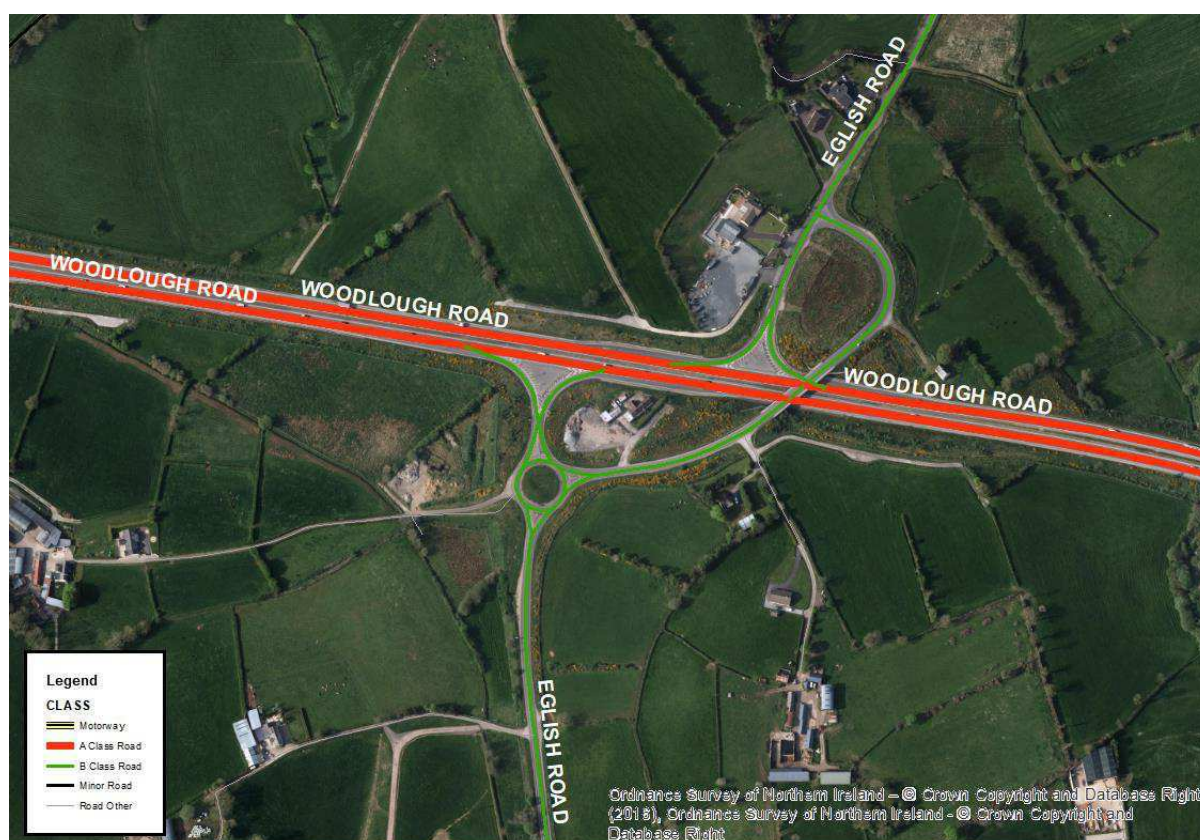
<b>Descriptor</b>	Three link roundabouts from Old Eglish Road towards Eglish over the continuation of the M1 motorway West
<b>Approach Roads and Class</b>	M1 - Motorway Old Eglish Road Dungannon - Minor Road Old Eglish Road Eglish - Minor
<b>Streetview Location</b>	<a href="https://goo.gl/maps/j1uxdDVXi482">https://goo.gl/maps/j1uxdDVXi482</a> (Old Eglish Road, Dungannon) <a href="https://goo.gl/maps/VpqGDqQcB7t">https://goo.gl/maps/VpqGDqQcB7t</a> (Old Eglish Road, Eglish) <a href="https://goo.gl/maps/39R8C2YbgTL2">https://goo.gl/maps/39R8C2YbgTL2</a> (outside M1 Services station)
<b>Nearest Settlement and Distance</b>	Dungannon – 0.8km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	No. Grass maintained by Transport NI
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	£8,640 (upto 16 grass cuts & traffic management set up)





#### 14. Eglish Road Roundabout, Dungannon

<b>Descriptor</b>	Link roundabout from Eglish Road towards Eglish over the continuation of the M1 motorway West known as the Woodlough road
<b>Approach Roads and Class</b>	Woodlough Road - Class A Eglish Road Dungannon - Class A Eglish Road Eglish - Class A
<b>Streetview Location</b>	<a href="https://goo.gl/maps/PunYf6dzJA32">https://goo.gl/maps/PunYf6dzJA32</a>
<b>Nearest Settlement and Distance</b>	Dungannon - 2.5Km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	No. Grass maintained by Transport NI
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	£4,200 (upto 16 grass cuts & traffic management set up)

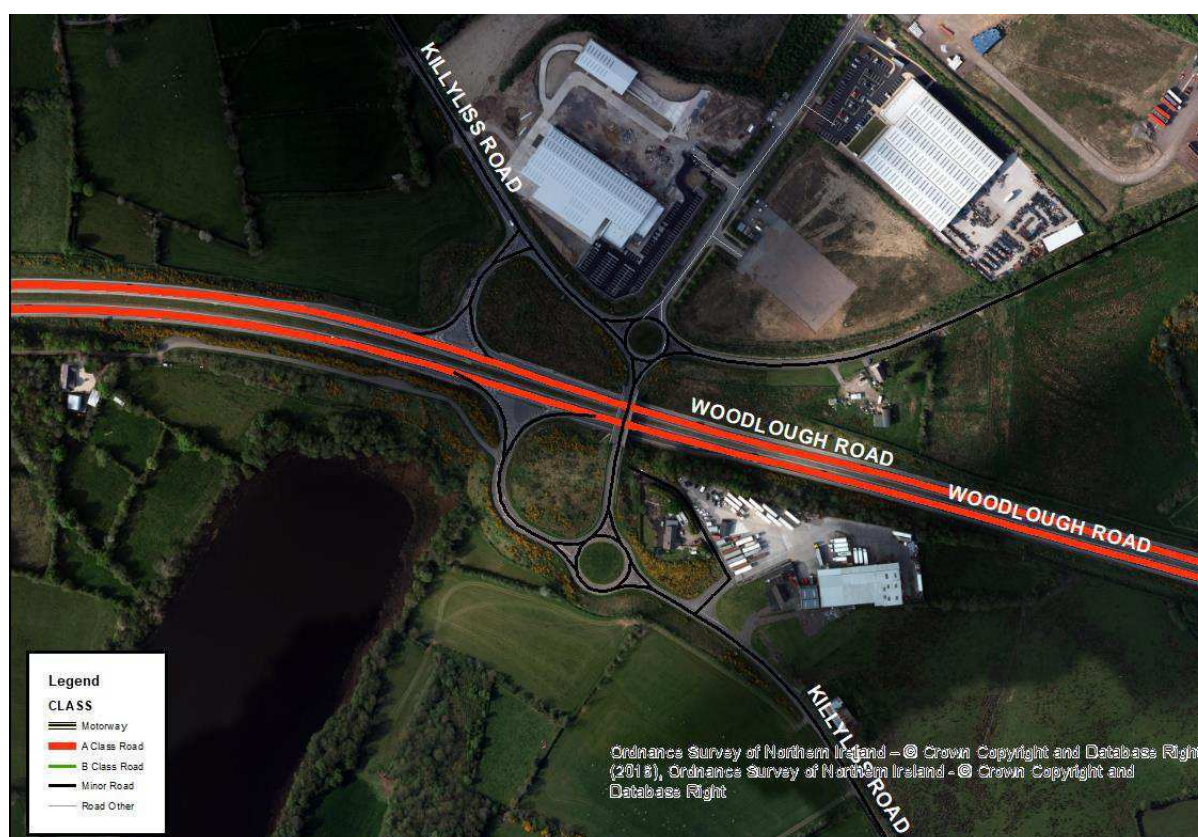






### 15. Granville Industrial Estate Roundabouts, Dungannon

<b>Descriptor</b>	Two roundabouts at entrance to Granville Industrial Estate from the Woodlough Road
<b>Approach Roads and Class</b>	Woodlough Road - Class A Killyliss Road - Minor Road (north) Killyliss Road - Minor Road (South)
<b>Streetview Location</b>	<a href="https://goo.gl/maps/z4ZFCBzRU652">https://goo.gl/maps/z4ZFCBzRU652</a> (Industrial Estate) <a href="https://goo.gl/maps/6dnvaJeRqmQ2">https://goo.gl/maps/6dnvaJeRqmQ2</a> (South of Woodlough Road)
<b>Nearest Settlement and Distance</b>	Granville – 0 Km Granville
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	No. Grass maintained by Transport NI
<b>Is Investment required?</b>	No
<b>Estimated Annual Maintenance Costs</b>	£5,760 (upto 16 grass cuts & traffic management set up)





## 16. Ballygawley Roundabouts, Ballygawley

<b>Descriptor</b>	Two roundabouts at this location this was due to the development of the A5 Western Corridor and the linked developed with the Omagh Road
<b>Approach Roads and Class</b>	Woodlough Road - Class A Omagh Road - Class A Dungannon Road - Class B
<b>Streetview Location</b>	<a href="https://goo.gl/maps/5abNhBoPmuT2">https://goo.gl/maps/5abNhBoPmuT2</a> (Ballygawley) <a href="https://goo.gl/maps/imKkRfLkvVA2">https://goo.gl/maps/imKkRfLkvVA2</a> (Tullyvar)
<b>Nearest Settlement and Distance</b>	Ballygawley – 0 Km
<b>Speed Zone</b>	60mph
<b>Is there Safe Access</b>	No
<b>Is Traffic Management Required for Maintenance</b>	Yes
<b>MUDC Currently Maintain</b>	Ballygawley Roundabout – Grass cut Tullyvar Roundabout – maintained by TN
<b>Is Investment required?</b>	Yes – Tullyvar roundabout requires relandscaped, drainage and street works safety improvements
<b>Estimated Annual Maintenance Costs</b>	Ballygawley within existing Grounds Maintenance budget. Sponsorship recently approved for this location Tullyvar - £9,600 (upto 16 grass cuts & traffic management set up)



**Minutes of Meeting of Environment Committee of Mid Ulster District Council  
held on Tuesday 12 June 2018 in Council Offices, Ballyronan Road,  
Magherafelt**

**Members Present**

Councillor Reid, Chair

Councillors Buchanan, Burton, Cuthbertson, Glasgow,  
Kearney, McFlynn, McGinley, B McGuigan,  
S McGuigan, McNamee, Mulligan, O'Neill, M Quinn,  
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

The meeting commenced at 7.02 pm

**E170/18      Apologies**

Councillor Gillespie.

**E171/18      Declarations of Interest**

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

**E172/18      Chair's Business**

Councillor Glasgow asked if there was an increase in reports regarding sheep worrying as he was aware of several recent instances. Councillor Glasgow also referred to old graveyards and Derryloran and Kildress graveyards in particular in that the grass had not been cut this year.

The Head of Environmental Health advised that due to the rural nature of Mid Ulster the number of sheep worrying incidents was higher in comparison to other Councils but stated she was not hearing from officers that there was a significant increase in these type of incidents, the officer advised that year on year statistics could be checked.

The Head of Property Services advised that grass at old graveyards was being cut by a third party contractor who is currently working their way through the list of graveyards to be cut. The officer advised that he would bring situation at Derryloran and Kildress to the attention of the contractor.

Councillor Glasgow asked how long it would be before the grass was cut as the grass was that long in these graveyards that the gravestones could not be seen.



The Head of Property Services stated that he would follow up with the contractor and advised that it is expected that these graveyards should receive between six and eight cuts per year.

Councillor McGinley congratulated Councillors Reid and S McGuigan on their positions as Chair and Vice Chair of the Committee. Councillor McGinley referred to previous discussions in relation to Travellers and asked if there was an update in relation to Traad Point.

The Director of Public Health and Infrastructure advised of meeting with NIHE on 22 May and subsequent PAD planning request made by NIHE on 29 May in relation to Traad Point. The Director advised that a date for the PAD had yet to be confirmed and that work was ongoing in relation to preparing an environmental impact assessment. The Director stated that a progress update would be circulated to Members.

Councillor McGinley referred to a number of flags which had been put up in various locations across the District and also A4 fliers and posters which have been attached to signage. Councillor McGinley stated that the flags/fliers/posters were derogatory to Council and asked what action was being taken in having the items reported and removed.

The Director of Environment and Property advised that Council had received some reports in relation to posters on signage and advised that any found to be on Council property would be removed as soon as possible. For items found on property not belonging to Council it will be the responsibility of those owning the property to have the items removed ie. A poster attached to road signage will be the responsibility of DfI Roads to remove.

## **Matters for Decision**

### **E173/18      Ageing Well – Age Friendly Network**

The Head of Environmental Health presented previously circulated report which provided information in relation to Age Friendly Communities and Network. The Head of Environmental Health pointed out a change to the recommendation within the report in that it was not recommended to sign up to the Age Friendly designation for Mid Ulster at this point in time but that Council continue to work towards the Age Friendly Agenda contained within the Health and Wellbeing Actions set out in the Mid Ulster Community Plan.

*Councillors Burton and McFlynn declared an interest in this item as they both sit on Agewell.*

Proposed by Councillor McGinley  
Seconded by Councillor Glasgow and

**Resolved**      That it be recommended to Council to note the work being carried out on the Ageing Well Programme and continue to work towards the Age Friendly Agenda contained within the Health and Wellbeing Actions set

out in the Mid Ulster Community Plan. Work on designating Mid Ulster as an Age Friendly locality to be reconsidered at a later date.

#### **E174/18      The Roads Miscellaneous Provisions Act (NI) 2010**

The Head of Environmental Health presented previously circulated report which sought approval for a Road Closure Order to be made for the Clogher Valley 100<sup>th</sup> Agricultural Show on 25 July 2018.

Councillor McNamee advised of previous discussion and proposal which was agreed at Development Committee to write out to community groups making them aware of requirements in relation to Roads Closure Orders for events they may be holding. The Councillor stated he was not sure whether what had been agreed at the Development Committee had been carried out but stated that some groups would not have filtered in the extra cost and time element of obtaining a Road Closure Order and it was important for them to be made aware.

The Head of Environmental Health advised she would check if what had been agreed at the Development Committee had been progressed.

Councillor McNamee stated he would be asking the same question at this week's Development Committee.

In response to Councillor B McGuigan's question the Head of Environmental Health advised that those groups which require a Traffic Management Plan for their event have to use those companies identified by the Department.

Councillor Mulligan referred to proposed closure of Knockmany Road which is a through road for many accessing Augher. The Councillor stated that the Knockmany Road is also a main access route to the show fields and felt that clarification was needed as to who can and cannot access Knockmany Road on the day of the Show.

The Head of Environmental Health advised that as Knockmany Road is being proposed to be closed to facilitate Clogher Valley Show, traffic movements associated with the Show are considered to be part of the event and will therefore be permitted.

Councillor Cuthbertson advised that if a road is closed ie. For road works, then any vehicles travelling on a closed road are not insured. The Councillor stated that clarification may be needed on this.

In response to Councillor Glasgow's question the Head of Environmental Health advised that the events listed in the appendix to report may or may not require a road closure but have been listed in order to facilitate the first stage of Council's application process.

Proposed by Councillor Burton  
Seconded by Councillor S McGuigan and

**Resolved**      That it be recommended to Council to –  
▪ Approve the following Road Closure Order in line with DfI Guidance  
– Clogher Valley 100<sup>th</sup> Agricultural Show – Temporary prohibition of

vehicular access to Knockmany Road, Augher from 8am to 8 pm on Wednesday 25 July 2018.

- Note the schedule of forthcoming events that may require a road closure.

## **E175/18      Fly-Tipping and Duty of Care Campaign**

The Head of Environmental Health presented previously circulated report which sought Council support for an NIEA campaign relating to 'Duty of Care'.

In response to Councillor M Quinn's questions the Head of Environmental Health advised of Fly-Tipping Protocol between NIEA and Council and that under this Protocol fly-tipping under 20m<sup>2</sup> is the responsibility of Council to remove except where the material in question is hazardous ie. Asbestos or laundered fuel processing waste in which it will be referred to NIEA for removal. Fly-tipping over 20m<sup>2</sup> will also be referred to NIEA.

The Head of Environmental Health advised that the definition between litter and fly-tipping was difficult. The officer also referred to comment within legislation in which a landowner 'knowingly permits' fly-tipping takes place.

Councillor Kearney asked if this was the first time tyre retailers had been canvassed in relation to tyre marking scheme.

The Head of Environmental Health advised that following problems experienced at two bonfires in the District officers undertook visits to tyre suppliers in those areas in which a pilot tyre marking scheme was discussed. The Head of Environmental Health advised that nine out of ten tyre retailers visited had agreed to take part in a pilot voluntary tyre marking scheme.

Councillor Glasgow referred to comment within NIEA press release which advised that householders and businesses disposing of waste via skip hire, building contractor or 'man with a van' should ensure that those carriers are licensed to do so. Councillor Glasgow stated that most in the public domain would not be aware of this and asked if the press release could be amended to include comment in relation to Council's bulky collection service.

The Head of Environmental Health advised that Council can add its own comment to the press release.

Councillor Cuthbertson asked if tyre marking will take place all year round or only in the summer months.

The Head of Environmental Health advised that officers have emphasised to tyre retailers the importance of prompt collection of waste tyres from their premises. The officer stated that suitable paint was currently in the process of being purchased for tyre suppliers following which they will be allocated a colour and tyres marked on a year round basis as part of the pilot scheme.

Proposed by Councillor O'Neill  
Seconded by Councillor McFlynn and

**Resolved** That it be recommended to Council to support the NIEA 'Duty of Care' Campaign.

#### **E176/18 Extension of Public Analyst Services Contract**

The Head of Environmental Health presented previously circulated report which sought to extend the contract for a Public Analyst to act as Analyst(s) for Mid Ulster District Council for a further 12 months under the terms of the existing contract.

Proposed by Councillor McFlynn  
Seconded by Councillor B McGuigan and

**Resolved** That it be recommended to Council that the contract between Council and Public Analyst Scientific Services Limited under Article 27 (1) of the Food Safety (NI) Order 1991 be extended for a period of 12 months under the terms of the original contract.

#### **E177/18 Environmental Health Service Improvement Plan 2018/19**

The Head of Environmental Health presented previously circulated report which detailed Environmental Health Service Improvement Plan for 2018/19.

Proposed by Councillor McGinley  
Seconded by Councillor McNamee and

**Resolved** That it be recommended to Council to approve the Environmental Health Service Improvement Plan for 2018/19.

#### **E178/18 Dual Language Signage Requests**

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

Proposed by Councillor McGinley  
Seconded by Councillor McNamee 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 –

- Annaghbann, Coalisland
- Willow Gardens, Dungannon

#### **E179/18 Dual Language Signage Surveys**

Members considered 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 McGinley proposed the officer recommendation to agree to the erection of Dual Language signage as listed within report.

Councillor McNamee seconded Councillor McGinley's proposal.

Councillor Cuthbertson proposed that Council do not proceed with the erection of Dual Language Signage due to cost to Council and no budget being in place.

Councillor Buchanan seconded Councillor Cuthbertson's proposal.

The Director of Environment and Property advised that there was an overall budget in place which included a budget for Property Services and erection and signage.

Members voted on Councillor Cuthbertson's proposal not to erect Dual Language Signage –

For – 5

Against – 9

Members voted on Councillor McGinley's proposal to erect Dual Language Signage as per report.

For – 9

Against - 5

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

- Mullan Road, Cookstown
- Derrycrin Park, Cookstown
- Derrycrin Road, Cookstown

#### **E180/18 Dual Language Signage – Nameplates Policy and Procedure**

The Head of Building Control presented previously circulated report which advised of proposed revision to the Policy for Dual Language Signage Nameplates.

Councillor S McGuigan proposed the recommendation as per report.

Councillor Buchanan asked what happened to households with no internet access.

The Head of Building Control advised that the proposal was put forward as a workaround of providing information whilst reducing administration within the department.

Councillor Glasgow suggested that a further option would be to include comment within survey letter advising that Council's decision will be published on Council website or that a letter will be issued if preferred. Persons should then indicate by which method they wish to be made aware of Council's decision.

Councillor B McGuigan felt that by sending out all letters again to advise of outcome to survey was a duplication of work and that if an individual wanted to know Council's decision on the outcome to the survey they will make contact with Council.

Councillor Mulligan felt that the proposal represented penny pinching and that Council was taking a very blasé attitude with regard to making everyone aware of the outcome to the survey. Councillor Mulligan felt that everyone should be entitled to a



letter from Council advising them of the outcome of survey carried out and the decision taken by Council.

The Head of Building Control advised that the proposal was just to publish the outcome of the survey on Council's website.

Councillor S McGuigan stated he had made a proposal to agree the proposed amendment to policy and felt this was still the correct way forward.

Councillor Mulligan proposed that Council do not amend policy and continue to issue letters advising on outcome to survey and decision taken by Council.

Councillor Burton seconded Councillor Mulligan's proposal stating that Council has a duty to all ratepayers to provide easy access to information.

Councillor McGinley stated that the number who respond to the survey is normally a lot less than the number actually living on the road. The Councillor asked for clarification that the process would not be held up if there was a 'tick box' added to the survey letter asking for indication as to how the person wants to be made aware of Council's decision on the outcome of the survey.

The Director of Public Health and Infrastructure advised that there would be no delay to the process if Members wanted to move forward on the basis that letters would be issued to those who indicate they want one as per survey letters returned.

Councillor Mulligan agreed to amend his proposal on this basis.

Councillor S McGuigan stated he would withdraw his proposal.

**Resolved** That it be recommended to Council to amend the Policy for Dual Language Signage Nameplates as follows –  
"Following the Council's decision with regards to the request on Dual Language Signage for a particular street/road, the outcome will be published on the Council website. A letter will also be issued to those individuals who have indicated they wish to be advised of Council's decision in this way following receipt of their return."

### **E181/18 Street Naming and Property Numbering**

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

Site off Moy Road, Dungannon

Proposed by Councillor Cuthbertson  
Seconded by Councillor Buchanan and

**Resolved** That it be recommended to Council to name development off Moy Road, Dungannon as Park Ridge.

Site off Bush Road, Dungannon

Proposed by Councillor McNamee  
Seconded by Councillor Burton and

**Resolved** That it be recommended to Council to name development off Bush Road, Dungannon as The Spires.

Site off Brough Road, Castledawson

Proposed by Councillor Kearney  
Seconded by Councillor M Quinn and

**Resolved** That it be recommended to Council to name development off Brough Road, Castledawson as Moyola Mill.

### **E182/8 Building Control Service Improvement Plan 2018/19**

The Head of Building Control presented previously circulated report which detailed Building Control Service Improvement Plan for 2018/19.

In response to Councillor Burton's question the Head of Building Control advised that officers will work with architects in order to progress funded projects as quickly as possible provided all information is provided in a timely manner.

Proposed by Councillor S McGuigan  
Seconded by Councillor B McGuigan and

**Resolved** That it be recommended to Council to approve the Building Control Service Improvement Plan for 2018/19.

### **E183/18 Entertainment Licensing Conditions**

The Head of Building Control presented previously circulated report which advised on licensing conditions to an Entertainment Licence applicable to places proposing outdoor entertainment.

Councillor S McGuigan asked if these conditions were also applicable for family events.

The Head of Building Control advised that an Entertainment Licence was not required for a family event.

The Chair, Councillor Reid referred to problems at premises in Cookstown the last two Monday nights and asked if there were maximum number thresholds on how many can attend a premises.

The Head of Building Control advised that the conditions of a licence would stipulate maximum numbers, he advised that officers had performed inspections in the past and that the premises in question had not been found to be overcrowded. The Head of Building Control advised that no complaints had been received in relation to problems over the past two weeks.

The Director of Public Health and Infrastructure advised that no complaints had been received to date in relation to recent problems and stated that if there were complaints then these should be formalised to Council.

Councillor Glasgow asked if an outside Church event with a marquee will require a separate Entertainment Licence.

The Head of Building Control advised that a separate Entertainment Licence will be required depending on the type of event.

In response to Councillor Burton's question the Head of Building Control advised that Council do not have to let a premises know they are coming to carry out an inspection.

Councillor Burton asked how often premises in rural towns and villages are inspected for adhering to closing times.

The Head of Building Control advised that premises are inspected on an annual basis and that any complaints received will be investigated.

In response to Councillor Burton's question the Head of Building Control advised that Liquor Licensing is the responsibility of the Police and Entertainment Licensing is the responsibility of Council.

Proposed by Councillor McGinley  
Seconded by Councillor Glasgow and

**Resolved** That it be recommended to Council to approve the additional Licensing Conditions applicable for places providing outdoor musical entertainment as outlined at appendix to report.

#### **E184/18      Technical Services Service Improvement Plan 2018/19**

The Head of Technical Services presented previously circulated report which detailed Technical Services Service Improvement Plan for 2018/19.

Proposed by Councillor Mulligan  
Seconded by Councillor M Quinn and

**Resolved** That it be recommended to Council to approve the Technical Services Service Improvement Plan for 2018/19.

#### **E185/18      Street Naming and Dual Language Signage**

The Head of Technical Services presented previously circulated report which provided update on Dual Language Signage.

Councillor McGinley referred to the approved Dual Language Signage template in which text is right aligned, the Councillor felt that when these signs were erected they did not appear to be sitting right. Councillor McGinley proposed that the format

of Dual Language Signage be changed to that noted at Option B in the report (centre alignment).

Councillor Cuthbertson felt there was too much information on Dual Language signage and asked that the opinion of emergency services be obtained.

The Head of Technical Services advised that opinion of emergency services had been obtained in the past and that as long as the font being used is clear and adheres to lettering size requirements they have no other comments to make. The Head of Technical Services advised that Option C (left of centre alignment) as listed in the report is easiest read for those with Dyslexia.

Councillor Glasgow asked who raised the issue of changing the signage template format, he stated that the approved template had been put out to consultation and agreed. The Councillor felt it may be useful to consult again with the emergency services and also referred to the impact on costs if signage templates are changed.

Councillor M Quinn stated he would prefer option C as listed in report (left of centre alignment). The Councillor also stated he liked some colour separation of signage similar to that noted at option D of the report.

Councillor Mulligan asked that if it was decided to change the signage template what would become of the Dual Language Signage already erected.

The Chair, Councillor Reid advised that the signs already erected will remain in place.

Councillor McGinley stated that taking into account the comments of the Head of Technical Services in relation to the ease of reading signs for those with Dyslexia he would change his proposal to Option C as noted in report (left of centre alignment).

Councillor O'Neill seconded Councillor McGinley's proposal.

The Director of Public Health and Infrastructure confirmed representation was received from an elected member group regarding the quality and formatting of the signage.

Councillor Glasgow asked whether after a year there will be an opportunity to have this signage changed.

Councillor Kearney felt that the option of centre aligned signage looked best as the signage looked lopsided otherwise.

The Director advised that there was no proposal to change signage already erected and that a format template change would apply to new signs being installed.

**Resolved** That it be recommended to Council to change format of Dual Language Road Signage to that noted at Option C in the report (left of centre alignment) for all new Dual Language signage installed.

## **Matters for Information**

### **E186/18 Minutes of Environment Committee held on Tuesday 8 May 2018**

Members noted minutes of Environment Committee held on Tuesday 8 May 2018.

### **E187/18 Litter Initiative**

Members noted previously circulated report which provided update on the focus on litter as part of the Clean Neighbourhood Plan for Mid Ulster District Council.

### **E188/18 Building Control Workload**

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

### **E189/18 Entertainment Licensing Applications**

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

### **E190/18 DfI Roads Proposals to Mid Ulster District Council – Proposed Abandonment Order – M1 Motorway Westbound Off-Slip at Tamnamore Roundabout, Dungannon**

Members noted previously circulated report which advised of DfI Roads Proposed Abandonment Order at M1 Motorway Westbound Off-Slip at Tamnamore Roundabout, Dungannon.

### **E191/18 Cemetery Charges 2018-2019**

Members noted previously circulated report which advised of the updated scale of charges in relation to operational cemeteries for the year ending 31 March 2019.

Councillor Cuthbertson stated there was no signage from the centre of Dungannon to Cottagequinn cemetery and asked if it was possible to put signage in place.

The Director of Environment and Property stated that it was not unusual for there to be a lack of directional signage to cemeteries and advised that there was no signage to cemeteries in Cookstown and Magherafelt. The Director stated he appreciated there was signage to some Leisure Centres and Council Offices but that there are other cemeteries not under Council ownership with no signage. The Director stated that Council could make enquiries from DfI Roads in relation to putting signage to Cottagequinn Cemetery in place but that DfI Roads could ask Council to pay for such signage.

The Chair, Councillor Reid asked how many Council owned active cemeteries there were within the District.

The Director of Environment and Property stated there were five active Council owned cemeteries in the District.

Councillor Burton advised there was signage to Cottagequinn Cemetery off the A4.

Councillor Cuthbertson stated that Cottagequinn Cemetery is outside Dungannon town boundary and felt that some signage was needed. Councillor Cuthbertson proposed that officers investigate directional signage to the five active cemeteries within the District.

Councillor McGinley seconded Councillor Cuthbertson's proposal.

**Resolved** That it be recommended to Council to investigate signage options to the five active Council owned cemeteries within the District.

## **E192/18      Review of Assisted Refuse Collections**

Members noted previously circulated report which provided update on the outcome of a review carried out in relation to the provision of an assisted refuse collection service across the District in line with Council policy.

Councillor Glasgow referred to the need for those who wish to avail of assisted refuse collections to provide evidence from a GP stating that they are deemed unfit to place their bin out for collection. The Councillor stated that GPs are already under considerable pressure and that Council was adding to this by requesting additional paperwork from them.

The Director of Environment and Property stated that anyone who feels they require an assisted collection can apply at any time. The Director stated that the service has required a review for some time as the numbers requesting the service have increased year on year and Council are often not told a service is no longer required. The Director advised that Council are reliant on medical opinion being received as to whether the applicant can or cannot put their bin out and it was difficult to know what other verification process could be put in place.

Councillor Glasgow asked if the proposal to carry out this review had been brought to the attention of the Committee. The Councillor stated that Mid Ulster has an ageing population and although he appreciated that circumstances can sometimes change the fact that those who needed the service were being required to seek GP verification was causing frustration.

The Director of Environment and Property advised that the review of assisted refuse collections was contained within the Environmental Services Service Improvement Plan brought before Committee last month.

Councillor Glasgow stated that he had been approached by a member of the public in relation to the review process approximately three months ago. The Councillor stated the review has caused concern in the community and asked what a person has to do when they cannot get GP verification on time and then have to reapply to get the service.

Councillor Burton stated that Council has to appreciate the workload of GPs and asked if someone is receiving benefits if this could be used as proof or that verification be provided from a Practice Nurse rather than a GP.

The Director of Environment and Property stated that there had been a need to review the assisted refuse collection service. The Director stated that the need for the service cannot be ascertained without medical evidence and that extension of verification by Practice Nurses could be explored further.

*Councillor S McGuigan left the meeting at 8.30 pm.*

Councillor Cuthbertson stated that if a person is receiving high rate mobility benefit then it could be assumed that they would not be able to leave their bin out. The Councillor also stated that a GP cannot verify if there is another person in the house who would be able to put a bin out.

Councillor Glasgow stated that Council is always lobbying in support of GPs but in this instance were adding to their workload pressure. The Councillor stated that consideration needed to be given to the fact that the person may not have been at home for a long period and were unaware of the need to reapply for the service.

The Director of Environment and Property stated that the process has worked well in the past but that Member's comments would be taken on board for the future.

Councillor Burton stated that Council should have an interest in a persons health concerns as they are ratepayers.

The Chair, Councillor Reid stated that he would have some concern that the people who need assistance will fall to the side and that Council needed to be mindful and ensure this does not happen going forward.

#### **E193/18      Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for October to December 2017**

Members noted previously circulated report which provided update on Council's performance in relation to recycling and landfill diversion targets as outlined in the NIEA Northern Ireland Local Authority Waste Management Statistics Report for the quarter three period of October to December 2017.

#### **E194/18      Compost Awareness Week 2018**

Members noted previously circulated report which provided update on Compost Awareness Week held from 7 to 12 May 2018.

#### **E195/18      Tullyvar Joint Committee Update**

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

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

Proposed by Councillor McGinley  
Seconded by Councillor M Quinn 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 E196/18 to E205/18.

### **Matters for Decision**

E196/18	Extension of Dog Kennelling Contract Until July 2020
E197/18	Amenity and Planting Sponsorship
E198/18	Tender for the Collection and Processing of WEEE and Batteries
E199/18	Maghera Leisure Centre – Capital Project
E200/18	Capital Projects – Public Realm Schemes – Contracts Update

### **Matters for Information**

E201/18	Confidential Minutes of Environment Committee held on Tuesday 8 May 2018
E202/18	Audit of Mid Ulster Council Fuel Stamp Scheme
E203/18	Capital Projects Update
E204/18	Off-Street Car Parking Update 2017-2018
E205/18	Construction of Waste Transfer Station – Capital Works Update

### **E206/18 Duration of Meeting**

The meeting was called for 7.00 pm and ended at 9.11 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_



<b>Report on</b>	Big Spring Clean 2018
<b>Date of Meeting</b>	2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officer</b>	Mark McAdoo, Head of Environmental Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on the Annual Big Spring Clean Campaign and clean-up activities.
<b>2.0</b>	<b>Background</b>
2.1	<p>Keep Northern Ireland Beautiful (KNIB) promotes the annual Big Spring Clean, which is Northern Ireland's biggest volunteer clean up. The Big Spring Clean supports local community clean-ups across all 11 council areas in Northern Ireland. It is open to schools, community groups and businesses wishing to rid their streets of litter/rubbish.</p> <p>The aims of Big Spring Clean 2018 were as follows:</p> <ul style="list-style-type: none"> <li>• To raise awareness of the problems that litter causes in our local area in a fun and practical way.</li> <li>• To reduce litter in Mid Ulster through increased understanding and awareness.</li> <li>• To actually improve the quality of our local environment by physically removing litter from our local, schools, parks, roadsides and public places.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Spring Clean activities supported by Council were scheduled to coincide with and complement the annual "Big Spring Clean" Campaign run by Keep Northern Ireland Beautiful. Whilst the Big Spring Clean focused on the month of April, clean ups took place from March right through to June, as schools, community groups and individuals all did their part in helping to tidy up their local area and environment. A total of 36 local clean ups were supported by Environmental Services, 15 schools and 21 community groups as listed below, involving hundreds of volunteers who collected hundreds of bags of rubbish. (encouragingly this was three times the number of events supported compared to 2017).</p> <p>Cookstown High School  Orritor Primary School, Cookstown  Derrychrin Primary Schools, Ballinderry  First Cookstown (Derryloran) Guides Unit  Cookstown Archery Club  Washingbay Community Association  Augher Community Garden Project, Augher GFC PRO  Drummer Lane, Coalisland</p>

	<p> Millview Manor, Coalisland  Castlecaulfield Hort Society  Donaghmore Horticultural Community  St. Joseph's Donaghmore  St. Mary's Aughnacloy  Eglis GFC  Windmill Wood, Dungannon  Killyman Primary School  White City Community Association, Dungannon  Moss Road, Maghera  Craigadick Road Residents, Maghera.  Robin Kennedy, Castledawson  Bann Valley Community Big Spring Clean  Hillhead Road Residents, Castledawson  The Big Screen Clean, Ballinascreen  Killowen Community Clean Up  Leckagh Community Clean Up  Desertmartin GAC, Clean Up  Swatragh Community Clean Up  St Columba's Primary School, Straw  St Colm's High School, Draperstown  St. Mary's Primary School, Draperstown  St Columb's Primary School, Cullion,  Knocknagin Primary School, Desertmartin  John Bosco's Primary School, Ballynease  New Row Primary School, Castledawson  Castledawson Primary School  St Mary's PS, Glenview, Maghera </p> <p> In most instances in order to help facilitate the clean ups the Council loaned the groups litter pickers, provided bags and/or removed the rubbish for collection. Another important point to highlight is that this year the number of community based events, for the first time, out-numbered the number of schools events, as more and more residents took local action to combat the blight of litter. </p> <p> Clean ups ranged in size from individual schools and small groups of concerned residents living in specific estates or areas cleaning an area close to them, to large community events such as the Big "Screen" Clean or the Bann Valley Community Big Spring Clean both of which involved almost 100 volunteers collecting over 200 bags of rubbish from across a number of townlands or whole parish. </p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: The cost of supplying refuse bags and disposing of the waste/litter collected.
	Human: Some officer time in coordinating the various activities across the District

	Risk Management: All groups taking part were advised to conduct their own risk assessments and to ensure that all persons taking part were equipped with the appropriate PPE (the Council had no responsibility or liability for any incident arising)
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: The opportunity to participate in a clean-up was open to all throughout Mid Ulster District.
	Rural Needs Implications: Clean ups are especially welcome in rural areas where littering is a particular problem.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	It is recommended that members note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Photographs of 2018 Big Spring Clean events supported by Mid Ulster District Council.



Castledawson PS



The Big Screen Clean







Cookstown High School





Derrychrin PS



Orritor PS





Mill View Manor, Coalisland





<b>Report on</b>	<b>Building Control Workload</b>
<b>Date of Meeting</b>	<b>2 July 2018</b>
<b>Reporting Officer</b>	<b>William Wilkinson</b>
<b>Contact Officer</b>	<b>William Wilkinson</b>

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

<b>1.0</b>	<b>Purpose of Report</b>		
1.1	To provide Members with an update on the workload analysis for Building Control across Mid-Ulster District Council.		
<b>2.0</b>	<b>Background</b>		
2.1	<p>Building Control applications are received in three different forms:-</p> <ul style="list-style-type: none"> <li>a Full Applications - submitted with detailed working drawings.</li> <li>b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc.</li> <li>c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval.</li> </ul>		
<b>3.0</b>	<b>Main Report</b>		
<b>3.1</b>	<b>Workload Analysis</b>	<b>June 2018</b>	<b>Accumulative 2018/19</b>
	Total number of Applications	<b>109</b>	<b>453</b>
	Full plans applications received	<b>43</b>	<b>184</b>
	Building Notices applications received	<b>59</b>	<b>222</b>
	Regularisations applications received	<b>7</b>	<b>47</b>
	Estimated value of works submitted	<b>£6,909,358</b>	<b>£47,527,489</b>
		<b>742</b>	<b>2506</b>

	Number of inspections carried out by Building Control Officers		
	Commencements	<b>167</b>	<b>607</b>
	Domestic Dwellings	<b>70</b>	<b>253</b>
	Domestic alterations and Extensions	<b>91</b>	<b>331</b>
	Non-Domestic work	<b>6</b>	<b>23</b>
	Completions	<b>49</b>	<b>401</b>
	Domestic Dwellings	<b>31</b>	<b>134</b>
	Domestic alterations and Extensions	<b>12</b>	<b>238</b>
	Non-Domestic work	<b>6</b>	<b>29</b>
	Property Certificates Received	<b>102</b>	<b>504</b>
<b>4.0</b>	<b>Other Considerations</b>		
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>		
	Financial: Within Current Resources		
	Human: Within Current Resources		
	Risk Management: None		
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>		
	Equality & Good Relations Implications: None		
	Rural Needs Implications: None		
<b>5.0</b>	<b>Recommendation(s)</b>		
5.1	Members are requested to note the content of this report.		
<b>6.0</b>	<b>Documents Attached &amp; References</b>		
6.1	Appendix 1 - List of significant applications received by Building Control.		

### Significant Developments June 2018

<b>Applicant</b>	<b>Location of Development</b>	<b>Details of Development</b>	<b>External value of development</b>
M McAlister	Farm Lodge Lane, Magherafelt	Erection of 6no. Dwellings (Ave floor area 120m <sup>2</sup> ). B.C. fee - £1,495	£776,800
Wolfe Tones GAC	30 Ballyscullion Road, Bellaghy	Extension & Alterations to existing Complex (Floor area 384m <sup>2</sup> ). B.C. fee - £2,490	£410,000
MBCC Ford Ireland Ltd T/A Costa Coffee	Oaks Centre Dungannon	Erection of Coffee Shop (Floor area 236m <sup>2</sup> ). B.C. fee - £1,940	£300,000



<b>Report on</b>	<b>Entertainment Licensing Applications</b>
<b>Date of Meeting</b>	<b>2 July 2018</b>
<b>Reporting Officer</b>	<b>William Wilkinson</b>
<b>Contact Officer</b>	<b>William Wilkinson</b>

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on Entertainment Licensing Applications across Mid Ulster District Council area.
<b>2.0</b>	<b>Background</b>
2.1	<p>The Council has responsibility for Licensing Places of Entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985.</p> <p>Entertainment Licensing applications are received on a continued basis across the District.</p> <p>Statutory Consultations are carried out with PSNI and NIFRS for each entertainment licence application (grant or renewal) submitted.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>As previously agreed a list of applications for all grant/renewal of Entertainment Licences in Mid Ulster District Council is attached (see Appendix 1). The number of applications received on a monthly basis will vary depending on the date of expiry of the current licence.</p> <p>Each application is accompanied by the following documentation:</p> <ol style="list-style-type: none"> <li>1 A current Fire Risk Assessment detailing the following: <ol style="list-style-type: none"> <li>(a) means of escape from premises</li> <li>(b) management responsibilities for day to day safety aspects</li> <li>(c) details of review on an annual basis</li> </ol> <p>The fire risk assessment submitted is audited by the inspecting officer</p> </li> <li>2 Electrical certification is required for the following: <ol style="list-style-type: none"> <li>(a) General electrical installation</li> <li>(b) Emergency lighting system</li> <li>(c) Fire alarm system</li> </ol> </li> <li>3 Details of current public liability insurance for premises</li> <li>4 Copy of public advertisement in local press</li> </ol>

	<p>Following the application for the Grant/Renewal of an Entertainment Licence being submitted and validated, an inspection is carried out to ensure that the premises are in compliance with all relevant guidance and legislation.</p> <p>Areas which would be inspected are as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. All floor, wall, and ceiling coverings are in compliance and in good condition</li> <li>3. All firefighting equipment are correctly positioned and serviced as required</li> <li>4. The general condition of the premises is satisfactory</li> <li>5. All management documentation is in place</li> </ol>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Schedule of applications received for the Grant/Renewal of Entertainment Licences.
6.2	Appendix 2 – Schedule of Entertainment Licence applications which have been granted/renewed.

## Appendix 1

### Schedule of applications received for the Grant/Renewal of Entertainment Licences in June 2018

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max No of Patrons
S Kelly	Maddens Bar	66 Main Street Pomeroy	Annual	Monday To Thursday From : 12:00 To : 24:00  Friday To Saturday From : 12:00 To : 01:00  Sunday From : 12:30 To : 24:00	200
P Bryson	Bryson's Bar & Restaurant	28 Union Road Magherafelt	Annual	Monday To Saturday From : 11.30 To : 02.00  Sunday From : 12.30 To : 24.00	456

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max No of Patrons</b>
L Bradley	The Back Door Bar	31-33 Main Street Maghera	Annual	Monday To Saturday From : 11.30 To : 01.00  Sunday From : 12.30 To : 24.00	150
N J Downey	Downey's Jubilee Bar	124 Main Street Fivemiletown	Annual	Monday To Thursday From : 11:30 To : 23:00  Friday & Saturday From : 11.30 To : 01.00  Sunday From : 12.30 To : 22.30	150



<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max No of Patrons</b>
B Cleary	The Ceili House	48 Main Street Coalisland	Annual	Monday To Saturday From : 11:30 To : 01:00  Sunday From : 12:30 To : 01:00	50
S Mallon	Killeshil Community Centre	216 Ballygawley Road Dungannon	14 Unspecified Days	Monday To Sunday From : 11:00 To : 02:00	600
J Belton	The Elk	38-40 Hillhead Road Toomebridge	14 Unspecified Days	Friday 20 <sup>th</sup> July 2018 From: 22:00 To: 01.00  Saturday 21 <sup>st</sup> July From: 22:00 To: 01.00	1000
S Salley	Aughnacloy Development Association	Playing Fields Carnteel Road Aughnacloy	14 Specified Days	Friday 27 <sup>th</sup> July To Sunday 29 <sup>th</sup> July 2018 From : 19:00 To : 02:00	400

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max No of Patrons</b>
P Murray	Moygashel Orange Hall	59 Main Street Dungannon	Annual	Monday to Saturday From : 10.30 To : 01.00	100

## Appendix 2

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

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
K McNally	Dan's Bar	35 North Street Stewartstown	Annual	Monday To Thursday From: 20.00 To: 23.30  Friday & Saturday From: 20.20 To: 23.30  Sunday From: 18.00 To: 22.00
M Scott	Gauger's Inn	19 Shore Road Magherafelt	14 Specified Days	Saturday 9 <sup>th</sup> June 2018 From: 16.00 To: 24.00



<b>Report on</b>	Food Service Plan for 2018/19
<b>Date of Meeting</b>	2 July 2018
<b>Reporting Officer</b>	Fiona McClements
<b>Contact Officer</b>	Fiona McClements

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Council about the Environmental Health Service's Food Service Plan 2018/19 in accordance with FSA requirements.
<b>2.0</b>	<b>Background</b>
2.1	<p>The Food Standards Agency (FSA) requires each competent authority to have an up-to-date, documented Food Service Plan, which is readily available to food business operators (FBOs) and consumers. The plan must be subject to regular review and clearly state the period of time during which the plan has effect.</p> <p>The plan must cover all areas of food law that the competent authority has a duty to enforce and set out how it intends to deliver official controls within its area.</p> <p>The FSA requires each competent authority to have regard to any advice issued by FSA in Northern Ireland when drafting the Food Service Plan.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Food Standards Agency's 'Framework Agreement on Local Authority Law Enforcement' sets out what the FSA expects from local authorities in their delivery of official controls on feed and food law, based on the existing statutory Codes of Practice.</p> <p>Therefore, the Environmental Health Service's Food Service Plan for 2018/19 has been developed in order to meet the requirements outlined in the Framework Agreement, and covers in detail:</p> <ul style="list-style-type: none"> <li>• The aims and objectives of the food service</li> <li>• The profile of the Council, including the organisational structure and the scope of the service provided</li> <li>• The ways in which the service will be delivered and the targets for its delivery</li> <li>• The human and financial resources involved in providing the service</li> <li>• The ways in which the quality of the service will be monitored and improved upon</li> <li>• The ways in which the service will be reviewed and improved upon.</li> </ul> <p>The Food Service Plan also includes a review of the delivery of the food service during the period April 2017 – March 2018.</p>
<b>4.0</b>	<b>Other Considerations</b>

<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/A
	Human: N/A
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	It is recommended that Council note the content of the attached Food Service Plan for 2018/19.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Food Service Plan April 2018 to March 2019 for Mid Ulster District Council's Environmental Health Service.



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

## **Mid Ulster District Council**

### **Food Service Plan**

**April 2018 – March 2019**

## Foreword

This Plan sets out Mid Ulster District Council's Food Service Delivery priorities for the coming twelve months. The plan is developed in order to meet the requirements of the "Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement" and covers in detail:

- The Food Service Aims and Objectives
- The profile of the Council, including the organisational structure and the scope of the services provided
- The ways in which the service will be delivered and the targets for its delivery
- The human and financial resources involved in providing the service
- The ways in which the quality of the service will be monitored and improved upon
- The ways in which the service will be reviewed and improved upon

The Food Service takes account of the principles of the Government's Better Regulation agenda when planning and delivering these services; these include:

- Targeting
- Proportionality
- Accountability
- Consistency
- Transparency



## 1.0 Service Aims and Objectives

### 1.1 Aims and Objectives

The Food Service delivered on behalf of the Council aims to:-

- Reduce the risk to consumers by striving to ensure that all food produced, manufactured, processed, imported or sold within the district is fit for human consumption, is of genuine quality and composition, correctly labelled and free from contamination.

The overarching objectives of the Food Service are:

- To achieve our aim through helping food businesses deliver products which are safe and are produced from premises, which are hygienic and properly controlled.
- To provide information to consumers to help them make informed choices about what and where to eat, through education and promotion.

### 1.2 Links to the Corporate Objectives and Plans

The objectives of the Food Service are in harmony with the goals and objectives of the Environmental Health Business Plan and our Service Improvement Plan. In the delivery of the Food Service, officers strive to take into account the Council's vision, values and corporate themes.

The Council's vision is:

*'Mid Ulster District Council aspires to be at the heart of our community.'*

The Council's values are at the core of what is done and these values guide how services are delivered. The Council values are:

- **Professional** – consistently striving to exceed the expectations of our customers by knowing what to do, how to do it, when to do it and why we do it
- **Trustworthy** – working for our communities in a spirit of friendliness and openness by delivering fair, transparent, equitable and ethical services
- **Quality Driven** – delivering the best services we can, making the best use of the resources we have
- **Team focussed** – working together to deliver the best results possible for Mid Ulster District Council
- **Innovative** – New and better ways of doing what we do
- **Customer Focussed** – Designing and delivering our services in response to, and around the needs of our customers.

The Council's Corporate Themes are:

- Delivering for Our People
- Creating Growth
- Building Unity

- Sustaining our Environment

Links are drawn with the Food Standards Agency Strategic Plan 2015-2020, the underpinning definition of which is that:

*'Food is safe and what it says it is, and we have access to an affordable healthy diet, and can make informed choices about what we eat, now and in the future'.*

This Food Service Plan includes areas which demonstrate how the Food Service actively contributes to and assists in meeting the key aims of the Food Standards Agency's Strategic Plan.

The Food Service will engage, as appropriate, in the Department of Health, Social Services and Public Safety (DHSSPS) Strategic Framework for Public Health 2013-2023, 'Making Life Better', regarding input in respect of health and well-being issues.

## **2.0 Background**

### **2.1 Profile of the District**

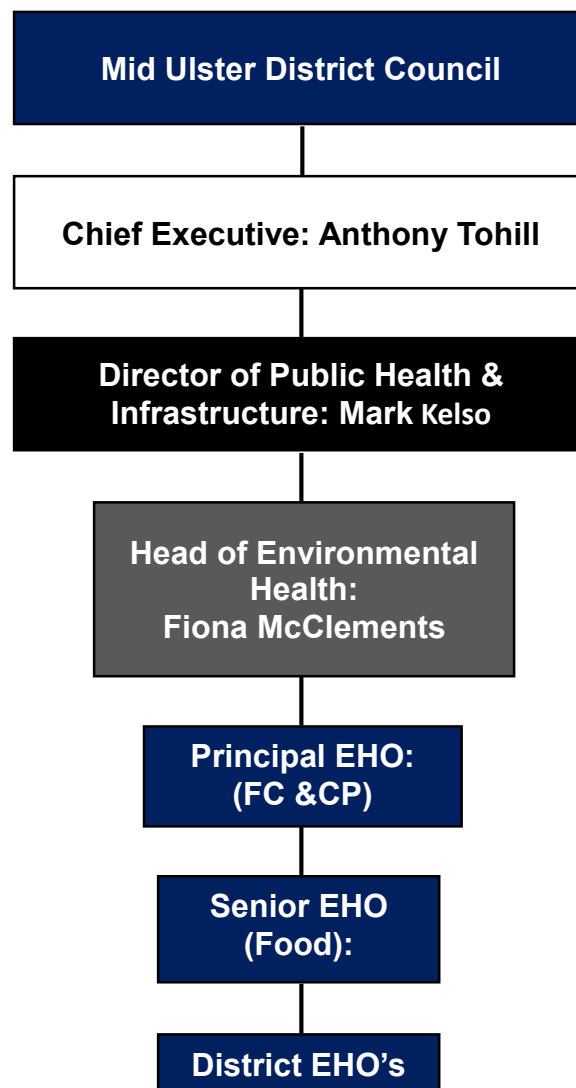
Mid Ulster District Council straddles two counties, running from Swatragh in the north to Fivemiletown in the south and from the Sperrin Mountains in the west to the shores of Lough Neagh in the east. The area is represented by 40 councillors across 7 District Electoral Areas including Carntogher, Clogher Valley, Cookstown, Dungannon, Magherafelt, Moyola and Torrent. Offices are located at Cookstown, Dungannon and Magherafelt.

As the seventh largest of the new Council areas, Mid Ulster District Council covers a geographical area of 1714km<sup>2</sup> and serves a population of over 145,000, accounting for 7.8% of the NI Population. (Source: NISRA Estimated Population 30.6.2016)

One third of the residents live in urban areas, whilst two thirds inhabit rural areas. The main towns are Cookstown, Coalisland, Dungannon, Magherafelt and Maghera.

Employment concentrates on manufacturing, engineering, construction and agri-food industries. A total of 73% of the population aged between 16 to 64 are economically active (Source: NISRA Labour Force Survey 2015). Mid Ulster District Council will seek to avail of every opportunity to positively contribute towards everyone's quality of life.

## 2.2 Organisational Structure



## 2.3 Scope of the Food Service

The Food Service covers a range of legislative and advisory functions all of which are undertaken by staff employed directly by Mid Ulster District Council. Food Service activities are either planned or reactive.

Planned	Reactive
<ul style="list-style-type: none"><li>◆ Food Hygiene Interventions</li><li>◆ Food Standards Interventions</li><li>◆ Sampling</li><li>◆ Health Promotion</li><li>◆ Partnerships</li><li>◆ Student training</li><li>◆ Alternative Enforcement Strategy</li></ul>	<ul style="list-style-type: none"><li>◆ Food/Water borne illness</li><li>◆ Food Complaints</li><li>◆ Food Alerts</li><li>◆ Consultations</li><li>◆ Liaison with other organisations</li><li>◆ Reactive Health Promotion</li><li>◆ Reactive revisit requests/appeals under the FHRS</li></ul>

Food Hygiene interventions are generally carried out on their own, but low risk premises may be inspected in conjunction with Food Standards, Health & Safety and targeted promotional initiatives. With the introduction of the smoke free legislation in April 2007, food inspections also encompass checks in relation to premises remaining smoke free. In line with the CEHOG vision, food officers should embrace health, well-being and sustainability. New premises are registered for Health & Safety as well as food.

## 2.4 Demands on the Food Service

### 2.4.1 Establishment Profile

Mid Ulster District Council has food enforcement responsibility for 1666 food premises.

The food premises fall into the following categories: -

Category Breakdown	Number of Premises	Percentage of Total Premises
Primary Producers	2	0.12
Manufacturers/Packers	131	7.8
Importers/Exporters	0	0
Distributors/Transporters	50	3
Retailers	292	17.5
Restaurants and Caterers	1191	72.7
<b>Total</b>	<b>1666</b>	<b>100</b>

### 2.4.2 Approved and Registered Premises

Of the 1666 food premises in the Council area, 1639 are registered with the department as required under Regulation (EC) No 852/2004, whilst the remaining 27 premises are approved, as required under the Regulation (EC) No 853/2004.

#### 2.4.2.1 Approved Premises

The following table provides a breakdown of the number of each Approved product specific establishment. These premises due to the nature of the processes and activities require additional time spend to other premises as outlined in the following table:

	Total	Task time	Total hours
Meat Products	11	25	275
Meat Preparations	2	25	50

Dairy Products	4	25	100
Egg Products	1	25	25
Fishery Products	4	25	100
Edible Co-Products	1	25	25
Cold Stores	4	25	100

Where premises are approved for more than one product; the above figures relate to the largest percentage of output from the premises.

#### **2.4.2.2 Home Authority Premises (excluding EC)**

As well as Approved Premises, the Council has a number of manufacturers and packers for which they act as Home Authority, providing additional advice and guidance on legislative requirements.

	<b>Total</b>	<b>Task time</b>	<b>Total hours</b>
Home Authority Premises	48	10	480

#### **2.4.2.3 Local Specialist / Complex Processes**

A number of large scale manufacturing premises are located within the District, exporting product worldwide. One premises holds Protected Geographical Indication status for its product.

Where necessary, queries on specialist or complex processes are directed to the Northern Ireland Food Managers Group (NIFMG) or the Northern Ireland Approvals Forum for opinion to ensure competent and consistent enforcement of legislation. Advice may also be sought from other external agencies as necessary.

#### **2.4.2.4 Imported Foods**

The Mid Ulster District Council area does not have a port of entry. However, the Department would have enforcement responsibility as an inland authority for imported foods where;

- Imported food not of animal origin (FNAO) does not comply with food law or fails to meet food safety requirements.
- Products of Animal Origin (POAO) have been brought into NI other than through a Border Inspection Post (BIP)
- POAO have been removed from border inspection post without a common veterinary entry document (CVED) or the authority of the official veterinary surgeon.

- POAO have been transported from the border inspection post to a destination other than that specified on the common veterinary entry document.

### **2.4.3 Service Delivery Points**

The service is available from Monday to Friday inclusive from 0900hrs to 1700hrs at the three offices of Mid Ulster District Council. The addresses of these offices are:

Cookstown Office - Burn Road, Cookstown, BT80 8DT  
 Dungannon Office - Circular Road, Dungannon, BT71 6DT  
 Magherafelt Office - Ballyronan Rd, Magherafelt, BT45 6EN

During the hours outlined above, officers can be accessed by telephoning **03000 132 132** or by direct access e-mail. The Environmental Health email address is [environmentalhealth@midulstercouncil.org](mailto:environmentalhealth@midulstercouncil.org).

Planned out of hours work is carried out as agreed by the Head of the Environmental Health. The Department is currently liaising with other local authorities to establish an out of hours service.

### **2.4.4 Specialist Services**

Mid Ulster District Council avails of the following external services:

- Public Health laboratory Services (PHLS)
- Department of Agriculture, Environment and Rural Affairs (DAERA)
- Public Analyst Scientific Services Ltd. (PASS), Wolverhampton.
- Public Health Agency (PHA)
- Food Standards Agency (FSA)
- Northern Ireland Water (NIW)
- Safe food
- Education Authority
- NIFMG and associated subgroups
- NIEA – Drinking Water Inspectorate

### **2.4.5 Factors likely to impact on Food Service Delivery**

Current issues that may impact on the demands of the service in the forthcoming year are:

- Continued implementation of the regional Allergen Management Strategy.
- Working jointly with the FSA to consider Nutrition and Dietary Health priorities in line with the FSA strategic Plan 2015-2020. This will include the promotion and implementation of the Calorie Wise Scheme.
- Ongoing review of EC approved premises and approval procedures as part of a NI wide project.
- The FSA's ongoing review of the delivery of the food service, 'Regulating our Future'.
- Continuation of consistency exercises across the three offices to ensure ongoing consistency in the application of the statutory FHRs.

- Preparation of businesses for the online aspect of the Statutory Food Hygiene Rating Scheme, the Regulations for which are currently in draft form.
- Continued adherence and review of the competency frameworks for staff as required by the Food Law Code of Practice for Northern Ireland.
- Potential implications of Brexit

## 2.5 Enforcement Policy

The Council has adopted a Generic Enforcement Policy which has an appendix specific to Food Law enforcement issues. Food businesses and the general public will have the opportunity to access the Enforcement Policy on the Environmental Health section of the Council's website at [www.midulstercouncil.org](http://www.midulstercouncil.org).

## 3.0 Service Delivery

### 3.1 Programmed Interventions

The Council intends to carry out food hygiene and food standards interventions at a minimum frequency as outlined in the Food Law Code of Practice (Northern Ireland). It will also register and where necessary approve new premises that open within the District throughout the year. All food interventions will be conducted according to the following policies:

- Mid Ulster District Council Enforcement Policy
- Enforcement Concordat
- Home Authority Principle / Primary Authority
- Food Hygiene Rating Scheme Guidance for District Councils

The Food Law Code of Practice (COP) allows local authorities greater flexibility in how to secure compliance with food safety legislation, particularly in relation to lower risk premises.

Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. Interventions can be divided into 2 categories, official controls and other interventions.

Official Controls	Other Interventions
Inspections (Full or partial)	Education
Audits	Advice
Sampling visits	Coaching
Monitoring visits	Information and intelligence gathering
Surveillance visits	
Verification visits	

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The majority of due inspections/interventions for the year 18-19 will be carried out as inspections as these are businesses which would be included within the scope of the statutory FHRS. However, due to the flexibility provided in the COP, lower risk establishments may receive an intervention other than inspection. These visits may be any of the official controls listed in the above table, and may take the form of an alternative enforcement strategy e.g. information gathering via questionnaires. This approach would be taken with lower risk establishments which are not included in the statutory FHRS e.g. Childminders, Pharmacies etc.

The following interventions are planned for the 2018/19 year.

### 3.1.1 Food Hygiene

<b>Risk Category</b>	<b>Planned Interventions</b>	<b>Task Time (hrs)</b>	<b>Total Hours</b>
A	1	7	7
B	31	6	186
C	190*	5	950
D	263*	4	1052
E	161*	2	322
Unrated	22	4	88

\* Includes carryover from 17-18

### 3.1.2 Food Standards

<b>Risk Category</b>	<b>Planned Interventions</b>	<b>Task Time (hrs)</b>	<b>Total Hours</b>
A	9	7	63
B	116	5	580
C	324	2	648
Unrated	19	2	38
Outside Programme	11	1	11

The number of 'unrated' establishments will vary throughout the year as new businesses open or businesses change ownership. These businesses will be inspected within 28 days of starting or from when the Council becomes aware that the establishment is in operation.

Businesses within the 'outside the programme' category relate to those where the risk is considered to be so low that there is effectively no inspectable risk, or where a mobile food unit is registered in the District but trades in other Council area(s) and where the Council is responsible for managing the Food Hygiene Rating for the Business. Businesses such as primary producers which are outside the programme for food hygiene but included for food standards are also included in this category.



### 3.1.3 Revisits

Revisits may be required for a number of reasons:

- Compliance monitoring following a programmed intervention
- Revisit following submission of a Request for Revisit form under Food Hygiene Rating Scheme
- Other revisit not related to the above

The number of planned revisits under each category for food hygiene and food standards (based on figures from 17/18) are outlined in the tables below:

#### 3.1.3.1 Food Hygiene Revisits

	Planned Interventions	Task Time	Total Hours
FHRV	84	2	168
FHO	34	2	68
FHRSRV	12	2	24

#### 3.1.3.2 Food Standards Revisits

	Planned Interventions	Task Time	Total Hours
FSRV	64	2	128
FSO	21	2	42

### 3.1.4 Sampling

The Council undertakes routine sampling in accordance with the Food Law Code of Practice (Northern Ireland) and the Council's Chemical and Microbiological Sampling Programmes. Follow up action in response to unsatisfactory sample results are contained within the sampling programmes.

The Public Health Laboratory at Belfast City Hospital will complete microbiological examination of food samples. The Public Analyst appointed by the Council to carry out chemical analysis of food samples is Public Analyst Scientific Services Ltd. (PASS), Wolverhampton.

The Council also undertakes sampling on behalf of the Drinking Water Inspectorate for food businesses using private water supplies.

The estimated number of samples is outlined in the following table.

	<b>Planned Interventions</b>	<b>Task Time (hrs)</b>	<b>Total Hours</b>
Microbiological Sampling	384	1.0	384
DWI	61	1.0	61
DWI Risk Assessments	24	3.0	72
Chemical Sampling	203	2.5	507.5

It may also be necessary to submit samples or swabs as part of complaint investigations or in the investigation of foodborne illness.

## **3.2 Reactive Work**

### **3.2.1 New Premises / Advisory Visits**

Throughout the year a number of businesses change ownership and new businesses open. This requires a new premises inspection to be completed within 28 days of opening. A number of advisory visits are also completed for both new and existing businesses as outlined in the table below. (Figures based on those for 17/18)

	<b>New and Advisory Visits</b>	<b>Task Time (hrs)</b>	<b>Total Hours</b>
New Premises Inspections	146	3	438
Advisory Visits	39	2	78

### **3.2.2 Food Complaints**

Food complaints will be investigated according to the food complaints procedure. The estimated number of complaints for the 2018/19 year is outlined below (based on figures for 17/18). On occasion requests will be received from another Council area for a Home Authority report to assist with a food complaint investigation. This is considered under Section 2.4.2.2 on the Home Authority Premises.

	<b>Complaints</b>	<b>Task Time</b>	<b>Total Hours</b>
Food hygiene & Food standards	95	8	760

### **3.2.3 Food Alerts / Incidents**

The Council will respond to alerts in accordance with the Food Law Code of Practice (Northern Ireland) and the Food Alerts Procedure. The estimated number of alerts for the 2018/19 year is outlined below (based on figures for 17/18). Other alerts for information and Allergy Alerts will be considered by the Principal Food Officer and actioned where necessary.

	<b>Number</b>	<b>Task Time</b>	<b>Total Hours</b>
Food Alerts for Action	3	5	15
Localised Food Incidents	12	5	60

### 3.2.4 Food Related Illness and Infectious Disease

The Council completes investigations on behalf of the Public Health Agency for Infectious Disease Notifications through the completion of questionnaires and follow up action with implicated food businesses as necessary. The estimated number of food related illness for the 2018/19 year is outlined below (based on figures for 17/18).

	<b>Planned Interventions</b>	<b>Task Time (hrs)</b>	<b>Total Hours</b>
Sporadic Investigations including ID notifications from Public Health Agency	96	4	384

### 3.3 Enforcement Action

Follow up enforcement action may be required as a result of either programmed or reactive work which involves additional Officer time. This is outlined in the following table:

	<b>Follow Up Action</b>	<b>Task Time Hrs/premises</b>	<b>Total Hours</b>
Hygiene Improvement Notice	5	2	10
Hygiene Emergency Prohibition Notice	1	14	14
Caution	1	10	10
Voluntary Closure	2	4	8
Voluntary Surrender	4	6	24
Detention Notice	1	4	4
Remedial Action Notice	1	2	2
Prosecution	1	40	40

### 3.4 Food Safety and Standards Promotion

Throughout the year the Council participates in promotional campaigns in partnership with the Food Standards Agency, other Council departments and external partners to deliver promotional messages through various projects, including:

Promotional Activity	Total Hours
Food Safety Week	10
Christmas Food Safety Campaign	10
Presentations to Schools / Community Groups	25
Participation in Health Fairs	10
Promotion of calorie wise	40
Allergen seminar	30

### 3.5 Additional Resource Requirements

In addition to delivery of the inspection programme a number of administrative and management duties must be completed for the delivery of the service. These are outlined in the following table.

Additional Resource Requirements	Total Hours
Food Hygiene Rating Scheme including database/portal management, consistency training, weeks of action etc.	180
Food Hygiene Rating Scheme Appeals / Right to Reply	20
LAEMS Return	100
KPI performance statistics	20
Food Service Plan	100
Sample Plans	30
Freedom of Information Requests	50
Food Officers CPD Personal Development/Competency Framework/Internal Monitoring	400

MUDC Convergence/updating of policies/procedures/forms etc.	50
Representation at NIFMG, NI Approvals Forum, Food Standards and Food Fraud Subgroup, FHRS Implementation Group and similar steering groups	140
Food Management – staff review and recruitment	100
Participation in the NI Allergen Strategy	400

#### 4.0 Financial Allocation

A Generic Costs Framework for Food Safety is utilized to derive direct and support costs for delivery of the Food Function, in accordance with standard accounting practice. The estimated level of expenditure provided by the Council towards delivery of the food service for the financial year 2018/19 is as outlined in the table below.

	<b>Total</b>
Staffing	£228,000
Travel and Subsistence	£13,000
Equipment	£1,000
Sampling Budget	£27,000
<b>Total</b>	£269,000

#### 4.1 Staffing Allocation

<b>Officer</b>	<b>Total</b>
PEHO	0.6
SEHO	1.0
DEHO	3.4
Support Staff	0
Clerical Staff	2
<b>Total</b>	7

The total number of Officer hours identified to deliver the service outlined in this plan is 10116.5 hours. This equates to 6.2 full time equivalent environmental health officers, a shortfall of 1.2 officers.

## **4.2 Staff Development Plan**

All staff within the Food Section are encouraged to identify training needs via the competency framework and in conjunction with the Principal and Senior EHO's for Food on an annual basis. These needs are recorded and prioritised.

All lead and authorised officers are required to undertake at least 20 hours of Continuing Professional Development each year. Food Officers are required to complete at least 10 core hours in food training.

In addition training needs may arise outside the annual review due to changing workloads, staff movement and legislation. Such additional training needs may be accommodated in house.

The programmes for training courses are assessed for relevance by the PEHO for Food to ensure the training objectives have been met and implemented. These are then signed off as necessary by the Director of Public Health and Infrastructure.

## **5.0 Quality Assessment**

The PEHO/SEHO (Food) will carry out management checks on planned vs actual inspections, examine workload distribution and file management and review performance at food team meetings. Accompanied inspections will be carried out as and when necessary to include E.C. premises, and/or Home Authority premises.

Additionally, the Principal Officer/Senior Officer will carry out periodic documentation checks of files, letters etc. Consistency exercises will be undertaken with all staff to ensure uniformity in enforcement and scoring of premises.

## **6.0 Review**

### **6.1 Review against the Service Plan**

The following reviews will be undertaken against the work carried out to ensure consistent implementation of the component parts of the Food Service Plan:

- Review KPI's within the Business Plan and Service Improvement Plan
- Annual Report to Council against Plan

## 6.2 Identification of any variation from the Service Plan

A review will be carried out at the end of the year to identify variation from the plan.

The review of the 2017/18 Service plan is summarised in the table below.

<b>Food Hygiene</b>		<b>2017/2018</b>
New premise inspections		146
FH programmed inspections		563
Other Food Hygiene visits		497
Infectious Disease investigations		77
<b>Food Standards</b>		<b>2017/2018</b>
New premise inspections		146
FS programmed inspections		269
Other Food Standards visits		454
<b>Food hygiene &amp; food standards service requests</b>		<b>2017/2018</b>
Service request including FOIs		320 (4 FOI)
Food complaints		95

## 6.3 Areas of Improvement

The work carried out by the food team was impacted throughout the year by a number of factors.

During the year, additional food work was carried out in the areas of nutrition and allergen management. The Department participated in the Calorie Wise scheme, a scheme developed by the Food Standards Agency NI in partnership with District Councils which encourages food businesses to display calorie information on their menus. Advisory and assessment visits were made to several food businesses, and an information seminar was delivered to promote the scheme. This resulted in a Mid Ulster business becoming one of the first businesses in Northern Ireland to receive the Calorie Wise award.

The Department also participated in the NI wide strategy to improve compliance with allergen management. This strategy was devised by the Northern Ireland Food Managers group and aims to improve compliance with the FIR allergen requirements across Northern Ireland and to provide a consistent approach to addressing issues relating to known allergens added to foods as allergenic ingredients and also those introduced by cross contamination. Several additional visits have been made to businesses in order to assess management controls and actions have been taken where non-compliance has been found. A series of seminars were delivered to local businesses regarding allergen management, which were well attended and showed business engagement. These seminars served to further educate businesses on the requirements and on the consequences of non-compliance.

The food service was subject to an FSA audit from the 21st – 24th November 2017. The audit was successful and only minor recommendations were made relating to internal monitoring and updating of procedures.

Other areas for improvement will be identified throughout the year via quality assessment procedures, as outlined in section 5.0. Plans to action such improvements will be developed and implemented to address these.



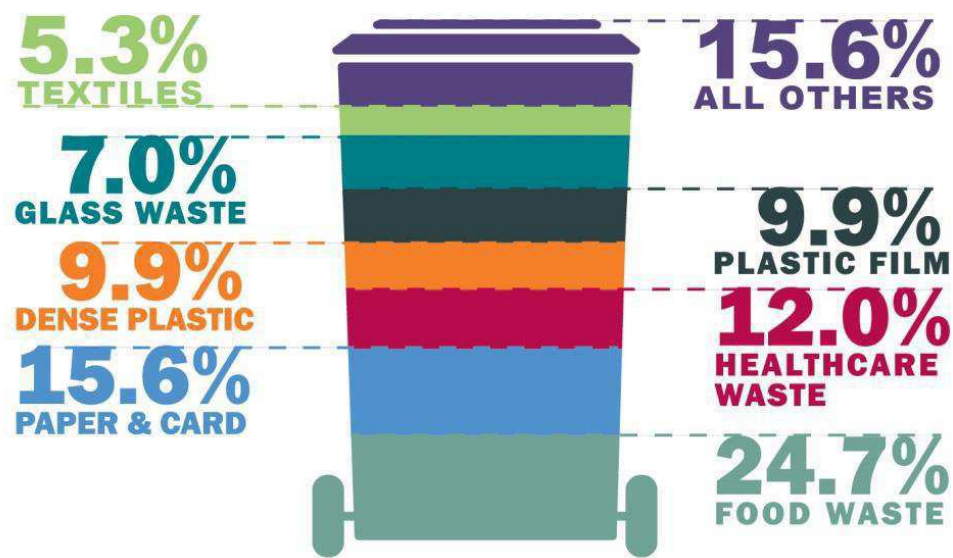
<b>Report on</b>	Northern Ireland Waste Composition Study Results
<b>Date of Meeting</b>	2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officer</b>	Mark McAdoo, Head of Environmental Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform members of the results of a study analysing the composition of kerbside collected household waste in Northern Ireland compiled from a two-phase fieldwork campaign.
<b>2.0</b>	<b>Background</b>
2.1	RPS was commissioned by WRAP, (the governmental advisory body on waste and resources), on behalf of the Department of Agriculture, Environment and Rural Affairs (DAERA), to undertake a study of the composition of household waste collected at the kerbside in Northern Ireland.
2.2	The aim was to determine overall waste composition, individual material capture rates and the extent to which recyclable or compostable materials are being disposed of in the residual waste stream. In addition, the report examines what has changed since 2007 (when the last waste composition study was carried out) in what we throw away in the residual waste stream and the biodegradability of each waste stream.
2.3	Waste composition analysis of kerbside collected material was carried out for all 11 local authorities in Northern Ireland. The study was conducted over two phases in order to account for seasonal changes that can occur in the waste streams. Phase 1 was undertaken from 13th March 2017 to 14th June 2017, while Phase 2 was undertaken from 4th September 2017 to 29th November 2017.
2.4	Household samples were identified based on socio-demographic (Mosaic) groups, service provision, collection rounds and local authority knowledge. Each local authority sample consisted of 150 households representative of the overall socio-economic makeup of the local authority. In total, waste and recyclables (dry and organic) from 1,650 households was analysed during both Phase 1 and Phase 2.
<b>3.0</b>	<b>Main Report</b>
3.1	<p><b><u>Summary Northern Ireland Results</u></b></p> <p><b><u>Kerbside collected residual waste</u></b></p> <p>Typically a household in Northern Ireland disposes in the region of 478 kg of residual waste annually. Food waste makes up just under 25% of total residual waste arisings.</p>

This is followed by paper and cardboard (15.6%), healthcare waste (12%), plastic film (9.9%), dense plastic (9.9%) and glass (7%).

**Figure 1 Summary composition of residual waste in Northern Ireland**



It should be noted that the quantity of residual waste collected at the kerbside has greatly decreased over the past 10 years with food waste showing the largest absolute reduction from 174,424 tonnes in 2007 to 87,062 tonnes in 2017.

**However, the study estimates that 55% of the contents of the residual bin is made up of waste types that could commonly be recycled at the kerbside.**

**Figure 2 Recyclable materials found in the residual stream**

3.2	<div data-bbox="225 174 1402 853"> <p><b>45.0% NON-RECYCLABLE MATERIALS</b></p> <p><b>55.0% RECYCLABLE MATERIALS</b></p> </div> <p><b><u>Kerbside collected recyclables</u></b></p> <p>Typically a household in Northern Ireland puts 138kg of material into the recycling container annually. Paper and cardboard make up just over half of the total recycling waste arisings in Northern Ireland at 51,560 tonnes. Dense plastic (17.4%), glass (16.3%), ferrous metal (3.9%) and non-ferrous metal (3.9%) were also prominent.</p> <p><b><u>Contamination of the kerbside recycling bin</u></b></p> <p>The proportion of non-target materials (i.e. contaminant materials that cannot be recycled in services currently provided by local authorities) in the recycling bin averaged 14.4% for commingled collections and 3% for source segregated collections. Cleanliness of target materials was not taken into account, such as food residue in containers or target materials in plastic bags.</p> <p><b><u>Kerbside collected organic waste</u></b></p> <p>A household in Northern Ireland typically throws out in the region of 170kg of organic waste annually. Garden waste is the largest waste type found in the organic waste stream making up just over 60% of the total organic waste arisings. Food waste makes up 34.2%. Contamination of the kerbside organic collection is minimal at 1.6%.</p> <p><b><u>Biodegradability</u></b></p> <p>The biodegradable content has been estimated for the following waste streams collected at the kerbside:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Residual 53%</li> <li><input type="checkbox"/> Dry recycling 54%</li> <li><input type="checkbox"/> Organics 97%</li> </ul> <p>The biodegradable content of all kerbside collected household waste in Northern Ireland has been estimated to be 62.5%.</p> <p><b><u>Capture rates</u></b></p>
3.5	

'Capture' refers to the quantity of a particular target material that is 'captured' by the service or scheme designed to accept that material. 'Capture rate' therefore refers to the proportion (as a percentage) of a targeted material that has been collected relative to the total quantity of that material arising (i.e. including both the residual bin and material recycled / composted).

The capture rates of key materials identified through this study are:

- ☐ Paper and cardboard - 57.7%
- ☐ Ferrous metal - 45.3%
- ☐ Glass - 40.6%
- ☐ Garden waste - 94.8%
- ☐ Food waste - 32.3%

This shows there is a significant amount of progress to be made across Northern Ireland to improve the capture rates for materials that can be readily recycled at the kerbside.

### **Comparison of Summary Mid Ulster Results to NI Results**

	<b><u>NI average</u></b>	<b><u>MUDC average</u></b>
<b><u>Kerbside collected residual waste per HH</u></b>	478 kg of residual waste annually	482 kg of residual waste annually
<b><u>% Recyclable materials found in the residual stream</u></b>	55% of waste in residual bin could be recycled	50.15% of waste in residual (black) bin could be recycled
<b><u>Top Recyclable materials found in the residual stream</u></b>	Food waste 24.7% Paper and card 15.6% Dense plastic 9.9% Glass 7%	Food waste 26% Paper and card 13.3% Dense plastics 10.6% Glass 5.9%
<b><u>Kerbside collected recyclables per HH</u></b>	138 kg of material into the recycling container annually.	202.8 kg of material into the blue bin annually
<b><u>Contamination of the kerbside recycling bin</u></b>	14.4% contamination rate for commingled collections	17.25% contamination rate of blue bin
<b><u>Top contaminating materials in kerbside recycling bin</u></b>	Food waste 2.5% Healthcare waste 0.6%	Food waste 4.6% Healthcare waste 1.5%
<b><u>Kerbside collected organic waste per HH</u></b>	170 kg of organic waste annually	239kg of organic (food and garden) waste annually in brown bin
<b><u>Contamination of the kerbside organics bin</u></b>	1.6% contamination rate.	4.5% contamination rate. (Healthcare waste, plastic film, construction wastes)

This report has highlighted the main challenges facing this and other Councils in NI:

- Lost capture of food waste placed in the black bin

	<ul style="list-style-type: none"> <li>• Lost capture of recyclables placed in the black bin</li> <li>• Contamination of the blue bin</li> </ul> <p>There is potential to recover significant additional tonnages of readily recyclable material from household black bins and to divert these into the blue and brown bin collections, to increase further the Mid Ulster recycling rate. Sustained communications to householders will be essential in achieving this.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Reduction in residual waste and diversion to blue/brown bins brings a cost saving per tonne.
	Human: Ongoing, targeted recycling communications are a key focus for Environmental Services Recycling Officers to ensure the three bin system is utilised effectively and the recycling rate is maximised.
	Risk Management: Continuing to meet statutory targets and adherence to NILAS targets ensures the avoidance of potential fines.
	.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None.
	Rural Needs Implications: None.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the contents of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Photographs of waste compositional analysis.



## Waste Compositional Analysis







<b>Report on</b>	Recycling Education and Environmental Awareness
<b>Date of Meeting</b>	2 <sup>nd</sup> July 2018
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officer</b>	Mark McAdoo, Head of Environmental Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on the ongoing Recycling for Schools Education programme and Environmental Awareness initiatives carried out over the previous six months.
<b>2.0</b>	<b>Background</b>
2.1	Environmental Services carries out a wide range of recycling education and environmental awareness activities throughout the Mid Ulster Council area to promote recycling and reduce waste to landfill, thus helping to achieve statutory recycling and landfill diversion targets and to enhance the environment in general.
2.2	An annual Recycling and Environmental Awareness Communications Plan has been approved previously by Committee. This includes delivery of a comprehensive Schools Education Programme and talks/presentations to other community groups on request.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>Educational visits and awareness events conducted during January to June 2018 are listed below:</p> <p><b>January 2018</b>            Augher Central PS – Recycling Talk            St Mary's PS, Fivemiletown – Recycling Talk            St Mary's PS, Draperstown – Tour of Magherafelt Recycling Centre            Gaelscoil an tSeanchai - Tour of Magherafelt Recycling Centre            Moneymore PS – Recycling Talk            St Peters PS, Moortown – Eco Schools meeting</p> <p><b>February 2018</b>            Aughnacloy PS – Recycling Talk            Screen Eco-Schools – Eco Schools meeting            St Pius X College - Tour of Magherafelt Recycling Centre            Coagh PS – Recycling Talks</p> <p><b>March 2018</b></p>

	<p>Screen Eco-Schools – Eco Schools meeting  Church of Ireland, Bellaghy – Information Event for older people  Donaghey PS – Recycling Talks  Killycurragh W I – Recycling/Food Waste Talk  SOFT Project, Cookstown – Recycling Talk</p> <p><b>April 2018</b>  Eco Speak Schools Competition, Burnavon Arts Centre  St Joseph's Grammar, Donaghmore – Recycling Talk  PCSP Home Safety Event, Aghaloo Community Centre, Aughnacloy  St Mary's PS, Aughnacloy – Recycling Talk  St Brigid's PS, Mayogall - Tree Planting at Ballymacombs Landfill Site  Knockloughrim PS – Tree Planting at Ballymacombs Landfill Site  St Mary's PS, Bellaghy - Tree Planting at Ballymacombs Landfill Site  St John Bosco's PS, Ballynease - Tree Planting at Ballymacombs Landfill Site  St Mary's College, Clady- Tree Planting at Ballymacombs Landfill Site  Bellaghy PS - Tree Planting at Ballymacombs Landfill Site  Involve House, Magherafelt – Recycling Talk  Castledawson PS – Recycling Talk  Cookstown High School – Recycling Talks  Orritor PS – Recycling Talk and Litter Pick</p> <p><b>May 2018</b>  Ballygawley Early Years Playgroup – Recycling Talk  Coolhill Mews, Dungannon – Door stepping  Naiscoil Aodh Ruadh, Dungannon – Recycling Talk  Gaelscoil na Speirini – Eco Schools event  Castledawson PS – Tour of Magherafelt Recycling Centre  Busy Bee Playgroup, Maghera – Recycling Games  Magherafelt PS – Recycling Talk  Derrychrin PS – Litter Pick  Burnvale Housing Association, Cookstown – Recycling Talk at Coffee Morning  Stewartstown PS – Recycling Talk</p> <p><b>June 2018</b>  Annaginny Caravan Park – Recycling Visit  Sure Start, Dungannon – Recycling Talk  Dunbia Environmental Awareness Event, Dungannon  St Mary's PS, Draperstown – Recycling Games  St Columb's PS, Cullion – Recycling Games/Visit  Knocknagin PS, Desertmartin – Recycling Games/Visit  Desertmartin PS – Eco Schools meeting  Ballytrea PS – Recycling Talk  First Cookstown Scouts Group – Tour of Cookstown Recycling Centre  Queen Elizabeth II PS, Pomeory – Flower planting  Sure Start, Cookstown – Recycling Talk</p>
3.2	<p>Planned future events/activities in the coming months are as follows:</p> <ul style="list-style-type: none"> <li>• Clogher Valley Show, 25<sup>th</sup> July 2018</li> <li>• Recycle Week, 24<sup>th</sup> – 30<sup>th</sup> September 2018</li> <li>• Love Food Hate Waste campaign (theme of “potatoes”), 8<sup>th</sup> – 28<sup>th</sup> October 2018</li> </ul>

	<ul style="list-style-type: none"> <li>• European Week for Waste Reduction, 17<sup>th</sup> – 25<sup>th</sup> November 2018</li> <li>• Recycle Magic, November 2018</li> </ul>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: The costs relating to the annual Recycling and Environmental Awareness Communications Plan and related activities are within the Environmental Services budget.
	Human: Considerable staff time is spent by the Recycling/Education Officers on programme delivery.
	Risk Management: N/A
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: The Education and Awareness Programme is available to all schools and groups across the Mid Ulster District.
	Rural Needs Implications: The schools education programme has recently been expanded to cover littering which is a particular problem on rural roads as part of the Councils Clean Neighbourhood Programme being carried out in conjunction with Environmental Health.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the contents of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Photographs of Recycling/Education Officers at various events.

