



10 November 2020

Dear Councillor

You are invited to attend a meeting of the Environment Committee to be held in The Chamber, Magherafelt and by virtual means Council Offices, Ballyronan Road, Magherafelt, BT45 6EN on Tuesday, 10 November 2020 at 19:00 to transact the business noted below.

In accordance with the spirit of the recent COVID restriction, Members are strongly encouraged to join virtually as the preferred option. Should you need to attend in person then provision will be made at the Council Offices, Magherafelt. Please notify Democratic Services in advance if this is the case.

A link to join the meeting through the Council's remote meeting platform will follow.

Yours faithfully

Anthony Tohill  
Chief Executive

---

## AGENDA

### OPEN BUSINESS

1. Apologies
2. Declarations of Interest  
Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.
3. Chair's Business
4. Deputation - Tree Maintenance Campaign

### Matters for Decision

- |    |  |         |
|----|--|---------|
| 5. | DfI Roads Proposal to Mid Ulster District Council - Proposed 40MPH Speed Limit – Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe | 3 - 6   |
| 6. | Environmental Services Proposed Scale of Charges for 2021/22   | 7 - 12  |
| 7. | Bus Shelters Update  | 13 - 28 |
| 8. | Live Here Love Here Small Grants Scheme 2020   | 29 - 58 |

- |     |  |          |
|-----|--|----------|
| 9.  | Response to the Food Standards Agency's consultation on the Review of the Guidance on vacuum packed chilled food | 59 - 88  |
| 10. | EU Exit  | 89 - 128 |

Matters for Information

- |    |   |           |
|----|---|-----------|
| 11 | Minutes of Environment Committee held on 13 October 2020  | 129 - 146 |
| 12 | KNIB Cleaner Neighbourhoods Survey/Report   | 147 - 178 |
| 13 | Tullyvar Joint Committee Update   | 179 - 192 |
| 14 | Recycling Centre Opening Hours  | 193 - 194 |
| 15 | Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for April to June 2020 | 195 - 200 |
| 16 | Completion of Mid Ulster is Growing from Home Project   | 201 - 252 |
| 17 | Landlord Registration   | 253 - 276 |
| 18 | Building Control Workload   | 277 - 282 |
| 19 | Entertainment Licensing Applications  | 283 - 296 |
| 20 | Dual Language Signage Surveys   | 297 - 318 |
| 21 | Dual Language Signage Requests  | 319 - 332 |
| 22 | Dual Language Signage – Derry Road  | 333 - 358 |

**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

23. Contract Extension: PPE/Workwear Supplier
24. Tender report for Quarry aggregates and Bitmac products
25. Contracts for collection and recycling of tyres and WEEE/batteries
26. Coalisland Public Realm – Utility Companies

Matters for Information

27. Confidential Minutes of Environment Committee held on 13 October 2020
28. Vehicle Replacements – Price increase
29. Capital Framework – ICT Contracts Update
30. Capital Framework – IST Contracts Update
31. Capital Projects – Scoping Contracts Update

<b>Report on</b>	DfI Roads Proposal to Mid Ulster District Council - Proposed 40MPH Speed Limit – Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe
<b>Date of Meeting</b>	Tuesday 10 <sup>th</sup> November 2020
<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>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek the agreement of Members in relation to proposals from DfI Roads to introduce measures to enhance the safety and development of the transport network with a range of transport proposals.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are consulting the Council with proposals to introduce measures designed to improve network safety, sustainability and efficiency to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposals to be brought to the attention of the Environment Committee:</p> <p><b>Proposed 40MPH Speed Limit – Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe</b></p> <p>DfI Roads are proposing to provide a 40mph speed limit on the Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe.</p> <p>Consultation letter and location map of 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: Officer time in drafting reports
	Risk Management: The introduction of the aforementioned proposal at this location will assist in the management of road safety issues.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: The introduction of the aforementioned proposal at this location will assist DfI in the discharge of their statutory duty.
	Rural Needs Implications: The rural needs assessment would be conducted by DfI Roads.
<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	<b>Appendix 1</b> Letter from DfI Roads dated 5 <sup>th</sup> October 2020; Proposed 40mph speed limit on the Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe
6.2	<b>Appendix 2</b> Drawing – Proposed 40mph speed limit on the Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe



Department for

**Infrastructure**

An Roinn

**Bonneagair**

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

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

**Roads**  
Western Division  
Network Development  
County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

5 October 2020

Dear Mr Tohill

**PROPOSED 40MPH KILMASCALLY ROAD, KILLYCANAVAN ROAD AND ARDBOE ROAD, ARDBOE**

DfI Roads is proposing to provide a 40mph speed limit on the Kilmascally Road, Killycanavan Road and Ardboe Road, Ardboe, as shown on the enclosed map.

PSNI have been consulted regarding the proposal.

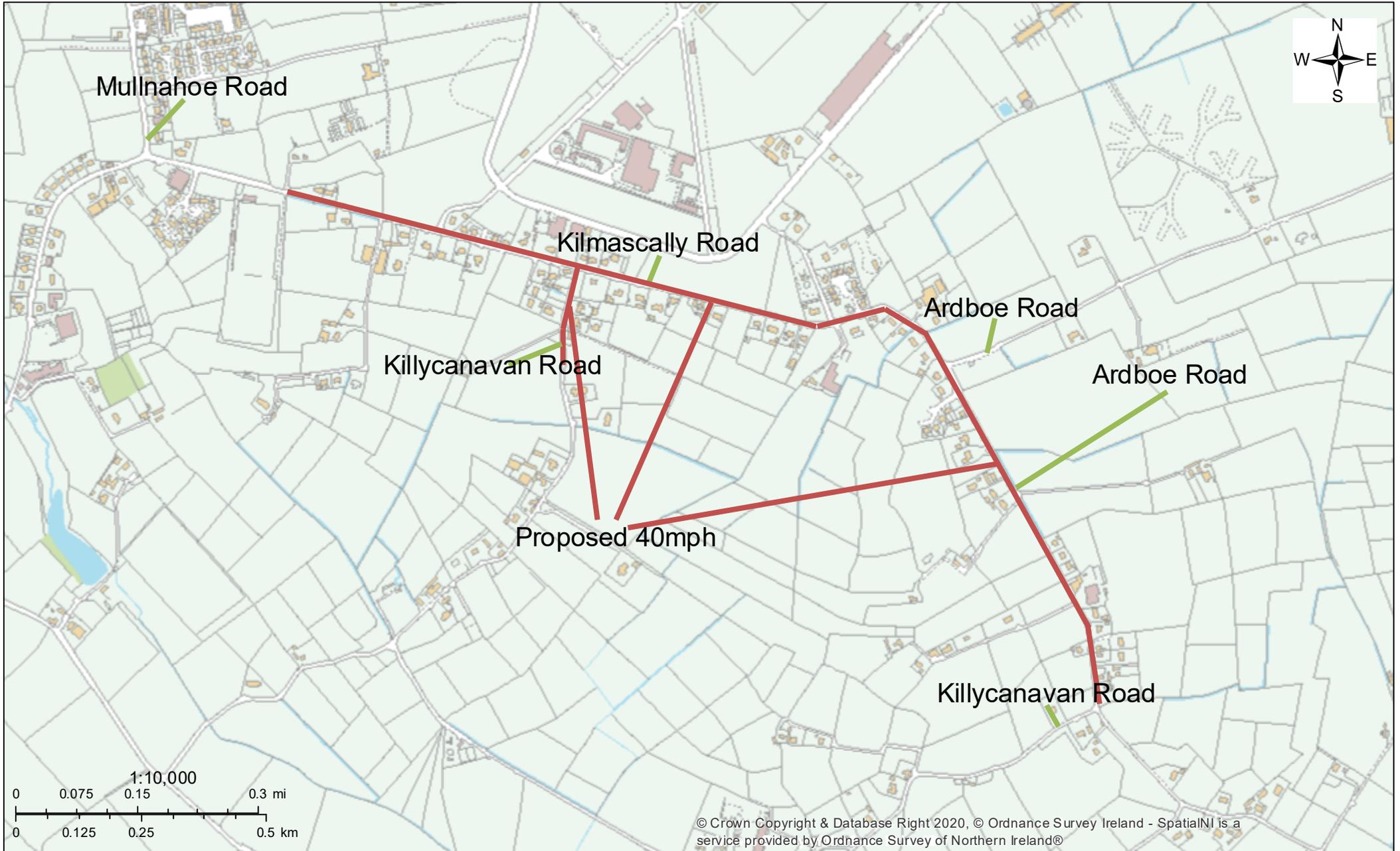
Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc

# Proposed 40mph - Kilmascally Rd, Killycanavan Road and Ardboe Road



Monday 5 October 2020 11:14:58

<b>Report on</b>	Environmental Services Proposed Scale of Charges for 2021/22
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<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 seek approval for a proposed scale of charges in relation to Environmental Services for the period 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> March 2022.																				
<b>2.0</b>	<b>Background</b>																				
2.1	The proposed charges for Environmental Services relate to: the collection and disposal of commercial waste; the sale of wheeled bins to domestic and commercial customers; the provision of bulky waste collections and acceptance of trade waste at Recycling Centres.																				
<b>3.0</b>	<b>Main Report</b>																				
3.1	<p><b>Commercial waste kerbside collection charges</b></p> <p>Proposed charges for the collection and disposal of commercial waste from 1<sup>st</sup> April 2021 (at the kerbside) are shown in table 1 below.</p> <p>Table 1</p> <table border="1"> <thead> <tr> <th rowspan="2">Bin Size</th> <th colspan="2">Cost per Collection</th> </tr> <tr> <th>Residual</th> <th>Recycling</th> </tr> </thead> <tbody> <tr> <td>120 Litre</td> <td>£3.25</td> <td>£2.10</td> </tr> <tr> <td>240 Litre</td> <td>£5.90</td> <td>£3.90</td> </tr> <tr> <td>360 Litre</td> <td>£8.65</td> <td>£5.65</td> </tr> <tr> <td>660 Litre</td> <td>£15.30</td> <td>£10.10</td> </tr> <tr> <td>1100 Litre</td> <td>£25.20</td> <td>£16.65</td> </tr> </tbody> </table> <p>The proposed charges are based on a 1% inflationary increase on the existing charges (rounded to the nearest five pence). In order to incentivise recycling the charges for the collection of recycling bins equate to only two thirds of the residual waste charges. It should be noted that VAT is not chargeable on any commercial waste collections.</p>	Bin Size	Cost per Collection		Residual	Recycling	120 Litre	£3.25	£2.10	240 Litre	£5.90	£3.90	360 Litre	£8.65	£5.65	660 Litre	£15.30	£10.10	1100 Litre	£25.20	£16.65
Bin Size	Cost per Collection																				
	Residual	Recycling																			
120 Litre	£3.25	£2.10																			
240 Litre	£5.90	£3.90																			
360 Litre	£8.65	£5.65																			
660 Litre	£15.30	£10.10																			
1100 Litre	£25.20	£16.65																			
3.2	<p><b>Purchase of Wheeled Bins</b></p> <p>The proposed prices for the purchase of wheeled bins as shown in table 2 below:</p> <p>Table 2</p>																				

<b>Bin Size</b>	<b>Cost</b>	<b>Delivery Charge</b>	<b>Total (Exc VAT)</b>
120/180 Litre	£20	N/A	£25
240 Litre:			
Black	£35	N/A	£35
Brown	£30	N/A	£30
Blue	£25	N/A	£25
240 Litre	£25	N/A	£25
360 Litre	£50	£12	£62
660 Litre	£125	£12	£137
1100 Litre	£170	£12	£182

Differential charges for the purchase of 240 litre wheeled bins are proposed to encourage more recycling i.e. less cost for householders to purchase a second blue bin for collection as permitted under our Waste Collection Policy. However when a householder needs to purchase all three bins at the one time e.g. for a new property the total charge for all three bins will be reduced to £75 (rather than £90). Charges for the purchase of all size of household bins are now inclusive of delivery and payment for same can be made online.

### 3.3 **Replacement Parts and Miscellaneous Items**

It is not proposed to increase the current prices for these as shown in table 3 below:

Table 3

<b>Replacement part</b>	<b>Cost</b>
120, 140, 240 or 360 litre bin wheels	£3.50 each
120, 140, 240 or 360 litre bin axles	£3.00 each
Complete bin axle with 2 wheels for above bins	£10.00 per set
240 litre bin lid with pins	£10.00
Individual bin lid pins - all sizes	£1.00 each
660 and 1100 litre castor wheels with brakes	£15.00
660 and 1100 litre castor wheels without brakes	£12.00
<b>Miscellaneous item</b>	
Food Waste Caddies	Free of charge
Home Compost Units	Free of charge
Caddy Liners (approx. 50 liners per roll)	£1.00 per roll
Re-usable garden waste sacks	£2.00 each

### 3.4 **Bulky Household Waste Collection Service**

It is proposed that the current charge of £5 for the provision of a bulky household waste collection service (per three items) remains the same.

### 3.5 **Collection of Second Brown Bin**

The annual service charge for the collection of a second brown bin (as approved under the revised Waste Collection Policy adopted by Council on 24<sup>th</sup> September 2020) is £50.

### 3.6 **Disposal of Commercial Waste at Recycling Centres**

The proposed charges for the disposal of commercial waste at Cookstown, Drumcoo and Magherafelt Recycling Centres from 1<sup>st</sup> April 2022 are shown in table 4 below:

Table 4

Material	Rate per Tonne	VAT	Total Per Tonne
Residual Waste	£150	£30	£180
Wood	£75	£15	£90
Hard Plastic	£125	£25	£150
Plasterboard	£150	£30	£180
Fridges/Freezers	£50 each	£10	£60 each
Oil filters & rags	£2200	£440	£2640
Engine & vegetable oils	£200	£40	£240
Green (garden) waste	£50	£10	£60
Paint (including cans)	£850	£170	£1020
Rubble	£20	£4	£24

A minimum charge of £5 applies however commercial recyclable waste such as paper, cardboard, batteries, fluorescent tubes, electrical appliances, textiles, scrap metal, plastic bottles and glass bottles will continue to be accepted free of charge.

#### 4.0 Other Considerations

##### 4.1 Financial, Human Resources & Risk Implications

Financial:

The total projected income from the collection and disposal of commercial waste from the kerbside in 2021/22 is estimated to be approximately £250,000

Human:

Administration of trade waste invoicing and Recycling Centre commercial pre- payments.

Risk Management:  
N/A

##### 4.2 Screening & Impact Assessments

Equality & Good Relations Implications: N/A

Rural Needs Implications: N/A

#### 5.0 Recommendation(s)

5.1 It is recommended that the proposed scale of charges as outlined be approved for 2021/22

#### 6.0 Documents Attached & References

6.1 Existing Scale of Charges for 2020/21



## ENVIRONMENTAL SERVICES SCALE OF CHARGES 2020/21

### Commercial Waste Kerbside Collection and Disposal Charges

Bin Size	Cost per Collection	
	Residual	Recycling
120 Litre	£3.20	£2.10
240 Litre	£5.80	£3.85
360 Litre	£8.55	£5.60
660 Litre	£15.15	£10.00
1100 Litre	£24.95	£16.50

### Purchase of Wheeled Bins

Bin Size	Cost	Delivery Charge	Total (Exc VAT)
120/180 Litre	£25	£9	£34
240 Litre*	£25	£9	£34
360 Litre	£50	£12	£62
660 Litre	£125	£12	£137
1100 Litre	£170	£12	£182

\*Discounted cost for three coloured 240 litre bins (if purchased at same time) is £60

### Wheeled Bin Replacement Parts and Miscellaneous Items

Replacement part	Cost
120, 140, 240 or 360 litre bin wheels	£3.50 each
120, 140, 240 or 360 litre bin axles	£3.00 each
Complete bin axle with 2 wheels for above bins	£10.00 per set
240 litre bin lid with pins	£10.00
Individual bin lid pins - all sizes	£1.00 each
660 and 1100 litre castor wheels with brakes	£15.00
660 and 1100 litre castor wheels without brakes	£12.00
<b>Miscellaneous item</b>	
Food Waste Caddies	Free of charge
Home Compost Units	Free of charge
Caddy Liners (approx. 50 liners per roll)	£1.00 per roll
Re-usable garden waste sacks	£2.00 each

### Disposal of Commercial Waste at Recycling Centres

Material	Rate per Tonne	VAT	Total Per Tonne
Residual Waste	£150	£30	£180
Wood	£75	£15	£90
Hard Plastic	£125	£25	£150
Plasterboard	£150	£30	£180
Fridges/Freezers	£50 each	£10	£60 each
Oil filters & rags	£750	£150	£900
Green (garden) waste	£50	£10	£60
Paint (including cans)	£650	£130	£780
Rubble	£20	£4	£24

**Bulky Household Waste Collection Charge - £5 per collection (up to 3 items)**



<b>Report on</b>	Bus Shelters Update
<b>Date of Meeting</b>	10th November 2020
<b>Reporting Officer</b>	Raymond Lowry

<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 current bus shelter status.
<b>2.0</b>	<b>Background</b>
2.1	Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the department to erect and maintain on any road within the district of the Council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.
2.2.	Following the bus shelter collaborative workshop held in March 2020, the bus shelter process was discussed and agreed at the Council meeting held on the 27 <sup>th</sup> March 2020. Members are advised in a monthly report of progress made on the various applications that have been lodged with the department.
2.3	Due to the Covid-19 pandemic progress has been delayed with unavailability of staff and priority of workloads within the various departments involved in dealing with the shelter installation. MUDC / DfI Roads have met (through "Microsoft Teams") to discuss a selection of these projects and will continue to carry out similar meetings to progress shelter applications.
<b>3.0</b>	<b>Main Report</b>
3.1	The following information headings will be covered: <ul style="list-style-type: none"> <li>• New applications made in the past month (see 3.2)</li> <li>• Progress on stages 2-4 application process (see 3.3)</li> <li>• Request for Council to move from stage 5 (see 3.4)</li> <li>• Progress update on stages 6-9 (see 3.5)</li> <li>• Progress update on stages 10-11 (see 3.6)</li> <li>• Update on statutory response times in relation to agreement on time related responses for application (see 3.7)</li> <li>• Other issues (see 3.8)</li> </ul>

3.2 **New Applications made in the past month – 1Nr**

- St Colmans Park, Moortown.

3.3 **Progress on stages 2-4 of the application process – see table in Appendix 1.**

3.4 **Requests for Council to move from stage 5 of the application process –**

- Glendavagh road, Crilly, Aughnacloy.
- Church Street, Cookstown.
- Whitebridge road, Ballygawley.

3.5 **Progress update on stages 6-9 – the applications below have been discussed with a view to getting approval:**

- **Culnady village** (see Table 4 Appendix 1 – reference 8) Community engagement agreed, and Landowner approval pending. Shelter will be passed to Property Services to be installed on receipt.

<b>Shelter Location</b>	<b>Culnady village</b>
Bus Shelter Requested	15 August 2016
Date Request Validated	18 August 2016
Survey Issued	22 September 2020
Survey Returned By	05 October 2020
Survey Letter Issued	19
Survey Letters Returned	7
Replies in Favour	7
Replies not in Favour	0
Invalid	0
Valid Returns	7
Percentage in Favour	100%

In accordance with the Bus Shelter Policy, where more than 67% of the completed replies returned by occupiers indicate that they are in favour of the installation of a bus shelter, it is confirmed that the bus shelter at Culnady village is recommended for proceeding to install, **subject to NIHE land agreement.**

- **Thornhill Road, Agharan** (see Table 4 Appendix 1 – reference 15) approved location – DFI roads approval to proceed with shelter, subject to site visit. Neighbour consultation has been issued, closed, 16 October 2020.

<b>Shelter Location</b>	<b>Thornhill Road, Agharan</b>
Bus Shelter Requested	26 November 2019
Date Request Validated	30 November 2019
Survey Issued	01 October 2020
Survey Returned By	16 October 2020
Survey Letter Issued	2
Survey Letters Returned	2
Replies in Favour	2
Replies not in Favour	0
Invalid	0
Valid Returns	2
Percentage in Favour	100%

In accordance with the Bus Shelter Policy, where more than 67% of the completed replies returned by occupiers indicate that they are in favour of the installation of a bus shelter, it is confirmed that the bus shelter at Thornhill road, Agharan, is recommended for proceeding to install, **subject to final DFI Roads site visit.**

- **Knockloughrim.** (see Table 4 Appendix 1 – reference 4) Neighbour notification completed.

<b>Shelter Location</b>	<b>Knockloughrim</b>
Bus Shelter Requested	19 May 2017
Date Request Validated	21 May 2017
Survey Issued	05 October 2020
Survey Returned By	20 October 2020
Survey Letter Issued	9
Survey Letters Returned	4
Replies in Favour	2
Replies not in Favour	2
Invalid	0
Valid Returns	4
Percentage in Favour	50%

In accordance with the Bus Shelter Policy, where more than 67% of the completed replies returned by occupiers indicate that they are not in favour of the installation of a bus shelter, it is confirmed that the bus shelter at Knockloughrim is recommended not to be installed.

- **Kileenan.** (see Table 4 Appendix 1 – reference 10) Proposed shelter location at Kildress GAC, agreement received from EA for location. Neighbour notification closed with 100% in agreement for the shelter location.

<b>Shelter location</b>	<b>Kileenan, GAC site</b>
Bus Shelter Requested	10 February 2017
Date Request Validated	14 February 2017
Survey Issued	21 October 2020
Survey Returned By	04 November 2020
Survey Letter Issued	1
Survey Letters Returned	1
Replies in Favour	1
Replies not in Favour	0
Invalid	0
Valid Returns	1
Percentage in Favour	100%

In accordance with the Bus Shelter Policy, where more than 67% of the completed replies returned by occupiers indicate that they are in favour of the erection of a bus shelter, it is confirmed that the bus shelter at, Kileenan is recommended to install.

- **Clonoe crossroads,** (see Table 4 Appendix 1 – reference 13) Meeting held with Translink on site, site confirmed and agreed with DFI Roads. Neighbour consultation closed 5 October 2020, with shelter location agreed.

<b>Shelter Location</b>	<b>Clonoe crossroads</b>
Bus Shelter Requested	21 October 2017
Date Request Validated	25 October 2020
Survey Issued	22 September 2020
Survey Returned By	05 October 2020
Survey Letter Issued	17
Survey Letters Returned	1
Replies in Favour	1
Invalid	0
Valid Returns	0
Percentage in Favour	100%

In accordance with the Bus Shelter Policy, where more than 67% of the completed replies returned by occupiers indicate that they are not in favour of the erection of a bus shelter, it is confirmed that the bus shelter at Clonoe crossroads, is recommended to be installed.

- **Drummullan**, Replacement shelter, with side removed to allow safe access from existing footpath. Passed to Property Services for replacement, as maintenance works.
- **Brackville, Four Corners Bar**, Location agreed in principle subject to landowner agreement for removal of hedging. Awaiting response from Landowner. Neighbour notification closes 6 November 2020.
- **Innishrush Village**, NIHE currently looking at process for disposal of required lands to MUDC. Neighbour notification issued and closes 6 November 2020.
- **Annaghoboe Road, Clonoe**, Neighbour notification issued and closes on 30 October 2020. Site confirmed by Translink, DFI site visit required to confirm final location.
- **Bellaghy village**, Two number shelters to be placed in the village. Currently neighbour notification closing 28 October 2020. Sites located at Seamus Heaney HomePlace and layby at Overends shop. DFI Roads and Translink content with proposed sites.

### 3.6 Progress update on stages 10-11

Shelters installed since date of last meeting:

- Millview, Dunnamore in progress, base installed.

### 3.7 Progress on response times – Agreed response times within 30 days with statutory agencies.

Statutory Agencies	Number requests sent	Reply <30 Days	Reply >30 Days
Translink	5	2	3
Education Authority	5	1	4
Dfi Roads	0	0	0
NIHE	1	0	New contact obtained for NIHE, better progress

3.8	<p><b>Translink Responses Outstanding</b></p> <ol style="list-style-type: none"> <li>1. Main street, Benburb</li> <li>2. Jordan Engineering, Benburb</li> <li>3. Mountjoy road, Brocagh</li> </ol> <p><b>Education Authority Responses Outstanding</b></p> <ol style="list-style-type: none"> <li>1. Main Street, Benburb</li> <li>2. Jordan Engineering, Benburb</li> <li>3. Brough Road, Castledawson</li> <li>4. Mountjoy Road, Brocagh</li> </ol> <p><b>NIHE Responses Outstanding</b></p> <ol style="list-style-type: none"> <li>1. Innishrush Village</li> </ol> <ul style="list-style-type: none"> <li>• <b>Note;</b> Statutory update meeting organised for w/c <b>09 November 2020</b> to discuss new Bus shelter locations, response times and any other issues.</li> </ul> <p><b>Other issues:</b></p> <p>Application for a Bus Shelter at the Credit Union, Moygashel (see Table 3 in Appendix 1 – reference 2). Members to note information received from Translink has been reviewed regarding a new shelter location at the Linen Green, Moygashel, with neighbour notification issued, closing 06 November 2020. Full report to be presented in December Committee for consideration.</p> <p>As advised at the October Environment Committee meeting, the current shelter application for Tirkane Road has been removed from the register due to its unsatisfactory location, and Technical Services will review alternative locations for a new shelter and report back to next available Committee.</p> <p>Members to note that further to last month’s Environment Committee meeting Technical Services are reviewing the current Bus Shelter Policy and it is envisaged that a workshop is to be held during November 2020. Date to be confirmed.</p>
<b>4.0</b>	<b>Other Considerations</b>
4.1	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: Within budget for Technical Services and Property services to action provision / installation costs within their budget.</p> <p>Human: Officer time to administer shelter applications.</p> <p>Risk Management: Non-delivery will have adverse impact of users of public transport.</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	Members to note the content of the report on the progress made on bus shelters within the district.
5.2	Members to note new applications made in the last month – St Colmans Park, Moortown.
5.3	<p>Members approval is requested for the following applications to move from stage 5 of the application process:</p> <ul style="list-style-type: none"> <li>• Glendavagh road, Crilly, Aughnacloy.</li> <li>• Church Street, Cookstown.</li> <li>• Whitebridge road, Ballygawley.</li> </ul>
5.4	<p>Members approval is requested for installation of the following shelters as they have met all the criteria in the Bus Shelter Policy (Section 1.2, Point 4):</p> <ul style="list-style-type: none"> <li>• Culnady Village</li> <li>• Thornhill Road</li> <li>• Kileenan, Kildress GAC</li> <li>• Clonoe Crossroads</li> </ul>
5.5	<p>Members approval is requested for removal of the following from the Bus Shelter Register as they have not met the criteria in the Bus Shelter Policy (Section 1.2, Point 4):</p> <ul style="list-style-type: none"> <li>• Knockloughrim Village</li> </ul>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Progress table with comments
6.2	Appendix 2 – Procedure guide for erection of Bus Shelters
6.3	Appendix 3 – Policy on the Provision of Bus Shelters



Table 1 – Applications awaiting formal application to be submitted (2nr)				
No	Location	Stage	Status / Comment	Progress status
1	Tullyhogue Village	0	Residents declined original location as will promote anti-social behaviour. Limited options for alternative sites that suit bus pick-ups. Technical Services waiting for Translink and EA to respond.	New site to be identified within village. Programme to be confirmed when site identified and approved. <b>Site meeting arranged with applicant to identify new location, 29 October 2020.</b>
Table 2 – New applications received since last Committee (1nr)				
1	St Colmans Park, Moortown	3	Met applicant on site 9 October 2020, site agreed.	<b>User numbers requested from Translink and EA, awaiting response.</b>
Table 3 – STAGES 2-4, (8nr)				
1	Derryvale, Coalisland	3	Proposed locations have been declined by Translink. Alternative sites being sought.	Alternative site to be found within area. Awaiting confirmation numbers from EA before proceeding. Programme to be confirmed when site identified and user numbers confirmed.
2	Credit Union, Moygashel	4	Site meeting between MUDC, Translink and Cllr Cuthbertson on 28-02-2020	<b>Request sent to Translink to re-assess the passenger numbers in this location as requested by applicant. Neighbour notification issued, return date 06 November 2020.</b>
3	Glendavagh Road, Crilly, Aughnacloy - 2016/013	4	Application Form filled in during meeting with Cllr Burton	Cllr Burton to discuss with land-owners. Land on both sides of road either slopes up or down from road. Erection of new shelter will require a lot of excavation/fill. <b>Translink confirmed 0nr users, EA confirmed 6nr users. Move to stage 5, Council approval</b>
4	Church street , Cookstown	4	Site meeting held with applicant, user number requests issued to Translink and EA	<b>User numbers requested from Translink and EA. Translink responded to say they do not lift any passengers at this location. EA confirmed 10nr users. Move to stage 5, Council approval .</b>
5	Main street, Benburb	4	Site meeting held with Cllr Molloy, user number requests issued to Translink and EA	<b>User numbers requested from Translink and EA. Reminder to be sent to for user numbers.</b>
6	Jordan Engineering, Benburb	4	Meeting to be organised with Cllr Burton on site to agree location	<b>Site meeting held 28 August, site agreed, numbers request sent to Translink and EA, Reminder sent for user numbers.</b>
7	Brough Road, Castledawson (Private Application) - 2018/001	3	Application Form returned .	This was proposed as a temporary means for children to be lifted while the dual carriageway from Toome to Castledawson was being built. <b>User numbers requested by Translink/EA . Translink Have reported 4nr passengers, EA to confirm numbers Reminder sent.</b>
8	Whitebridge, Ballygawley	4	New request for shelter	<b>Site meeting held, 7 September, application form completed. Site identified and user numbers requested from Translink and EA. Translink responded, they do not service this route. EA confirmed 10nr users, move to stage 5, Council approval.</b>

Table 4 – STAGES 5-8, (15 NR)				
No	Location	Stage	Status / Comment	Progress status
1	Cappagh Village	6	Existing shelter in dangerous location, no footpath. Community request to have children lifted in the village. Limited turning space for buses in village.	Translink have assed the site and proposed location for shelter adjacent to the frnt gavle of the bar. Consultation with landowner and neighbours to be carried out for approval to locate in this position.Nearest neighbour to be issued.
2	Kinrush Road/Battery Road Junction, Moortown	6	Original site limited space, alternative site to be confirmed.	Original location deemed not acceptable although alternative location has now been identified and progress to install shelter to programmed. TS programmed to discuss with Dfl roads at next meeting and progress to instruct to install shelter.
3	Main Street, Bellaghy	8	Existing shelter removed, at chemist. Proposed new sites have been identified at HomePlace and layby at Overends butcher.	Discussed with Dfl roads and alternative 2no locations have been agreed. Translink to confirmed locations . Community engagement to complete to ensure all residents are in agreement to new shelter locations. Translink and DFI roads have confirmed they are content to move their stops and subject to reseedent engagement these can progress. Neighbour notification closes 28 October 2020.
4	Knockloughrim Village	8	Landowner unknown for proposed site. Further investigations underway to determine landowner.	Parks department have agreed loction within their site, Neighbour consultation, closed 20 October 2020. Shelter not to proceed in this location see main report.
5	Kingsisland Primary School	6	Final confirmation from primary school required to progress.	Compliant site location, final confirmation required from the school. To be programmed subject to final approval from school and Education Authority. Discussion to be had with Dfl roads on compliant location. Install after no objections from community / school engagement. Meeting to be held with school on exact location of shelter
6	Inishrush Village	8	Landowner clarified as NIHE.	NIHE to approve location for new shelter. Progamme for delivery, subject to permission and legal agreements/ lands transfer from NIHE. Further update and community engagement to be confirmed. NIHE to consider if lands to be transferred to MUDC. Neighbour notification issued, closes 6 November 2020.
7	Magheracastle Road / Mountjoy Road, Brocagh	6	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up.	Report at next Council Site meeting held 3 August, site agreed, requests sent to Translink and EA for number confirmation. Reminders sent to both parties
8	Culnady Village	8	Site approved in centre of village, located on DFI Roads lands.	Site agreed on DFI Roads lands in centre of village. Dfl Roads have confirmed ownership and approved shelter location on shelter installtion. Neighbour notification returned, percentage reached to proceed to installation.
9	Killeen Crossroads	6	Translink to provide alternative pick-up avoiding dangerous road crossing to Coole Road.	translink now relocated their stop / pick up location and new shelter can be provided at this location. Discussion with Dfl Roads and community engagement to be held to close out formal process and instruction to given to install shelter.
10	Killeenan Road/Camlough Road/ Loughdoo Road	8	Proposal to locate shelter in Kildress GAC, awaiting confirmation from Education Authority for pick up from the new location.	Shelter location agreed with EA. Neighbour notification carried out, 100% positive return. Shelter will be passed to Property services for installation.

Table 4 continued – STAGES 5-8, (15 NR)				
No	Location	Stage	Status / Comment	Progress status
11	Annaghoboe Road/ Washingbay Road Junction, Clonoe - 2017/006	8	Awaiting Application Form to be returned. Landowner approval required for siting of new shelter on Washingbay Road.	Landowner approval refused. Alternative site to be agreed. Programme to be confirmed when site identified. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn. Meeting with Translink 10th September and approval has been agreed for new site. Neighbour notification closes 30 October 2020..
12	Brackville, Four Seasons Bar, Coalisland	8	Limited space on existing footpaths. Translink deemed unsafe. New site required for shelter.	New site location for shelter to be found. Suitable sites are proving difficult to find. Programme to be confirmed when site identified. Sites Visits planned to progress locations and if none available paper to be brought back to Council to have the application withdrawn. Site visit held 21st February to identify potential new site with Translink and elected Members. Translink deemed both locations unsatisfactory. Resident consultation required including discussions with Land-owner to see if it can be used as a location. Discussions with DfI Roads have indicated that potential location can be facilitated pending community engagement. Translink have approved location subject to neighbour agreement to removal of hedging. Applicant to approach resident for permission. Neighbour notification issued and closes 6 November 2020
13	Clonoe Crossroads	8	Relocation of existing shelter as too close to junction. Land search in progress to find alternative suitable site.	New site to be agreed with DFI roads, and adjacent residents. Programed for delivery subject to site agreement. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn. Site visit held 21st February, potential site identified, Cllr Niamh Doris and Cllr Joe O'Neill to consult with landowner. Discussion with DfI have indicated a suitable location can be accommodated and subject to community engagement should be able to install. DfI Roads to check pedestrian crossing points in the locality. Relocation agreed with Translink 11 September 2020, from Dormans Bar, 30m to housing entrance. Neighbour notification issued. and returned with approval for the bus shelter to proceed.
14	Goland Road/ Armaghlughey Road, Ballygawley -	6	Application Form completed.	Translink users confirmed, 10nr. Location to be agreed with DFI roads./ Translink. Neighbour notification to be issued
15	Thornhill Road, Pomeroy	8	Request received from Keith Buchanan, Numbers to be confirmed with EA and Translink	User numbers and suitability confirmed by Translink. Consultation with DFI roads required and neighbour notification complete 100% in favour. This shelter will be passed to Property services after DFI final site visit and approval..

Table 5 – STAGE 9, Bus Shelters to be Installed (6NR)				
No	Location	Stage	Status / Comment	Progress status
1	Millview/Dunnamore Road, Dunnamore	9	Location agreed, site, DFI Roads compliant for new location.	Discussed with DfI Roads and location agreed in principal with mapping to be carried out and approved by DfI Roads. Community engagement to be finalised prior to install of shelter. <b>Landowner and neighbour notification approved, passed to Property services for installation. Base installed, shelter to follow.</b>
2	143 Omagh road, Ballygawley	9	Existing Bus stop/layby, report to committee required	Translink confirmed very few picked up though 6+dropped off each day. Awaiting EA response for numbers. Discussed with DfI roads and agreed shelter can be located subject to community engagement. <b>Neighbour notification and Translink approved location. Passed to Property Services for installation</b>
9	Drumullan	9	Translink and Education Authority to confirm user numbers to progress.	Existing shelter to be replaced with new shelter ( minus one end piece ) the removal of end piece will facility access from existing footpath thus meaning users will not have to egress onto public road to access the shelter. Progress - <b>Property services instructed to proceed with replacement shelter</b>
4	Stewartstown	9	Translink to provide Clear Channel shelter at this location. Available budget for Translink causing delay.	<b>DfI roads have agreed location and ownership. Neighbour notification closes 1 October 2020. Required approval numbers received. This has been passed to Property Services for installation.</b>
5	Glebe Court, Castlecaulfield	8	Relocation of existing shelter, land ownership to be confirmed for new site.	Site location has been identified and discussed with DfI Roads and subject to confirmation of land ownership and resident consultation then this shelter provision will proceed. <b>Meeting with Translink 10th September . Approval has been granted. Neighbour notification issued, closing 29 September 2020. Required approval numbers received. Passed to Property Services for installation.</b>
6	Kildrum Estate, Galbally	9	new shelter provision	Site location has been identified and discussed with DfI Roads and subject to confirmation of land ownership and resident consultation then this shelter provision will proceed. <b>Meeting with Translink 10th September and approved location. Neighbour notification approved, passed to Property services for installation.</b>

Table 6 – Stage 9 - Bus Shelters Installed (2nr)				
No	Location	Stage	Status / Comment	Progress status
1	Augher village	10	Shelter erected August 2019.	Installed.
2	Ballymcpeake Road/ Mayogall Road junction	10	Location to be agreed with DFI roads, recent road widening works has improved the original location which had been refused by DFI Roads.	Installed.

Table 7 – Applications to be re visited (2Nr)				
No	Location	Stage	Status / Comment	Progress status
1	Coole Road	Revisit application following Jan meeting	Re-open application	discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
2	Duffs Corner, Ardboe	Revisit application following Jan meeting	Re-open application	discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting. Applicant to review and confirm if shelter is required in proposed location. If not this will be brought to committee with recommendation to be removed from the register

## **MID ULSTER DISTRICT COUNCIL**

### **PROCEDURE FOR ERECTION OF BUS SHELTERS**

**Stage 1**

Send application form to person requesting Erection of Shelter (Application Form)

**Stage 2**

Acknowledge request (in writing) – standard letter sent

**Stage 3**

Carry out preliminary visit to investigate suitability of site

**Stage 4**

Contact Translink and SELB to confirm viability of erecting bus shelter i.e. recognised "Bus Stop", number and age of children, bus routes, etc.

**Note** – shelters only provided at locations where it is confirmed a minimum of six people await / board buses.

<b>Organisational Name</b>	<b>Contact Name</b>	<b>Contact Number</b>	

**Stage 5**

Report to Committee to seek Council approval/instruction

**Stage 6**

Identify landowner e.g. Housing Executive, local farmer, etc. and obtain their written consent for erection of bus shelter and consult with adjoining properties (contact local Councillor and arrange site meeting if necessary)

**Stage 7**

Send letters (with location maps) for approval/comments to the following: -  
 Transport NI/Water Service PSNI, BT and NIE  
 (Arrange follow-up site meetings if necessary)

**Stage 8**

Sign and return DRD Consent/Schedule at least six days prior to erection of bus shelter

**Stage 9**

Erect bus shelter

**Stage 10**

Send request to GIS officer to have new asset plotted.

**Stage 11**

Report back to Council

# Policy on the Provision of Bus Shelters



## 1.0 Bus Shelters – Mid Ulster District Council

Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the department to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.

### 1.1 POLICY STATEMENT

Council will erect a bus shelter where there is shown to be a need, providing the location does not present a safety or nuisance problem and adequate funding is available. Relocation of bus shelters should only take place as a result of either road alignment or the bus companies relocating their bus stops. All other cases of relocation should be resisted as long as there is an identified need for the shelter.

### 1.2 CRITERIA FOR THE ERECTION OF A BUS SHELTER

1. Usage must be a minimum of 6 passengers over a period of a day and applications will be considered on a first come, first served basis, with Translink NI confirming this information.
2. The location must be a recognised bus stop.
3. Owners of property immediately adjacent to the bus stop will be consulted on the erection of the shelter, including the type of shelter.
4. At least two thirds of home owners/tenants in the vicinity (50 m radius) must have no objections to the shelter.
5. There should be no Transport NI/PSNI traffic branch objections on traffic grounds.
6. There must be sufficient budgetary provision available to provide the bus shelter.
7. Once refused a request may not be considered for a further 12 month period from the original decision.
8. Form TS/BSRF/01 to be completed and signed off by Head of Service.
9. Bus Shelter request to be approved by Environment Committee.

### 1.3 DESIGN OF BUS SHELTER

The Council endeavour to provide good quality, comfortable bus shelters purchased through Procurement Department. Where appropriate they will endeavour to have bus shelters erected free of charge, other than services by Adshel. Council will consider in conservation areas the erection of shelters above this standard, but the cost of such shelters excluding erection and servicing costs shall not exceed £3000.00.



<b>Report on</b>	Live Here Love Here Small Grants Scheme 2020
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting 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 update Members on the Mid Ulster District Council Live Here Love Here programme by highlighting the outputs and outcomes of the programme and in particular the successful applications for the Small Grants Scheme which have been awarded funding for 2020, and to request Members approval for funding to continue for 2021/22.
<b>2.0</b>	<b>Background</b>
2.1	The Live Here Love Here information attached at Appendix 1 includes a covering letter requesting councils to continue with their funding to the current level for the next financial year, 2021/22. It should be noted that 50 % of this funding is returned in the small grants programme. Appendix 1 also shows the financial break down of expenditure and income for the programme for 2020/21.
2.2	The Live Here Love Here impact report at Appendix 2 shows the outputs and outcomes of the programme, focussing on "Adopt a spot", the media campaign and the small grants programme.
2.3	Mid Ulster District Council in partnership with Keep Northern Ireland Beautiful and other organisations launched the 2020 Small Grants Scheme on 6 <sup>th</sup> April 2020. The scheme forms part of a wider programme aimed at promoting civic pride within communities and improving environmental quality. It aims to enable and support volunteers to: <ul style="list-style-type: none"> <li>• Improve the quality of their local environment through effective and innovative ways to reduce littering and dog fouling;</li> <li>• Enhance the environmental management of a local area;</li> <li>• Contribute to the development of civic pride within a community with the focus on environmental improvement;</li> <li>• Improve the health and wellbeing of communities whilst helping to improve and/or maintain public spaces;</li> <li>• Encourage actions and projects that enable Pollution Solutions, Biodiversity Recovery and Climate Action.</li> </ul>

<p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p>	<p>In light of COVID-19, the Live Here Love Here, Small Grants Scheme made funding available to community groups enabling them to respond according to local need for people impacted through reduced contact with society.</p> <p>Community groups understand the support needs of their communities best and with the challenges COVID-19 would present this was recognised. The scope of the scheme was broadened to take account of this, particularly at a time when resilience more than ever at a local level is needed, whilst inspiring community efforts – this also fits in with the ethos of the Live Here Love Here Programme.</p> <p>An additional criterion was therefore added to the Live Here Love Here, Small Grants Scheme this year:</p> <ul style="list-style-type: none"> <li>• Support actions that help care for those in need as a result of COVID-19.</li> </ul> <p>Grants are available from £500 to £5000 and are open to volunteer and community groups to include newly formed community groups tackling issues relating to COVID-19, all school and third level education organisations, youth groups and sports groups in the Council area.</p>
<p><b>3.0</b></p>	<p><b>Main Report</b></p>
<p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>The primary focus of the Small Grants Scheme is to equip and support volunteers and community groups to deliver practical environmental action in their locality.</p> <p>Within the Mid Ulster District Council area, 70 applications were submitted and assessed. The proposed projects were considered in terms of showing engagement with volunteers and community groups and assessed in the following areas:</p> <ul style="list-style-type: none"> <li>• Environmental outcomes;</li> <li>• Project goals;</li> <li>• Project need;</li> <li>• Volunteer involvement;</li> <li>• Partnership working;</li> <li>• Long term impact;</li> <li>• Value for money;</li> <li>• Support actions to care for those in need as a result of COVID-19.</li> </ul> <p>Funding was awarded to 13 projects within the Mid Ulster area that met the scheme criteria. The total grant amount allocated to the successful projects within Mid Ulster was £12,900. Council made a funding contribution to the scheme of £12,300. The Northern Ireland Housing Executive made a funding contribution which was allocated to one other Mid Ulster successful project.</p>

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Covered within the Keep Northern Ireland Beautiful Membership.
	Human: None
	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 Live Here Love Here impact report and associated financial information.
5.2	Members are requested to note the successful Mid Ulster District Council projects awarded grant for the 2020 Small Grants Scheme attached at Appendix 3.
5.3	It is requested that Members approve a continued contribution to funding the Live Here Love Here work at a cost of £21,000 p.a. with 50% returned to MUDC through the small grants programme.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Live Here Love Here Financial report and covering letter.
6.2	Appendix 2 – Live Here Love Here Impact report.
6.3	Appendix 3 – Mid Ulster District Council awarded projects 2020.





## Live Here Love Here breakdown of income and expenditure 2020/2021

### Mid Ulster District Council

This financial report, provided in five pie charts, should be read in conjunction with the Live Here Love Here Impact Report, circulated October 8<sup>th</sup>, to provide a full picture of the outputs and outcomes of the initiative. These charts have been updated following the re-engagement of Antrim and Newtownabbey Borough Council into Live Here Love Here in October 2020/2021.

Note that for ***every pound invested by Mid Ulster District Council, Live Here Love Here is multiplying that by a factor of 27x in 2020/2021***, giving a scale to the initiative that none of us could achieve alone.

Live Here Love Here also demonstrated its value by responding rapidly to the pandemic, making small grants available to assist the vulnerable and those in need, whilst also securing additional funding from the National Lottery Community Fund to provide food growing kits. The advertising also responded with ads to tackle littering of PPE and beauty spots, for example.

I hope you will agree with me that this and the yearbook makes compelling reading and sets out a strong case for continuing to fund this initiative into the following financial year. In light of this and despite what are very difficult times, **I would ask you to please consider funding for 2021/2022 at the same level as in previous years for Live Here Love Here.** As we said at the outset, we have never asked for increased levels of funding from Councils (for over six years now), but instead have sought to increase the scale of Live Here Love Here by securing alternative additional funding – something we continue to do with some success, as the following report demonstrates.

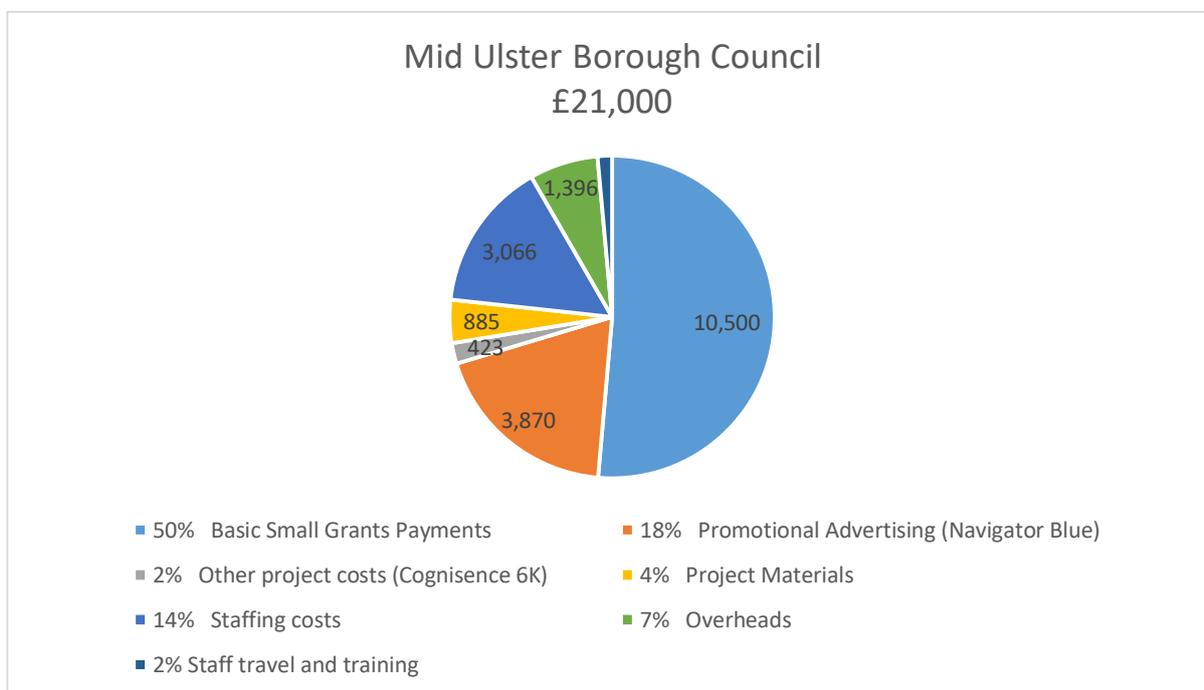
If you have any questions after reading this report and the yearbook please do not hesitate to contact me.

Kind regards

Ian Humphreys

CEO, Keep Northern Ireland Beautiful

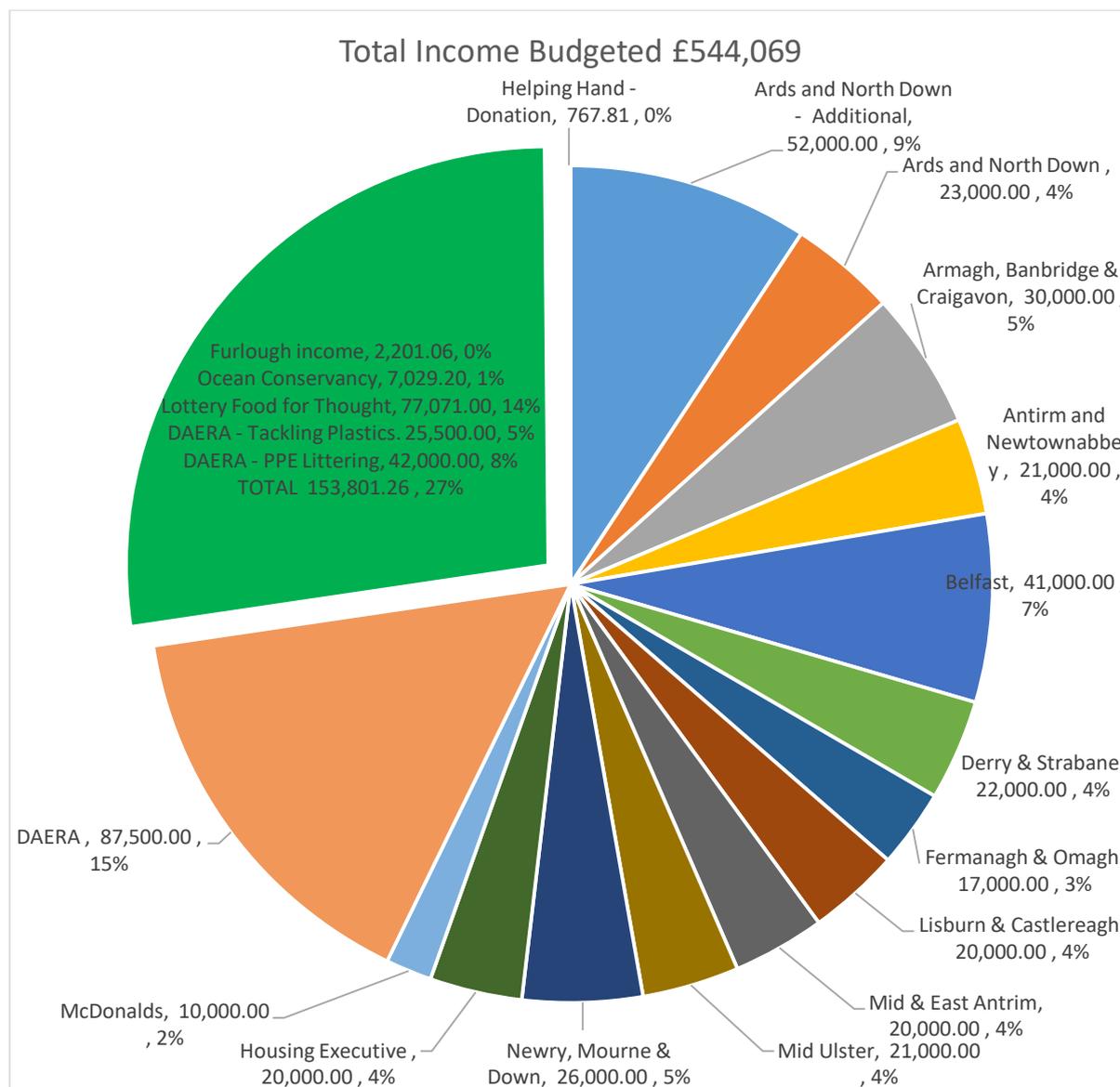
**Pie chart 1: Representing the percentages of income that go to each item of expenditure.**



**Notes:**

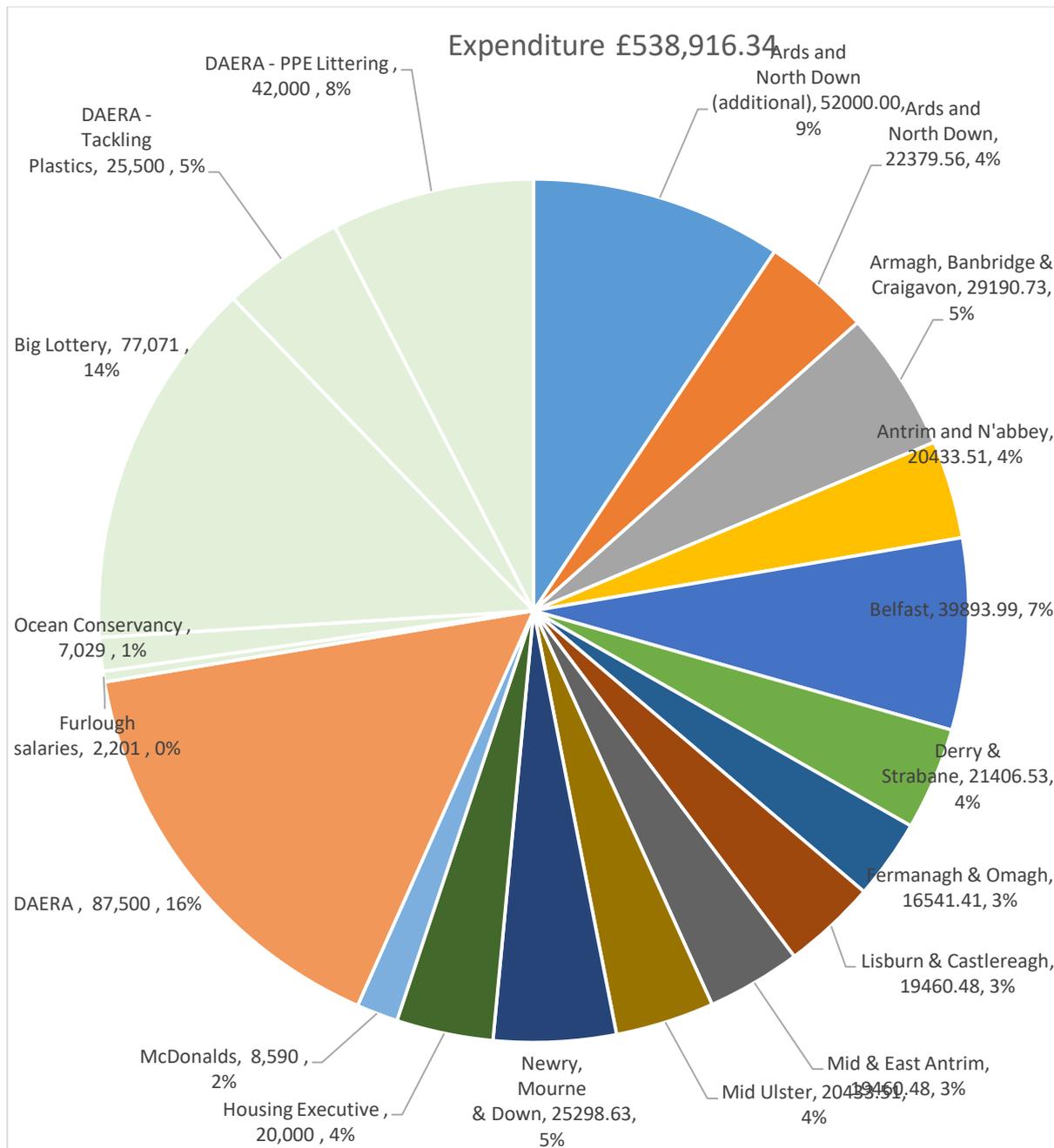
1. There are necessarily some rounding discrepancies in the percentages displayed.
2. There is a small surplus estimated for Live Here Love Here at c1% in 2020/2021, which will be used to partially offset previous overspends (as detailed in the Keep Northern Ireland Beautiful annual accounts).

**Pie Chart 2: Showing the total income estimated for Live Here Love Here in 2020/21 including additional income (see the green segment pulled out) sourced by Keep Northern Ireland Beautiful, adding significant value to this collaboration.**



Note: There are, in all the pie charts, some unavoidable rounding errors.

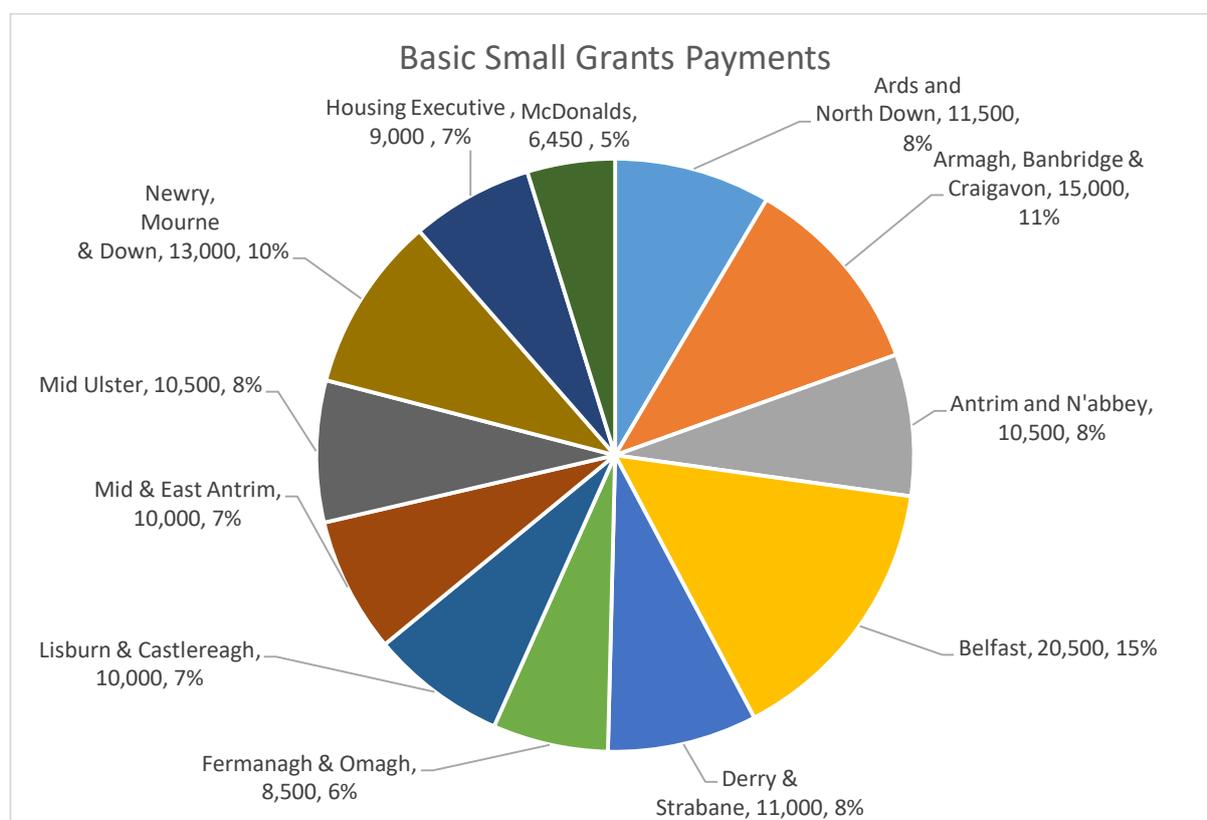
**Pie Chart 3: Total expenditure breakdown by investor.**



Note:

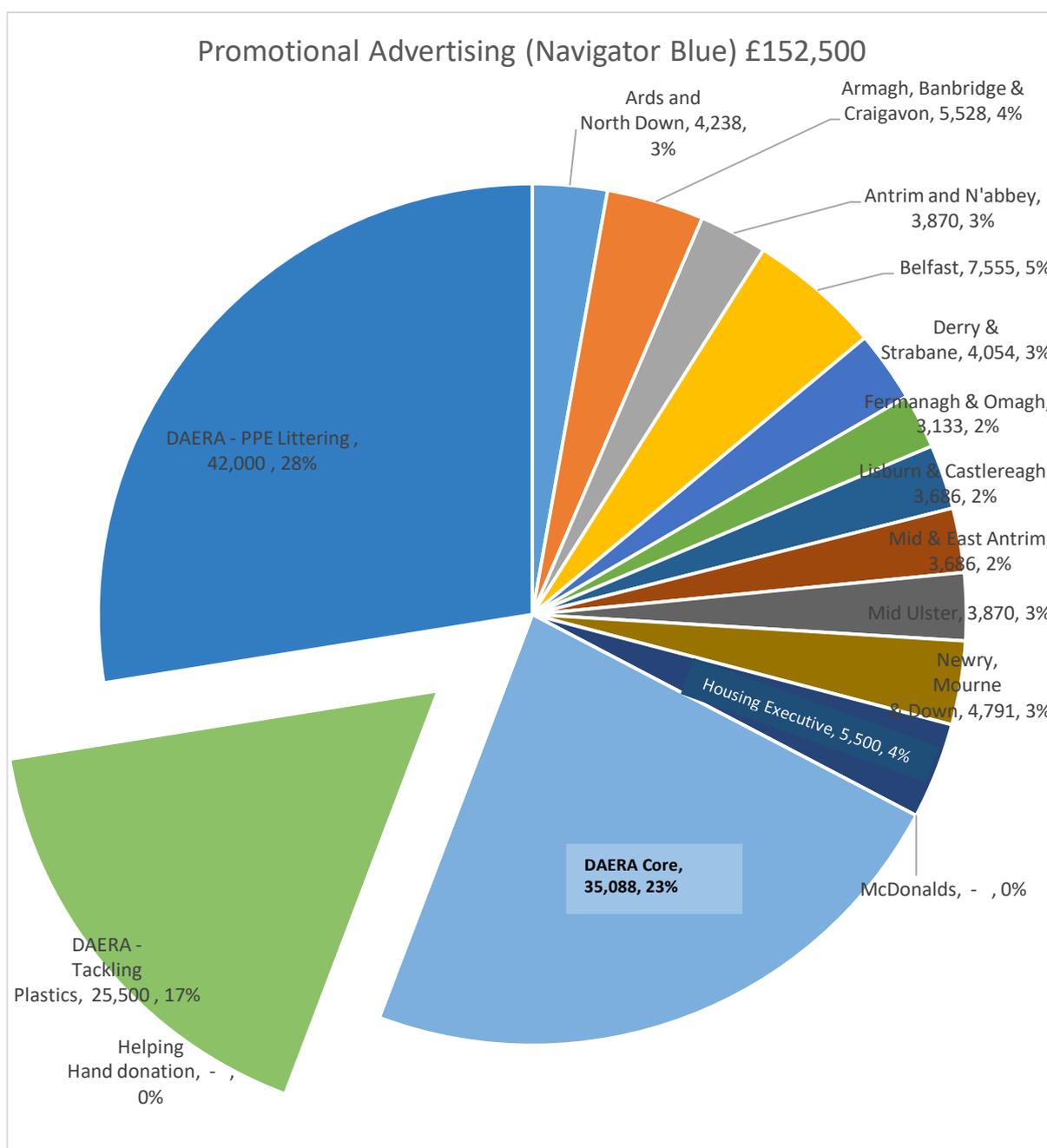
DAERA core funding requires match funding of at least 42.7% to enable drawdown. Various additional income cannot be used as match including all other DAERA income, Ocean Conservancy and National Lottery Community Fund income.

**Pie Chart 4: Breakdown of basic small grants totalling £135,950.**



Note: Does not include the additional grant fund from the Ards and North Down Borough Council Recycling Community Investment Fund.

**Pie Chart 5: Breakdown of promotional advertising expenditure by investor. This shows that every pound invested by Mid Ulster District Council is multiplied by more than 39x in behaviour change advertising. In total the ten councils combined contributed c30% of the total promotional expenditure.**





# Our impact across Northern Ireland



## Welcome

3

Our mission and an overview of our volunteer programmes

## Our Media Campaign

4

Plus our support from the Department of Agriculture, Environment and Rural Affairs

## Moving forward in a post-COVID world

5

How we are adapting for a post-COVID-19 world

## Overcoming adversity in your local area

6-17

Thanking you for your support. Information and inspirational stories from each of our partner areas. This also highlights the added value of our Food For Thought project and the impact on your communities, including increased family engagement, improvement of life skills and life satisfaction and reduction in food poverty/ insecurity. Access the individual pages by clicking on the logos opposite.

### Strategic partners



### Non participating councils



**Never before has there been a greater need for our work. Live Here Love Here is designed to tackle environmental issues by encouraging volunteers to take practical action in their local communities. By working together we are inspiring a movement of people changing behaviours and creating a positive future for us all!**

### Our mission:

**To inspire and empower people to create more resilient and healthier communities**

**To change behaviours so everyone enjoys a beautiful and healthy environment**

**To create an active society where everyone takes an active role in protecting our communities and the people who live there**



### Supporting volunteers

We have a number of programmes to support groups at all different stages of their environmental efforts, from one off clean ups with BIG Spring Clean, Clean Coasts and International Coastal Clean Up, to creating healthier communities through Adopt A Spot.

The COVID-19 pandemic has dramatically changed and disrupted many of the plans we had for the year. Yet despite this, we adapted a number of our programmes for the current climate, including a rebranding our Big Spring Clean to the Not So Big Spring Clean, encouraging individuals to still get outside and 'do one small thing' for the environment.

# Adopt<sup>®</sup> A Spot



**258**  
Adopt A Spot sites adopted across Northern Ireland, and the number grows each week



**2,000+**  
hours of volunteer time contributed by Adopt A Spot groups in one year



MARGARET MCCOOL  
Adopt A Spot, Friends of the Folly River, Armagh

# Our Media Campaign

**Through partnership working and 'one voice' messaging across a strong variety of media channels such as TV, social media and billboards, we can build strong relationships with the public as we develop the kind of place we want to live.**

In 2018, we introduced an unforgettable irate, magenta puppet called AI (below) – disgusted by all things litter and not afraid to tell you so! The character delivers memorable messages and appeals to all age ranges, raising awareness and driving the behaviour change we all need in our communities.

Since 2018, we have seen this character grow into a widely recognised and visible brand – and have since added to the 'family' with our newest puppet Daisy (above right), a keen vlogger and overly enthusiastic volunteer.



Daisy (top) meets Adopt A Spot volunteers at Tyrella Beach in Dundrum Bay.

## Added value

Supported by Department of Agriculture, Environment and Rural Affairs, Live Here Love Here launched three new advertisements (one on TV and two on social media) to run alongside our general messaging, targeting the impact of litter on beauty spots, fast food litter, PPE littering. An additional TV ad and three social media videos have been created to promote the Adopt A Spot Campaign.

**78%** of Northern Ireland population reached in 2019-2020 media campaign

**649k** Facebook reach over the same period, average person viewed the ads three times

**933k** YouTube reach over the same period

**57%** prompted advertising awareness in 2020, up from 27% in 2015



**JESSICA**  
LHLH poster (above)

**CARA DE BRUN**  
LHLH puppet drawing, (above right)

# Moving forward in a post-COVID world



## Supporting volunteers

Each year, the Community Awards are an opportunity to thank and celebrate environmental heroes who have demonstrated consistent hard work, instilling civic pride and tackling environmental issues in their local community. Although what would have been our fourth annual awards evening has been cancelled this year, celebrating volunteers has not been cancelled. Community action is not cancelled. 'Doing good' is not cancelled. During these unprecedented times, our volunteers, who ordinarily would carry out planting, litter picking and environmental action, adapted quickly to support those most in need in their communities and found ways to continue their activities.

This year we will be celebrating our volunteers through an online event, to thank them for their efforts, network with other groups and encourage them for the year ahead.

If the past number of months have taught us anything, it is that our communities are able and willing to pull together to make a big difference to society. We need these volunteers now more than ever, so we will continue to support and celebrate these gestures of civic pride and community spirit!

## App developments

Live Here Love Here will soon be launching an engaging and interactive web map and mobile app. The map and app will highlight the work carried out by Live Here Love Here volunteers; increase engagement with users who would like to take part or host clean-ups, events and various programmes and encourage users to record their results, including the number of volunteers attending and amount of rubbish collected. Users will be able to access useful information on local beaches, marinas and parks, as well as events and opportunities from our partners and other NGO's.

The app will also highlight local businesses tackling plastic, one of the main types of litter found during clean ups.

The interactive map will help to visualise all of this useful data with easy to use filters. Over time, layers of information can be added as new programmes and projects come on-board.

Mobile continues to grow as a preferred way of accessing the internet, and is increasingly important for volunteers. With the majority of mobile use happening within apps, our app will providing an easy to access and useful way to promote, find and apply for volunteering opportunities.



## Healthy Oceans, Healthy Minds

In November, Keep Northern Ireland Beautiful will deliver a new coastal and inland waterways campaign 'Healthy Oceans, Healthy Minds' supported by Ocean Conservancy. We will be running a number of online activities for the public to get involved in, including webinars, social media content, storytelling, podcasts and more.



Whilst the current lockdown restrictions on society are undeniably necessary to flatten the spread of the virus itself, the impact of this new and enforced way of living on health and wellbeing is

significant – levels of worry, stress, and anxiety are already showing upwards trends. Whilst nothing is certain, it is fair to anticipate that this 'period of lockdown', as we've come to know it, will be repeated in future months to tackle the spread of the disease. The Healthy Oceans, Healthy Minds campaign will encourage key actions people can take that can contribute to the health of our oceans and ultimately people's health and wellbeing.

### Our Main themes are:

- To inspire and re-establish people's connection with our seas and waterways post COVID-19.
- To raise awareness of the benefits a healthy environment and connecting to nature/ outdoors can make to our physical and mental health and wellbeing.

- To educate people on alternative choices/habits they can adopt that help protect our oceans from further damage and pollution.
- To motivate and empower people across Northern Ireland to take individual positive actions now (even in lockdown) to protect our seas and waterways.

At a time when normal community clean-ups and gatherings cannot take place as usual, this forced hiatus is however giving people pause for thought about what really matters in our lives and how we can change the way we work, live and interact with our natural environment for the better. We hope this project will create some space for people to not only think about these things but to practice alternative behaviours that better protect our environment and deliver a better quality of life.



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



Sadly, Eric Rainey, the Hon Sec of the Cloughey & District Community Association died in 2019. Eric had been a tireless worker for the local environmental and coastal groups on the Ards Peninsula, and an enthusiastic protector of wildlife. To honour his commitment to the local community, the CDCA secured a grant through Live Here Love Here to place a memorial bench on the Cloughey Warren (above). The Warren was a particular passion of Eric's, and everyone involved was pleased to have a part in organising this memorial. The bench was placed to catch the afternoon sun with an uninterrupted view of the Mourne Mountains, a favourite spot of Eric's, and is used regularly by the community and walkers on the Warren.

"The best time to plant a tree was 20 years ago. The next best time is today."

**ERIC RAINEY**  
Ex-Hon Sec of the Cloughey & District Community Association

"The grant we received from Live Here Love Here allowed us to transform large, neglected, overgrown and ugly flowerbeds, in the street where we live, into a bright, colourful, wildlife friendly community garden. The creation of the garden has brought the neighbourhood together, both young and old. It is a privilege and a joy to have in the area. We will be forever grateful to Live Here Love Here for allowing us to achieve this."

### MARYVILLE COMMUNITY GARDEN VOLUNTEERS



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**

Food For Thought packs distributed across Northern Ireland in 2020



**37**  
packs distributed



"We are a small group from Portavogie who has successfully transformed our area with flowers and shrubs over a few years (above). We were thrilled as we wanted to 'branch out' into growing our own vegetables and herbs. Already our efforts have been successful and our seeds have flourished! Our next step is to transplant them and finally harvest and eat them!"

**ELAINE MCFEETERS**  
Lawson Learners

"At Harmoni, we provide supported accommodation to people with physical and learning disabilities. We applied to the project with the aim of encouraging our tenants to be more self-sufficient. This project has provided us with a great opportunity to introduce planting, growing and healthy eating to our tenants."

**MARGARET HILL**



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



“The tenants at Millmount have loved the garden project (above), some have been involved in fundraising for the project and most have benefited from having a lovely place to sit outside.

A number have developed a love of and interest in plants and the raised beds give access to everyone for planting, weeding and general maintenance.

The wildflower garden has been a constant source of joy and has attracted all kinds of insects, which has been fascinating. It has also attracted attention from visitors to the scheme, many of whom have taken photographs of what has been a stunning display.

We could not have achieved this without the funding from the Small Grants Scheme. We attracted funding from Choice, and our own fundraising efforts will enable us to continue to develop and extend the project.”

**MILLMOUNT GARDEN PROJECT**



“This project serves to create richer links within our community and further grow the bond between Spelga Mews and Bridge IPS (above). We thoroughly enjoyed having the opportunity to take part in the Small Grants Scheme and the benefits were immense for the residents, pupils and staff. It was incredible to witness the conversations which took place so naturally between pupils and residents suffering with dementia. Pupils felt a great sense of satisfaction being able to work together and provide a beautiful sensory garden for everyone to enjoy. Two past pupils Thomas Russell and Steven Doonan, who were instrumental in securing the grant, joined us to mark this special occasion by planting a beautiful Victoria plum tree. Our thanks to Mr Frank Beckett, who gave so generously of his time, to source the plants and help pupils plant them out.”

**BRIDGE INTEGRATED PRIMARY SCHOOL**



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**

**Food For Thought packs distributed across Northern Ireland in 2020**



**48**  
packs distributed



“Martha finds academic learning difficult and more so during remote learning but through gardening she gained her confidence. The project brought a sense of community, those who felt isolated during the lockdown could stand at a window or a fence and watch. Martha thrived through this form of connection with a generation who shared stories and experiences. Martha has shared her produce with the neighbours and hopes to convert the small patch of grass out the front of the pensioners houses to a wild flower haven next Spring.”

**DONNA LIVINGSTONE**



“The Food For Thoughts project has been extremely positive for our family bringing together three generations to learn and love growing our own in our beautiful countryside.”

**SHARON**

*Granda's Growers, Co Armagh*

“I really enjoyed planting our apple tree with my Granda (above), he showed us how to plant it and how to look after it. I can't wait to eat the apples that will grow in it next year.”

**CONOR**

*aged 6, Granda's Growers, Co Armagh*

**Over £1 million**

has been allocated across Northern Ireland since 2014



**45**  
applications received



**24**  
projects funded



**£144,776**  
amount requested



**£17,550**  
amount awarded by council



**£2,600**  
additional funding by partners



£1,200 funded by NIHE  
£1,400 funded by McDonald's UK

Armagh City, Banbridge and Craigavon Borough Council  
data for 2020-2021



# Overcoming adversity in your local area



Belfast City Council

## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



**Over £1 million**

has been allocated across Northern Ireland since 2014



Belfast City Council

**51**  
applications received



**21**  
projects funded



**£159,900**  
amount requested



**£22,950**  
amount awarded by council



**£2,500**  
additional funding by partners



£1,500 funded by NIHE  
£1,000 funded by McDonald's UK

Belfast City Council data for 2020-2021

“Our area is really urban (above), it is surrounded by roads, has an interface which blocks access, has limited green spaces yet is densely populated. The main motorway in Belfast is at the rear of the community so there are issues with poor air quality and noise and the commuter parking compounds this. The funding helped to unleash the potential of younger and older volunteers by sharing gardening, ideas and brightened up the community. The result is an active group who want to keep momentum going and make our community the best it can be and help to contribute to an improved environment for Belfast by creating usable green spaces and reducing the impacts of pollution.”

**JOSEPH BLACK** Operational Manager  
Grosvenor Community Centre, Roden Street Community Development Group.

“Thanks to the Small Grants Scheme, our garden and volunteers (below) continue to grow, sharing common goals of civic pride and a desire to keep our shared spaces growing and flourishing.”

**GLENBANK CROSS COMMUNITY GARDEN**



“Coláiste Feirste book club pupils erected two flower beds to reflect the literary theme of the garden. Pollinator plants were used to nurture the garden as a bee friendly resource. We were in the process of completing the hazel tree seat when the corona virus pandemic broke out. This part we aim to complete now that the school has reopened.

The garden will function as a nature resource in an urban area and a literary heritage resource in conjunction with the local public library, an Irish language resource, and public outdoor nature classroom through the medium of Gaeilge, not only for pupils but for their local families and community.”

**CAIRDE CHEATHRÚ NA GAELTACHTA**



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**

Food For Thought packs distributed across Northern Ireland in 2020



Belfast City Council

**58**  
packs distributed



“The community garden has brought together so many people who may not ordinarily interact to make something both useful and beautiful. We are from all kinds of backgrounds, but with the collective skills, knowledge and spirit to make a community initiative happen.

The supplies from Food For Thought have empowered us to grow our project. They also help us give newcomers something practical to do to contribute, so when they see the garden and want to get involved, there is something really tangible they can do and watch grow. We hope that this will help us to reach more neighbours so we can affect change in our area in more ways.”

**ALICE GAVIN**  
Windsor Hub Community Garden



# Overcoming adversity in your local area

## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



“Thanks to funding from Live Here Love Here we were able to organise the first North West Bioblitz so that we can discover and record species living at Creggan Country Park and Bay Road Park Local Nature Reserve. Providing an opportunity for people to go walking outdoors and learn how to identify wildflowers, mammals, birds, bats and trees is a great and much needed boost to their mental and physical health. Once we know what species live there we can create management plans to protect and enhance biodiversity.”

**NORTH WEST BIOBLITZ** *Creggan Country Park*

“Thanks to funding from Live Here Love Here we were able to answer a call for help from the Western Health and Social Care Trust to help revamp their waiting room garden at the North West Cancer centre. A few volunteers were able to weed, replant, paint and install new visual features including ornaments, wind mills and solar lights for patients to enjoy. We were honoured to be asked to help with this project and delighted to hear that both staff and patients love the new garden. The garden is a new way for patients to be close to nature when they need it most.”

**NORTH WEST CANCER CENTRE**  
*Creggan Country Park*



Funded by  **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**  
Food For Thought packs distributed across Northern Ireland in 2020



Derry City & Strabane District Council  
Comhairle Chathair Dhoire & Cheantar an tSratha Báin  
Derry Cittie & Strabane Destrack Council

**54**  
packs distributed 



“Members of the Arts in Mind Creative group have decided to create a series of gardening features around a new centre based on the outskirts of the city. The group agree that gardening is the art that uses flora as the paint, and the soil and sky as canvas to dress up our new centre. On a collective basis we know that growing and gardening helps to boost self-esteem, rejuvenates the soul, heart and mind and reduces stress levels to generate inner peace. To reap the rewards of gardening, we know that we have to make time to love and care for our patch. Plans are underway to extend our project and make the project shine out for one and all. Thank you to Live Here Love Here for all your help and support.”

**EDWARD KERR**

Above: Ollie Green Artistic Director of Studio 2 Arts (far right), presenting some of the Arts in Mind Group with the generous contribution from the Live Here-Love Here project ‘Food For Thought’

“Our two boys are adopted and have suffered trauma and attachment issues. They were so excited to get their own apple tree which they helped to plant with their own compost. The regularity of the seasons and harvests helps to create a sense of permanence. Each year of harvesting produce will be another year we have all been together as a forever family. It also fosters belonging, this is their apple tree in their forever home!”

There were lots of opportunities for learning including digging and measuring the depth and width of the hole. The boys can’t wait to put them into their lunch boxes to show them off at school. We will be making tarts and toffee apple cake too!”

**FOOD FOR THOUGHT VOLUNTEER**



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



## Over £1 million

has been allocated across Northern Ireland since 2014



**30**  
applications received



**10**  
projects funded



**£94,384**  
amount requested



**£8,500**  
amount awarded by council



**£1,000**  
additional funding by partners



£1,000 funded by McDonald's UK

Fermanagh and Omagh District Council data for 2020-2021

“Live Here Love Here has provided funding to help us restore our shared Community Garden and to help our community learn gardening skills. This has given our shared community garden a whole new lease of life. The gardens provide so many benefits to our community including benefits to our physical/ mental health, reducing loneliness, and the health benefits of eating organic home grown fruit and vegetables.”

**DONAGH DEVELOPMENT ASSOCIATION**



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**  
Food For Thought packs distributed across Northern Ireland in 2020



**65**  
packs distributed



“I applied for the scheme as I do have a interest in growing my own and with the extra seeds and pots I will be able to explore growing some things I haven't tried growing before, also to encourage some of the other Residents to do the same and be more self-sufficient.”

**OLIVER BEATTIE**

Above: Oliver Beattie and Philip Darcy from the Enniskillen Town Residents.

“I love the thought of being self sufficient and getting the kids involved by giving them each a small square bed so they can grow and eat what they want which is why I applied.”

**AMANDA IRWIN**

“We are very keen as a family to learn to grow our own fruit and vegetables. I am excited to learn myself and to teach my children (above) to grow their own food so when they are older they can do the same.”

**LORRAINE LEARY**

# Overcoming adversity in your local area

## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.

### Over £1 million

has been allocated across Northern Ireland since 2014



**Housing  
Executive**

**85**  
applications received



**9**  
projects funded by NIHE



**£9,500**  
funded by NIHE



**£33,230**  
additional funding



**£30,730**  
funded by council



**£2,500**  
funded by McDonalds



Northern Ireland Housing Executive data for 2020-2021



“These events were aimed at encouraging residents to come out onto their local streets and create their own flower boxes which would provide a very colourful decoration to place outside their homes. In one case, we arranged for the boxes to be made by students at the Springvale campus and this was a good opportunity for collaborative working with the students. We had a volunteer from Belfast City Council who assisted us in providing guidance in how to create and fill the boxes in the most imaginative, productive and attractive way.

Local residents loved these flower boxes as they provide colour throughout the winter and brighten up the grey days.

We were fortunate in being able to purchase portable tables which enabled us to bring the event onto the different streets in a convenient way.

Ultimately, despite the challenges of unreliable weather and street conditions, we were able to tailor our project and provide very gratifying experiences for members of the local community close to their own homes.”

**TOP OF THE ROCK HEALTHY LIVING CENTRE**



Funded by  **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**  
Food For Thought packs distributed across Northern Ireland in 2020



**Housing  
Executive**



“Getting the Food For Thought growing packs has been a godsend. It opened our eyes to lots of other things and we’ve started to look into things more. We’re watching the webinars and googling everything and we’ve joined other groups on Facebook. We’re experimenting more and we want to branch out and get a polytunnel and a glasshouse.

The majority of what we grow is given away in the community; it’s just enough to know we grew it ourselves. Some people have mental health issues and suffer from anxiety so it’s OK for them just to be here and not work. Just getting out helps them”

**JIM MCLAUGHLIN**  
Derriaghy Village Community Association

“There are quite a few isolated and vulnerable people in our group, and we can’t all meet as before.

So there are very few of us who can meet up in a socially distanced way and bring a flask of tea each to sit in the garden where the lettuces are growing.

We always say it’s amazing how you can put your hand in the earth and feel connected to people who are no longer with us.

As a group we keep communicating and appreciate the fundamental things like companionship and how much a lettuce split in two means to people.”

**BRIDGHE MCPOLIN**  
Mayobridge Women’s Group

# Overcoming adversity in your local area

## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



“As you can see from the picture the difference is remarkable and all of the people who have taken time to help plant and maintain the garden have reported a lot of benefits to both their physical and mental health. The garden continues to provide an area of colour and peace for those of us who just need some time outside in pleasant surroundings. I can’t thank your organisation enough for the funds which helped us get to where we are now.”

**RHONA BLAIR**  
OT Ward, Ulster Hospital

Photos (left and above) show the garden before and after.



Funded by 

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**  
Food For Thought packs distributed across Northern Ireland in 2020

**LCCC**  
Lisburn & Castlereagh City Council

**55**  
packs distributed 



“My daughter Ellie (above) is eight and since lockdown has become really interested in gardening. When she met your staff, she was telling them all about her plans and asked them to come and speak at her school when COVID restrictions ease. We can’t thank you all enough for your encouragement, it’s been amazing to see her enthusiasm for gardening and wildlife grow thanks to this project. My dream has always been to try and grow my own produce, now you have given us the products and equipment to do this, thank you! We can’t wait to get started.”

**VICTORIA HUGGAN**

“I applied for the food for thought for my family(below) as we home educate four autistic kids, we have incorporated growing and planting all into our home education. Growing the food covers many subjects and we love it.”

**JOANNE BODELL**



**Over £1 million**

has been allocated across Northern Ireland since 2014

**LCCC**  
Lisburn & Castlereagh City Council

**16**  
applications received 

**10**  
projects funded 

**£59,073**  
amount requested 

**£11,600**  
amount awarded by council 

**£1,500**  
additional funding by partners 

£1,500 funded by McDonald's UK

Lisburn and Castlereagh City Council data for 2020-2021

# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.

**Over £1 million**

has been allocated across Northern Ireland since 2014



**22**  
applications received



**9**  
projects funded



**£62,536**  
amount requested



**£10,140**  
amount awarded by council



**£1,400**  
additional funding by partners



£1,400 funded by NIHE

Mid and East Antrim Borough Council data for 2020-2021



“Receiving funding from Live Here Love Here gave the staff and children in our organisation a chance to look after our area through regular litter picks and planting which created a sense of achievement and pride in our community (above). We have continued to litter pick on a regular basis which shows that the benefits last beyond the duration of the grant and we now have further plans to improve our local area”

### LARNE COMMUNITY CARE CENTRE

“The members of Brighter Whitehead are pleased and proud to be associated with this project and grateful for the support given by Live Here Love Here, Keep Northern Ireland Beautiful Small Grants Scheme. We applied for this grant to demonstrate our determination and enthusiasm to improve and enhance the environment. The Willow Dome continues to be a recognisable environmental icon and a very enjoyable play area for local children attending Whitehead Nursery School and Whitehead Primary School. The parents of these children, together with townsfolk and visitors have expressed their appreciation of the project.”



### BRIGHTER WHITEHEAD



Funded by COMMUNITY FUND

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**  
Food For Thought packs distributed across Northern Ireland in 2020



**36**  
packs distributed



“We recently created a Nature Corner in the garden for the children to learn about insects, birds, wildflowers etc. I applied for these packs as I thought it would be a lovely activity for the children to learn about where our fruit and vegetables come from and how we can grow our own to be more self sufficient. We will be able to add them into our Nature Corner activities. The children are excited to get started!”

CATHERINE CARSON  
Catherine Carson Childcare



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



“The project has been a great success and thanks to the support shown our group has been able to improve the quality of the local environment, help reduce litter in the local area, develop the environmental management of the village, instil civic pride by bringing people together with a common goal and improve health & well-being of the local community by encouraging gardening activities.”

Newmills now has an interested, dedicated and enthusiastic team of community members of all ages and abilities making a difference to their local area and contributing to looking after our important wildlife species.”

**NEWMILLS CULTURAL GROUP**

“Through the Small Grants Scheme we spruced up the village telephone box and repurpose it into a community hub, with noticeboard, books, local history and flowers to make it more attractive.”

We were also able to clear and restore the long-overgrown village nature trail, which proved invaluable during lockdown. It gave village residents a more scenic, safer exercise route than the main roads.”

**TAMLAGHT O’CRILLY Parish Vintage Group**



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**

**Food For Thought packs distributed across Northern Ireland in 2020**



**52**  
packs distributed



“It’s great to be involved in this, as a childminder I think it’s important to teach children they anyone can grow their own healthy food. Our pots line the driveway (right) so parents can follow progress too and pick bits to take home for dinner.”

**VICKY SEVIOUR-CROCKETT**

“At Sunflower Support (left), it is our aim to be able to make a difference in the lives of people with an additional need and their carers. Being part of this programme has enabled us to help nourish the body, mind and soul of our families by providing them with the tools and the skills in order to become more confident in taking steps to be more self sufficient.”

**SHAUNA SCULLION**  
Sunflower Support



“Green fingers Hughie has worked very hard on the garden and growing plants to inspire others in the fold to take part (left). They miss the pupils and the pupils miss them.”

**CLARE DEVLIN**  
St. Colm’s High School  
Cornstore Youth Club & Ballinascreen Fold  
– a multi-generational project



**70**  
applications received



**13**  
projects funded



**£229,565**  
amount requested



**£12,300**  
amount awarded by council



**£600**  
additional funding by partners



£600 funded by NIHE

Mid Ulster District Council data for 2020-2021



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.

**Over £1 million**

has been allocated across Northern Ireland since 2014



**47** applications received



**24** projects funded



**£151,076** amount requested



**£14,820** amount awarded by council



**£1,900** additional funding by partners



£1,900 funded by NIHE

Newry, Mourne and Down District Council data for 2020-2021



“Mayobridge Development Association got involved in Live Here Love Here as we pride ourselves on our village looking good as it is a reflection of the people, with bright bubbling flowering throughout. We wanted to be a village that people remember when they pass through. Our local community have increasingly taken pride in their gardens and more volunteers have started to get involved (below). It has inspired even the young people to help out with litter picks and cleaning up the area.”

**MAYOBRIDGE DEVELOPMENT ASSOCIATION**

“Kilkeel Chamber of Commerce are thankful of the support offered by Live Here Love Here in order to install flowers planters throughout Kilkeel as part of the Bee Kind High Street initiative (above). Through the support, the Chamber were able to enlist the help of a local artist and Men’s Shed to help design and create the planters, using old fish boxes. This has created a great floral display throughout the town as well as attracting pollinators into an urban environment.”

**KILKEEL CHAMBER OF COMMERCE**

“We have continued to develop our community orchard. We had our first Harvest this year, which was amazing to see the blossom turn in to fruit. The orchard is an investment in our future and will continue to benefit the community for years to come.”

**PREACHING HOUSE POTTERY**



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550** Food For Thought packs distributed across Northern Ireland in 2020



**89** packs distributed



“I applied for Food For Thought as it is a great opportunity for our group and young families to get together in the great outdoors to do a bit of planting in a safe and healthy environment (below). We as a group feel this is the way forward to try and encourage people of all ages to get involved in food growing. It is fulfilling and provides a great sense of satisfaction, as well as an opportunity to meet other like minded people in these uncertain times.”

**PETER HAUGHEY**  
New Town Together Men’s Shed



“We really appreciate the opportunity to expand on the small vegetable plot we started during the COVID lockdown as complete novices. We are looking forward to learning more about growing our own vegetables (above), as well as encouraging local biodiversity and healthy eating as a family.”

**JOANNE MCCOLLAM**

“Our successful application for a Food for Thought pack has given our garden group the opportunity to keep Hilltown Community Garden live. Going forward our plan is to plant the seeds initially in the containers and once established offer the plants to target groups in our community, for example those people who have impacted by COVID-19 either by social isolation or financial challenges”

**DEIRDRE MCVEY** Hilltown Community Garden



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.



“Great day had by the BIG volunteers (above and below) who turned out to weed, plant, mow, strip and litter pick! BIG shout out to Stephen Ross, our local councillor at Antrim and Newtownabbey Borough Council who joined us for the morning. The BIG Project is all about giving back to the environment and boosting community spirit. We Love to Live Here!”

**BALLYEARL IMPROVEMENT GROUP (BIG)**



“We at Monkstown Village Garden (below) greatly appreciate the financial support Live Here Love Here and their partner groups give us. It helps us to continue to serve our community and has allowed us to create a safe and welcoming outdoor space for community gatherings. We have found this especially valuable in this Covid-19 pandemic.”

**MONKSTOWN VILLAGE INITIATIVES**



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**

**Food For Thought packs distributed across Northern Ireland in 2020**



**33**  
packs distributed



“We grew lettuce, potatoes, carrots, peas, celery, and strawberries. They were delicious! We decided to get involved as a learning curve and a nice bonding exercise for our family (above). The produce is much better than that at the supermarkets and lasts longer. It improves our health and saves us some money! You’ve got to nourish to flourish!”

**EILIS CAITRIONA PEOVER**

“It is a hobby that everyone can participate in no matter what your age. The social aspect of meeting up is great for us all (below).”

**CHRISTINA RITCHIE**



**23**  
applications received



**1**  
project funded



**£67,340**  
amount requested



**£0**  
amount awarded by council



**£2,000**  
additional funding by partners  
£2,000 funded by McDonald's UK



Antrim and Newtownabbey Borough Council data for 2020-2021



# Overcoming adversity in your local area



## Small Grants Scheme

The scheme supports groups who focus their efforts on the themes of Pollution Solutions, Climate Action and Biodiversity Recovery. We also opened the scheme to those who were supporting our community when it mattered most.

**Over £1 million**

has been allocated across Northern Ireland since 2014



**22** applications received



**2** projects funded



**£72,792** amount requested



**£0** amount awarded by council



**£1,500** additional funding by partners



£1,000 funded by NIHE  
£500 funded by McDonald's UK

Causeway Coast and Glens Borough Council data for 2020-2021



“The Cornfield Project has engaged our local veterans group who are going to be building the “Who is Rubbish?” installation for us. This is a group of ex-veterans who sometimes feel that they don’t belong as part of the local community so the opportunity to get involved in a community-based project that helps reduce littering and provides positive environmental outcomes is something that the members are really keen to be a part of. The “Who is Rubbish?” project will be installed later this year at The Cornfield Project site in Coleraine.”

**FOCUS ON FAMILY**  
The Cornfield Project



Funded by **COMMUNITY FUND**

With thanks to The National Lottery Community Fund, we introduced the Food For Thought project to address isolation issues across communities throughout Northern Ireland, and especially in areas of social deprivation. By working closely with partners, The Conservation Volunteers and Belfast Food Network, Food For Thought enables people to develop the skills to grow and cook their own produce with the aim of building a connected community of growers.

**550**

Food For Thought packs distributed across Northern Ireland in 2020



**24** packs distributed



“Helping out in the allotment during Covid has been a real life-line for me. It has helped with my mental health, given me something to focus on, prevented me from feeling isolated and made me feel like I’m doing something useful. Being able to provide freshly grown food parcels to people has made it all worthwhile.”

**VOLUNTEER** Vineyard Compassion

“We have planted the apple tree, down at green area in Mosside Gardens. We our expanding over the winter making new vegetable patches in beds and pots, which hopefully will be ready next year. The compost and equipment you provided will help us set up the beds for planting. We have got residents old and young to come together and help with setting up a wee allotment site. The younger residents would like to sell their produce next year to make money to buy more seeds etc to expand further.”

**MOSSIDE COMMUNITY ASSOCIATION**





**MUDC Small Grants Scheme**  
**Projects Awarded Funding – 2020**

<b>Group</b>	<b>Project</b>	<b>Funding Allocated £</b>
Ballinderry Shamrocks GAC	Ballinderry Little Library	800
Brackaville GFC	Brackaville GFC Community Allotments Phase 1	1000
Caledon Rovers Football Club	Tanyard Park Green Space Improvements	1000
Donaghmore Horticultural Community	The Daughters of the Cross of Liege Orchard Regeneration Project	1000
Edendork Primary School	Grow and Love	1800
Galbally Youth & Community Association	EvironRegen	1000
<b>Greenvale Park Community Group</b>	<b>Greenvale Park Improvement Programme</b>	<b>600</b>
Lissan House Trust	Lissan House Community Green Space	1000
Magherafelt Women's Group	Women Together Successfully Create Space to Relax	500
Newmills Cultural Group	Newmills Wildlife Gardening Club Phase 2	1000
Roan Parents' Support Group	Loving My Community	1800
S.T.E.P.S. Mental Health	S.T.E.P.S. Garden Clean Up	900
The Loup Women's Group	The Loup Grows Together	500

Note: The above highlighted project in the table has been funded by one of the other partners but does fall within the MUDC area.



<b>Report on</b>	Response to the Food Standards Agency's consultation on the Review of the Guidance on vacuum packed chilled food
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting 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 Purpose of Report</b>	
1.1	To inform Council about the Food Standards Agency's consultation on the review of the guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled food with respect to non-proteolytic <i>Clostridium botulinum</i> – chilled fresh beef, lamb and pork.
<b>2.0 Background</b>	
2.1	This consultation concerns a review of best practice guidance on the safety and shelf-life of vacuum packed (VP) and modified atmosphere packed (MAP) chilled foods with respect to non-proteolytic <i>Clostridium botulinum</i> .
2.2	This consultation is considered to be of interest to Local Authorities, Meat Trade Associations, meat manufacturers and food businesses with an interest in vacuum and modified atmosphere packed chilled fresh meat.
2.3	The Food Standards Agency/Food Safety Scotland best practice ' <i>guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to non-proteolytic Clostridium botulinum</i> ' was issued in 2008 and was last updated in 2017. The update of the guidance in 2017 made explicit that the guidance applies to VP/MAP chilled fresh meat. The guidance recommends that a maximum shelf-life of 10 days is applied for VP/MAP chilled fresh foods in the temperature range from 3°C to 8°C, where other controls are not applied in relation to the risk of <i>Clostridium botulinum</i> .
2.4	The FSA is also reviewing the guidance in line with accessibility requirements, and in relation to Brexit to ensure that the guidance is fit for when the UK exits the Transition Period on 31 <sup>st</sup> December 2020.

<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Food Standards Agency (FSA) are seeking comments from stakeholders to inform a review of the FSA/FSS guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to non-proteolytic <i>Clostridium botulinum</i>'. Specifically, in relation to:</p> <ul style="list-style-type: none"> <li>• <b>Consultation point A:</b> To review the recommended 10-day shelf-life in relation to VP/MAP chilled fresh beef, lamb and pork in the temperature range from 3°C to 8°C as provided for in this guidance.</li> <li>• <b>Consultation point B:</b> To make certain amendments to the guidance as recommended in January 2020 by the ACMSF subgroup on <i>C. botulinum</i>.</li> <li>• <b>Consultation point C:</b> To remove any references in the guidance related to the European Union which will no longer be relevant at the end of the Transition Period.</li> <li>• <b>Consultation point D:</b> To improve the accessibility of the guidance for users in line with accessibility requirements for public bodies.</li> </ul> <p>The link to the consultation is below :</p> <p><a href="https://www.food.gov.uk/news-alerts/consultations/guidance-on-the-safety-and-shelf-life-of-vacuum-and-modified-atmosphere-packed-chilled-foods-with-respect-to-non-proteolytic">https://www.food.gov.uk/news-alerts/consultations/guidance-on-the-safety-and-shelf-life-of-vacuum-and-modified-atmosphere-packed-chilled-foods-with-respect-to-non-proteolytic</a></p>
3.2	<p>The Food Hygiene subgroup of the Northern Ireland Food Managers Group, which sits under Environmental Health Northern Ireland (EHNI), has prepared a response for this Food Standards Agency's Consultation. This consultation response has been considered and amended to include comments from the Environmental Health department of MUDC.</p>
<b>4.0</b>	<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: N/A</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	It is recommended that Council considers the content of the attached proposed response to this consultation and, if in agreement, responds to the Food Standards Agency in accordance with the completed consultation template. The closing date of the consultation is 11 <sup>th</sup> November 2020, therefore a request is made that a response is forwarded in advance of the deadline in “draft” form and then confirmed following ratification at full Council.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Proposed Mid Ulster District Council response to the Food Standards Agency’s Review of the Guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled food with respect to non-proteolytic Clostridium botulinum – chilled fresh beef, lamb and pork.
6.2	Appendix 2 – The Advisory Committee on Microbiological Safety of Food’s (ACMSF) report on the ‘Subgroup on non-proteolytic Clostridium botulinum and vacuum and modified atmosphere packaged foods’.



## Mid Ulster District Council Consultation Response on:

### **The Food Standards Agency's Review of the Guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled food with respect to non-proteolytic *Clostridium botulinum* – chilled fresh beef, lamb and pork.**

Mid Ulster District Council (MUDC) welcomes the opportunity to comment on the proposed changes to the guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled food with respect to non-proteolytic *Clostridium botulinum* – chilled fresh beef, lamb and pork.

#### **Consultation point A**

##### **Question 1**

**Do you have any comments on the review of the *C. botulinum* guidance in respect of the shelf-life of VP/MAP chilled fresh beef, lamb and pork, and on the following suggested options for amending this guidance?**

- **Option 1: Do nothing. Leave the guidance unchanged and continue to recommend a 10-day maximum shelf-life in the guidance to VP/MAP chilled fresh meat.**
- **Option 2: Amend the guidance to recommend a 13-day maximum shelf-life (in place of 10-days) for VP/MAP chilled fresh beef, lamb and pork as recommended by the ACMSF.**
- **Option 3: The FSA/FSS guidance is amended to no longer apply to VP/MAP chilled fresh meat beef, lamb and pork, enabling an outcome based approach to regulation. Food businesses are responsible for ensuring that food placed on the market is safe and industry led guidance would support food businesses in demonstrating the safety of the shelf-life applied for VP/MAP chilled fresh beef, lamb and pork.**

Mid Ulster District Council (MUDC) has considered the existing FSA guidance document in relation to *C. botulinum* in respect of the shelf life of VP/MAP of chilled foods and noted the studies referenced within the ACMSF report of February 2020, including that by Food Standards Scotland (FSS) and that of the BMPA/MLA 2019. MUDC has also considered the Food Safety Authority Ireland (FSAI) guidance note 18 – validation of product shelf life (Version 4).

While the FSAI guidance note includes the FSA guidance in an appendix, it recommends in the case of chilled VP/MAP raw meats sold as whole joints or cuts, current industrial practice is acceptable and does not recommend a limit on shelf life to 10 days. Mid Ulster District Council acknowledges the close trading relationships between businesses and customers from Northern Ireland and the Republic of Ireland and can appreciate the benefit of equivalent guidance.

Mid Ulster District Council has noted the findings of the studies that indicate there have been no *Clostridium botulinum* outbreaks as a result of correctly stored chilled meats, rather incidents came from food subject to time/temperature abuse or where pre-formed botulinum toxin was inadvertently added. They also note that toxin formation takes considerable time to occur in fresh, chilled meat.

The ACMSF acknowledges that the studies referenced above and indeed current industry practice indicates it is possible to achieve safe shelf lives in excess of ten days for chilled,

fresh meats. However ACMSF also note that it remains unclear as to what the controlling factors are that prevent growth and toxin formation. As such, they advise it is not possible to provide a measurement and therefore critical limit for shelf life.

The ACMSF suggests the 13 day shelf life as this in line with the typical shelf life historically and currently applied to these fresh chilled beef, pork and lamb by industry. While some products may have shelf lives greater than 13 days this appears to be industry average.

Mid Ulster District Council is aware that small to medium sized businesses may use the existing FSA document as a means to validate their current use of vacuum packing or modified atmosphere packing for fresh chilled beef, pork and lamb. As such an extension from the current guideline of 10 days to 13 days would be of benefit to any business that follows the guidance.

*With this in mind Mid Ulster District Council agrees with Option 2. The current and historical shelf life and storage practices in industry appear to provide evidence that a 13 day shelf life is suitable for beef, pork and lamb. The limitations of the studies are noted and without further evidence it is not recommended the 13 day shelf life be extended without the food business operator able to demonstrate the safety of doing so.*

## **Question 2**

**Please provide evidence as to whether there would be costs or benefits from an extension of the current recommended 10-day shelf-life up to the maximum 13-day shelf-life as recommended by the ACMSF for VP/MAP chilled fresh beef, lamb and pork.**

Mid Ulster District Council has no evidence to provide in respect of this question.

**Consultation point B: Amendments to the guidance recommended by the ACMSF subgroup on *C. botulinum***

## **Question 3**

**Do you have any comments on making the following proposed amendments to the guidance as recommended by the ACMSF subgroup on *C. botulinum*?**

- **Challenge testing** - that detection of toxin is a minimum requirement for challenge testing, and that measuring viable counts is of merit in ensuring safety with appropriate expert advice.
- **Upper shelf-life limit for foods with controlling factors in place** - that the maximum shelf-life of foods given a heat process of 90°C for ten minutes (or equivalent) should be limited to 42 days, unless it can be shown that lysozyme is absent from the food. To recommend that expert advice should be sought if a shelf-life in excess of 42 days is desired.
- **Controlling factors** – to amend the wording of the final bullet point of the five bullet points on page 9, paragraph 15 in the current FSA/FSS guidance, detailing the suitable grounds for a longer shelf life. The final bullet point is currently:

***“A combination of heat and preservative factors which can be shown consistently to prevent growth and toxin production by non-proteolytic *C. botulinum*”.***  
**To amend the wording “heat and preservative factors” to read “controlling factors”, as heat is not a necessary controlling factor in all cases.**

Mid Ulster District Council agrees to the proposed amendments and has no comments to make in this respect.

#### **Consultation point C: Update of EU related references**

##### **Question 4**

**Do you have any comments on the proposal to review references in the guidance related to the European Union as a result of the UK leaving the EU?**

Mid Ulster District Council agrees with the proposal to review references in the guidance related to the EU as a result of the UK leaving the EU.

#### **Consultation point D: Accessibility of the guidance for users**

##### **Question 5**

**Do you have any comments on the intention to improve accessibility for users of the guidance?**

Mid Ulster District Council welcomes any improvements to accessibility for users.

#### **Impact**

##### **Question 6**

**We would welcome your views on our assessment of the impacts of the proposed consultation points A, B, C and D identified in this consultation. Please provide evidence, where possible, to support your views.**

**In particular:**

**Question 6(a): For consultation point A evidence is requested from stakeholders on whether there would be costs or benefits from:**

- **An extension of the current recommended 10-day shelf-life up to the 13-day shelf-life as recommended by the ACMSF for VP/MAP chilled fresh beef, lamb and pork. (Option 2)**
- **If the FSA/FSS guidance is amended to no longer apply to VP/MAP chilled fresh meat beef, lamb and pork and industry led guidance is developed on how food businesses should demonstrate the safety of the shelf-life applied for VP/MAP chilled fresh beef, lamb and pork. (Option 3)**

Mid Ulster District Council recognises the use of this guidance document by Food Business Operators as a means of validating their shelf life practices. Mid Ulster District Council also acknowledges and agrees that without this document the Food Business Operator would be required to implement other validation methods that may require financial input in terms of both money and their time. Many small to medium sized businesses would not have the finances to provide validation beyond that of recognised guidance documents such as this one. However, Mid Ulster District Council does not have evidence to present in this regard.

**Question 6(b): For consultation point B evidence is requested from stakeholders on whether there would be costs or benefits from the amendments to the FSA/FSS guidance outlined at paragraph 18 above as recommended by the ACMSF subgroup on *C. botulinum*.**

Mid Ulster District Council has no evidence in respect of either costs or benefits from the amendments, as outlined.

**Advisory Committee on the  
Microbiological Safety of Food**

**Subgroup on non-proteolytic *Clostridium  
botulinum* and vacuum and modified atmosphere  
packaged foods**

**Final report**

**Advises the Food Standards Agency on the Microbiological  
Safety of Food**

**February 2020**

## Contents

Group membership .....	2
ACMSF members .....	2
Co-opted member .....	2
Executive summary.....	3
Introduction .....	4
Non-proteolytic <i>C. botulinum</i> .....	4
Current guidance.....	4
ACMSF involvement .....	4
Current guidelines .....	4
Terms of reference .....	5
Review of the FSA guidelines .....	5
Thermal inactivation parameters – z and D-values.....	5
z-values .....	6
D-values .....	7
The effect of lysozyme on thermal inactivation of non-proteolytic <i>C. botulinum</i> .....	8
Challenge testing .....	8
Spore loading.....	10
Review of the BMPA/MLA funded risk assessment .....	11
Scope.....	11
Background to the risk from non-proteolytic <i>C. botulinum</i> in raw meat .....	12
The 2019 BMPA / MLA study .....	12
Existing shelf lives.....	12
Cases of botulism from fresh chilled vacuum packed or modified atmosphere packed meat.....	13
Challenge test studies .....	13
Exposure assessment (quantified risk) .....	14
Report summary.....	14
Subgroup conclusions on the BMPA report .....	15
Conclusions.....	15
Recommendations .....	16
Recommendations for the FSA guidance document.....	16
Ten-day rule in relation to fresh meat .....	16
z-values .....	16

Challenge testing .....	16
Upper shelf-life limit for foods with controlling factors in place .....	16
Controlling factors .....	17
Other aspects that were considered .....	17
Nitrites.....	17
Hyper-oxygenated foods .....	17
Other bacteria possessing botulinum neurotoxin genes .....	17
Impact of the resident microflora on <i>C. botulinum</i> .....	17
1992 report.....	18
Detection of <i>C. botulinum</i> growth.....	18
References.....	18
Other unpublished documents considered by the subgroup.....	20

## **Group membership**

### **ACMSF members**

Prof. David McDowell (Chair)

Mr Alec Kyriakides

Dr Gauri Godbole

Dr Gary Barker

Miss Heather Lawson

Dr Roy Betts

Dr Wayne Anderson

### **Co-opted member**

Prof. Mike Peck

## Executive summary

1. Foodborne botulism is caused by botulinum toxin produced by *C. botulinum*. Spores of *C. botulinum* are widely distributed in the environment and germinate, leading to growth and toxin formation, at low oxygen concentrations. Outbreaks of foodborne botulism have been associated with foods sealed in airtight containers including vacuum-packaged (VP) and modified-atmosphere-packaged (MAP) foods.
2. The Food Standards Agency has published guidance for food business operators and enforcement officers regarding 'The safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to non-proteolytic *Clostridium botulinum*'. This advises that, in the absence of other controlling factors, the shelf life be set to a maximum of ten days. These guidelines were first published in 2008 following consultation with the ACMSF and were subsequently updated in 2017, during which fresh meat was specifically mentioned for the first time.
3. The explicit inclusion of fresh meat, which always fell within the scope of the guidelines, has led to challenge by industry, as other countries do not provide similar guidelines in relation to fresh meat. The British Meat Processors Association and Meat Livestock Australia have recently published a study concerning VP and MAP fresh meat. It was agreed in June 2019 that it was appropriate for the ACMSF to establish a short-life subgroup to review the evidence on key aspects relating to the risk of non-proteolytic *C. botulinum* and VP/MAP foods.
4. The subgroup has reviewed three areas underpinning the current FSA guidance more broadly; thermal inactivation parameters, challenge testing and spore loading, as well as the industry funded report concerning fresh meat. The review of challenge testing and spore loading did not generate any major recommendations for the guidance outside of current best practice.
5. Drawing on a review of thermal inactivation parameters, the subgroup found evidence to recommend a change in the z-value within the range of 6.7-7.7°C° for calculation of equivalent thermal processes below 90°C. If adopted, this would increase processing time at temperatures below 90°C.
6. The subgroup review of the industry funded report found evidence that could support an increase of the shelf life of fresh beef, lamb and pork from ten to thirteen days. This is based on the safety record of current industrial practice and supported by new challenge test data.
7. The subgroup has provided a series of recommendations concerning the guidance document, as well as observations on other areas which fell outside the scope of this review. A key observation is that the 1992 ACMSF 'Report on Vacuum Packaging and Associated Processes' would benefit from a full review.

## Introduction

### Non-proteolytic *C. botulinum*

8. Non-proteolytic *Clostridium botulinum* (*C. botulinum*, also known as psychrotrophic *C. botulinum*) is a spore-forming anaerobic bacterium capable of producing a neurotoxin, botulinum toxin, that is the most potent biological toxin known, with an estimated median lethal dose of 1 ng per kg bodyweight. Foodborne botulism is an intoxication caused by consumption of botulinum toxin formed by *C. botulinum* in food. Foodborne botulism is a potentially fatal form of food poisoning that leads to paralysis and is fatal in approximately 10% of cases.
9. Spores of *C. botulinum* are widely distributed in the environment and may be present in a variety of foods. Spores germinate, leading to growth and toxin formation, at low oxygen concentrations and in foods with a low redox potential. Outbreaks of foodborne botulism have been associated with foods sealed in airtight containers including vacuum-packaged (VP) and modified-atmosphere-packaged (MAP) foods. It is important to note that the presence of air, or a similar oxygen-containing atmosphere, cannot be relied upon to prevent growth and toxin formation by non-proteolytic *C. botulinum*. Such foods can contain areas of low oxygen and low redox potential that will allow *C. botulinum* to grow and form toxin.

### Current guidance

#### ACMSF involvement

10. In 1992 the Advisory Committee on the Microbiological Safety of Food (ACMSF) issued a comprehensive 'Report on Vacuum Packaging and Associated Processes' (ACMSF, 1992). Evidence and recommendations from this report were used by the Food Standards Agency (FSA), with advice from other parties, in drafting of guidelines for food business operators and enforcement officers regarding 'The safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to non-proteolytic *Clostridium botulinum*'. These guidelines were first published in 2008 following consultation with the ACMSF and were subsequently updated in 2017 to improve clarity (Food Standards Agency, 2017). The ACMSF did not specifically review the changes made in the 2017 update, although the document was put out for public consultation.

#### Current guidelines

11. The current guidelines in this area advise that, unless suitable grounds for extension are proven, the shelf-life of VP and MAP chilled foods, including fresh meat, held at temperatures from 3 to 8°C is a maximum of ten days. The suitable grounds for a longer shelf life as detailed in the current guidelines are as follows:
  - a heat treatment of 90°C for ten minutes or equivalent lethality at the slowest heating point in the food
  - a pH of 5.0 or less throughout the food and throughout all components of complex foods
  - a minimum salt level of 3.5% in the aqueous phase throughout the food and throughout all components of complex foods

- a water activity ( $a_w$ ) of 0.97 or less throughout the food and throughout all components of complex foods
  - a combination of heat and preservative factors which can be shown consistently to prevent growth and toxin production by non-proteolytic *C. botulinum*
12. Informed by the 1992 ACMSF report (ACMSF, 1992), these guidelines were established in 2008 following consultation involving the ACMSF. In 2017 the guidelines were revised to improve clarity (Food Standards Agency, 2017), during which fresh meat was specifically mentioned for the first time. The explicit inclusion of fresh meat, which always fell within the scope of the guidelines, has led to challenge by industry. Other countries do not provide similar guidelines in relation to fresh meat. The Food Safety Authority of Ireland specifically states that the ten-day rule does not apply to “*chilled VP/MAP raw meats sold as whole joints or cuts*” (Food Safety Authority of Ireland, 2019). There have also been scientific advances in several areas, including z-values, challenge testing and spore loading, which the subgroup identified as worthy of revisiting.

### Terms of reference

13. It was agreed in June 2019 that it was appropriate for the ACMSF to establish a short-life subgroup to review the evidence on key aspects relating to the risk of non-proteolytic *C. botulinum* and VP/MAP foods.
14. The following terms of reference were agreed by the subgroup in September 2019:
- Review the FSA guidelines for the shelf-life of vacuum and modified atmosphere packaged foods and the risk posed by non-proteolytic *C. botulinum*, and other pathogens where appropriate, from these foods. This group will consider the 1992 ACMSF *Report on Vacuum Packaging and Associated Processes*, but it is outside the scope of this group to review that document.
  - Specifically review the industry funded risk assessment of botulism from chilled, VP/MAP (Vacuum Packed/Modified Atmosphere Packed) fresh meat held at 3°C to 8°C (Peck, 2019).
  - Where appropriate consider other risk-related evidence relevant to this topic made available to the FSA and the ACMSF during the lifetime of the group.

## Review of the FSA guidelines

### Thermal inactivation parameters – z and D-values

15. Microbial thermal inactivation calculations involve two values, the D-value and the z-value. The D-value is a measure of the heat resistance of a microorganism. It is the time in minutes at a given temperature required to destroy one-log (90%) of the target microorganism. The z-value is defined as the temperature change required to change the D-value by a factor of ten. The choice of a scientifically valid z-value and a reference D-value is essential for safe processing of chilled food stored at reduced oxygen levels, such as VP and MAP. The FSA recommends a thermal

process to provide at least a six-log reduction in the spores of non-proteolytic *C. botulinum* in the absence of other controlling factors.

16. In the current FSA Guidelines (Food Standards Agency, 2017) the following statement is made:
17. *“If heat treatment is to be used as the single controlling factor, the minimum heat treatment that should be used to manufacture a chilled VP/MAP product is 90°C for 10 minutes or equivalent achieved at the slowest heating point in the product.”*
18. The equivalence table in the FSA guidance is calculated using a z-value of 10.0 Celsius degrees (C°) to calculate equivalent thermal processes to 90°C for ten minutes for cooking temperatures between 90°C and 100°C based on Chilled Food Association (CFA) data (Chilled Food Association, 2006). A z-value of 9.0C° is used to calculate equivalent thermal processes to 90°C for ten minutes for cooking temperatures between 80°C and 90°C based on ACMSF data (ACMSF, 1992).
19. A literature search by the FSA made available to the ACMSF (ACMSF, 2018) and updated for the subgroup (VP/12) highlighted a single key publication which was an extensive review of the first order inactivation kinetics of non-proteolytic *C. botulinum* based on data from 46 papers which met the study criteria (Wachnicka et al., 2016). These studies were conducted in foods, laboratory buffer solution or laboratory growth media over a heating range of 50°C to 95°C, using various recovery media. They found or derived 753 D-values (253 non-proteolytic Type B *C. botulinum* and 375 non-proteolytic Type E, 65 non-proteolytic Type F and 60 non-proteolytic mixed Types). A total of 436 z-values were also collected from these studies. The presence of lysozyme in the recovery media and the resulting biphasic inactivation curve was accounted for by taking or deriving z-values for the heat sensitive and heat resistant fractions separately.

### **z-values**

20. The published z-values were modelled by Wachnicka *et al.* using a beta probability density function to represent the uncertainty and were reported as a range around mean values. They reported a mean z-value of 6.7C° (range: 4.4C° to 10C°) for spores recovered in the absence of lysozyme.
21. The authors concluded that *“A suitable z value of 6.7°C is indicated from the analysis of the literature data (for recovery in the absence of lysozyme) and is consistent with the z value of 7°C advocated by the Chilled Food Association, compared to the z value of 9.2°C advocated by the United Kingdom Food Standards Agency (The z-value used in both the ACMSF report (ACMSF, 1992) and FSA guidance (Food Standards Agency, 2017) is in fact 9.0C°.) A z-value of 7.0C° is also advocated by the European Chilled Food Federation (ECFF).*
22. In further work, Wachnicka *et al.* also derived an alternative z-value based on a statistical analysis of the published D-value data for temperatures of 83°C and below and concluded that *“analysis of the reported D values ... indicates a z value of 7.7°C”*.

23. The subgroup considered this work and found that there was insufficient evidence to change the current recommended z-value of 10.0C° used for calculation of equivalent thermal processes above 90°C. However, there was sufficient information for the subgroup to consider z-values within the range of 6.7-7.7C° for calculation of equivalent thermal processes below 90°C. The equivalent time temperature combinations arising from a change in these values is included in Table 1.

Table 1: Equivalent heating processes resulting from z-values used by the Food Standards Agency (2017) and Chilled Food Association (2006), and proposed by Wachnicka et al (2016).

Temp. (°C)	Equivalent Thermal Inactivation Processes (minutes, 1 d.p.)			
	FSA 2017 z=9.0C°	CFA 2006 z=7.0C°	Wachnicka A z=7.7C°	Wachnicka B z=6.7C°
90	10.0	10.0	10.0	10.0
89	13.0	13.9	13.5	14.1
88	17.0	19.3	18.2	19.9
87	22.0	26.8	24.5	28.0
86	28.0	37.3	33.1	39.5
85	36.0	51.8	44.6	55.8
84	46.0	72.0	60.2	78.6
83	60.0	100.0	81.1	110.9
82	77.0	139.0	109.4	156.3
81	100.0	193.1	147.5	220.4
80	129.0	268.3	198.9	310.8

Wachnicka A: FSA reference process time with Wachnicka z-value derived from analysis of published D-values (at 83°C and below)  
Wachnicka B: FSA reference process time with Wachnicka z-value derived from the average of published z-values

## D-values

24. Published log D-values were also modelled by Wachnicka *et al.* using a normal distribution at each heating temperature. At 90°C there were only eight published D-values and the mean log measured in minutes was -0.24 with a standard deviation ( $\sigma_{\log D}$ ) of 0.42 for spores recovered in the absence of lysozyme.

25. Based on further modelling, the authors concluded that “*On the basis of the 99% upper confidence limit (UCL) of predicted D values (in the absence of lysozyme and for heating temperatures below 83°C), the time required to reduce the spore concentration by a factor of 10<sup>6</sup> at 90°C is ~5 min*” (the actual value is 4.9 minutes) so that the reference value included in the FSA guidelines is conservative in relation to safety. Further, they suggested that independent analysis may be needed for heating temperatures above 83°C.

26. However, in considering this proposed D-value, the subgroup was mindful of differences in the heat resistance of spores in the different matrices used in the different studies reviewed by Wachnicka *et al.* (2016). D-values derived from inactivation studies in food tend to be higher than those derived in laboratory medium and buffer. In certain types of food, the D-values may be higher than the value derived in the review and are being diluted out by the larger body of data that

is derived from laboratory media and buffer. The subgroup agreed that further work is needed before deviating from the long-established reference inactivation process for non-proteolytic *C. botulinum* of 90°C for 10 minutes.

### **The effect of lysozyme on thermal inactivation of non-proteolytic *C. botulinum***

27. Lysozyme is an enzyme that is found naturally in some foods and, under certain conditions, has been shown to aid the germination of a susceptible fraction of heated spores. Wachnicka et al (2016) noted that the presence of lysozyme in the recovery media resulted in biphasic inactivation curves and this was accounted for by taking or deriving z-values for the heat-sensitive and heat-resistant spore fractions separately. The published z-values were modelled by Wachnicka *et al*, using a beta probability density function to represent the uncertainty and they reported a mean z-value of 9.3C° (range: 5.4C° to 14.3C°) for the heat-resistant fraction of spores recovered in the presence of lysozyme. For the heat-sensitive fraction of spores recovered in the presence of lysozyme, the mean log D-value was -0.03 ( $\sigma_{\log D} = 0.21$ ) and for the heat-resistant fraction of spores recovered in the presence of lysozyme, the log D-value was 1.29 ( $\sigma_{\log D} = 0.20$ ). Wachnicka *et al*. concluded that separate advice on heat inactivation of non-proteolytic *C. botulinum* spores should be given for foods containing lysozyme.
28. Lysozyme naturally present in or added to foods may survive mild heat processes, such that a heat treatment of 90°C for ten minutes (or equivalent) fails to deliver the intended six-log reduction. For example, Peterson *et al*. (1997) reported that heat treatments of 88.9°C for 65 minutes, 92.2°C for 45 minutes, or 94.4°C for 25 minutes were required to deliver a six-log reduction for pasteurised crabmeat, presumably because of naturally-present lysozyme. When hen egg white lysozyme was added to meat slurry prior to heating, heat treatments of 80°C for 230 minutes, 85°C for 184 minutes, or 90°C for 34 minutes were required to deliver a six-log reduction (Fernández and Peck, 1999). Furthermore, when a heat treatment of 90°C for ten minutes (or equivalent down to 80°C; data not available above 90°C) were applied to tubes containing 10<sup>6</sup> spores, growth was observed at 8°C in 48-54 days (Fernández and Peck, 1999).
29. In view of this evidence, the subgroup proposed that the maximum shelf-life of foods given a heat process of 90°C for ten minutes (or equivalent) should be limited to 42 days, unless it can be shown that lysozyme is absent from the food. The subgroup also agreed that expert advice should be sought if a shelf-life in excess of 42 days is desired.

### **Challenge testing**

30. The present document (Food Standards Agency, 2017) provides information on the use of predictive growth models and challenge testing in shelf-life determination but does not make reference to alternative approaches that can be used to assess *C. botulinum* risk. The subgroup proposed that the document should be revised to recognise the importance of other established approaches such as risk assessment and exposure assessment, and that these approaches require expert advice.

31. Predictive microbiology models are important tools for food safety management as they provide a scientific basis to underpin key aspects of HACCP-based food safety management procedures. Predictive models available include those that describe growth and growth limits of non-proteolytic *C. botulinum*. It is important to recognise that models can only provide accurate information when interpreted by microbiologists with appropriate skills and experience, particularly as the models relate to growth and not toxin formation. Where a business does not have such skill and expertise it should consult an expert in food microbiology. The models are of particular benefit in providing a guide for the need for challenge testing or to enable the effective targeting of a challenge test study. Where results from predictive models and challenge testing are in conflict, the results of challenge testing should always take precedence.
32. The ACMSF 1992 VP/MAP report (ACMSF, 1992) was produced at a time when botulinum toxin testing was predominantly based on the mouse bioassay, a test that requires specialist animal handling facilities and is complex to perform. The mouse bioassay is viewed as the “gold standard” method, but in the UK is now only used for clinical investigations. The complexity of the bioassay, along with a reduction in the use of animal testing, led to the development of alternative methods to detect toxin and challenge tests based on observations of growth. Over recent years methods for botulinum toxin testing based on immunoassays (and other suitable methods) have become available. Such tests do not require the use of animal testing and makes testing for toxin more widely available. However, the specificity and sensitivity of alternative methods should be similar to that of the mouse bioassay.
33. The ACMSF 1992 VP/MAP report frequently refers to “*the prevention of growth and toxin formation*” but provides no explicit guidance with respect to challenge testing, whilst newer references advocate detection of toxin in challenge test experiments (Chilled Food Association, 2018; Health Canada, 2010; National Advisory Committee on Microbiological Criteria for Foods, 2010). Furthermore, the National Advisory Committee on Microbiological Criteria for Foods (2010) stated that “*detection of toxins is measured rather than growth, as neurotoxin can be produced without an increase in numbers*”.
34. Foodborne botulism is an intoxication caused by consumption of pre-formed botulinum neurotoxin, and as noted previously recent guidance documents for challenge test studies emphasise the importance of verifying that neurotoxin formation can be prevented (Chilled Food Association, 2018; Doyle, 1991; Health Canada, 2010; National Advisory Committee on Microbiological Criteria for Foods, 2010, 1992). The clearer guidance on toxin detection has been stimulated by a number of publications that have reported that botulinum neurotoxin may be formed in some circumstances, in an absence of a measured increase in growth (Bell and Kyriakides, 2000; Brown et al., 1991; Brown and Gaze, 1990; Carlin and Peck, 1996; Hyytiä et al., 1999; Keto-Timonen et al., 2012; National Advisory Committee on Microbiological Criteria for Foods, 2010). A majority of published challenge tests have measured formation of botulinum neurotoxin rather than increase in viable count (Peck et al., 2008).

35. Various guidance documents have been produced on the conducting of challenge tests and setting of shelf-life. In June 2018, the UK food industry, in collaboration with partners, produced a guidance document on setting the shelf-life of chilled foods (Chilled Food Association, 2018). This document has been endorsed by the British Retail Consortium (BRC), the European Chilled Food Federation (ECFF), Meat and Livestock Australia (MLA) and others.
36. In the FSA current guidance (Food Standards Agency, 2017) there is a lack of clarity about whether there is the need in a challenge test to demonstrate that there is no production of botulinum neurotoxin as well as no increase in *C. botulinum* viable count (and in several places it is stated that only growth must be prevented). Given the above information, it is recommended that establishing the safety of a product through a challenge test must rely on demonstrating the absence of formation of botulinum neurotoxin.
37. It is also clear that in some circumstances detection of growth of *C. botulinum* may precede that of toxin formation (Carlin and Peck, 1996; Hyytiä et al., 1999; Keto-Timonen et al., 2012) and growth of the organism does indicate a potentially hazardous situation. An increase in viable counts over the course of the challenge test would indicate that *C. botulinum* can grow within the product and that there is a potential for toxin to be formed. An increase in viable count should be taken to indicate a potentially hazardous scenario even when toxin formation is not detected or measured. Concerns were raised by the sub-group with respect to the statistical power of the ISO 20976-1 standard on challenge testing to detect population growth of *C. botulinum* as an increase of 0.5 log in a test with three replicates. The level of change required to indicate growth may need to be reviewed, and this should be considered in future experimental work. Importantly, a failure to measure an increase in viable count does not prove that toxin has not been formed.
38. It is therefore recommended that detection of toxin is a minimum requirement for challenge testing, and that measuring viable counts is of merit in ensuring safety.

### **Spore loading**

39. The spores of *C. botulinum* are considered to be ubiquitous within the environment and their presence in food materials cannot be discounted. However, isolation and detection of spores is technically challenging so estimates of spore numbers are always uncertain. In 2016 spore loads of non-proteolytic *C. botulinum* in food materials were reviewed and quantified in order to support improved understanding of risks associated with foodborne botulism (Barker et al., 2016).
40. The quantification included a literature review that captured 100 primary sources and 1090 estimates of spore loads in foods, an extensive programme of more than 450 laboratory tests to detect spores in food samples and an integrated scheme to establish the limit of detection for spores of non-proteolytic *C. botulinum* in food materials. The quantification gave a probabilistic estimate for the concentrations of spores, for non-proteolytic *C. botulinum*, in batches of food materials. The materials examined were explicitly associated with the manufacturing of minimally processed food and were categorized as Meat, Fish, Shellfish, Plant based foods, Cereals, Mushrooms and Fungi, Dairy liquids, Dairy non liquids and Herbs and Spices (with

an assumption of homogeneous classes). The review did not include any information for some food materials such as eggs and honey.

41. Subsequent (posterior) beliefs concerning concentrations of *C. botulinum* spores in food materials indicated that typical loads are smaller than many previously reported in the scientific literature. This shift reflects new evidence including significant numbers of negative results following microbiological tests on food samples and detailed evidence concerning the limit of detection. Current beliefs cannot rule out undetected spore loads with concentrations  $\sim 10$  spores  $\text{kg}^{-1}$  but they provide increased confidence concerning the small probability for very heavily contaminated batches of materials.
42. Quantification did not identify significantly different spore loads in different food materials although some evidence pointed to smaller loads in meat and larger loads in herbs and spices (Barker et al., 2016). The limit of detection for spores of non-proteolytic *C. botulinum* in meat was particularly small (estimated as a single spore in a 200g sample). Herbs and Spices (dried) presented experimental issues due to product density, so probabilities for larger spore loads cannot be ignored.
43. Although the size of spore loads has direct relevance to the hazards associated with foodborne botulism; the actual hazard involves preformed toxin in food, their quantification is not always apparent in corresponding consideration of risks. Load sizes are not explicitly identified in the current FSA guidance on the safety of vacuum-packaged foods. The severity of botulism drives extreme vigilance so that safety considerations are usually based on complete inactivation of all possible spore populations in foods. The recently improved understanding of spore loads in food materials adds some confidence concerning the small probability of high spore concentrations and, in principle, this information could contribute to assessment of risk. However, incorporating improved quantification of spore loads into decisions about food safety is a complex step, which requires a structured approach, not currently included in the development of guidelines. In this respect an important component of complexity is the uncertain relationship between delay time (the period prior to germination and growth) and the size of a small population of, potentially damaged (adaptive), spores of non-proteolytic *C. botulinum*.

## **Review of the BMPA/MLA funded risk assessment**

### **Scope**

44. The subgroup agreed to “*specifically review the industry funded risk assessment of botulism from chilled, VP/MAP (Vacuum Packed/Modified Atmosphere Packed) fresh meat held at 3°C to 8°C*” (Peck, 2019). This risk assessment was presented to the subgroup by the British Meat Processors Association (BMPA) and by the author of the report Prof. Mike Peck, a co-opted member of the subgroup. The report was funded by BMPA, Meat & Livestock Australia (MLA) and donor companies in the food manufacturing and retail industries and is currently undergoing independent peer review. The scope of the report focussed on fresh red meat (beef, lamb and pork) using the following definition; “*meat that has not*

*undergone any preserving process other than chilling, freezing or quick-freezing, including meat that is VP or MAP wrapped”.*

### **Background to the risk from non-proteolytic *C. botulinum* in raw meat**

45. In the 1992 ACMSF report on vacuum packaging and associated processes, the ACMSF categorised chilled foods according to their “*composition, processing, and the form of packaging and the usual controlling factors*” and then prioritised them into those “*considered to present a high, medium, or low risk from growth and toxin production by psychrotrophic strains of C. botulinum*” as a result of the presence of these factors. Product categories regarded as low priority for attention were those where the organism was either unlikely to occur or where factors controlling growth or preventing toxin formation may be present singly or in combination. Foods were also considered to be low priority if they are susceptible to overt spoilage prior to growth and toxin formation by *C. botulinum*. The report defined “*raw animal products e.g. fish, poultry, shellfish and meat*” to be a low priority for attention although the report did highlight that the prioritisation regarding specific chilled food categories was “*intended as a working reference and it is not intended to be used independently of the report*”.
46. Since the publication of 1992 ACMSF report (ACMSF, 1992) the industry has generally focussed controls on foods in the high and medium risk categories and therefore less focus has been placed on those in low risk groups including raw animal products such as meat. The recent publication of the FSA guidance on the safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to non-proteolytic *Clostridium botulinum* (Food Standards Agency, 2017) did not differentiate between the risk presented by different chilled food groups and clearly identified raw meat as being at risk from growth of the organism and within scope of the ten-day guidance in the absence of controlling factors other than temperature. Accordingly, the shelf-life of VP/MAP foods (including fresh meat) held at 3°C to 8°C should be a maximum of ten days, unless suitable grounds for a longer shelf-life can be identified.

### **The 2019 BMPA / MLA study**

47. Fresh chilled meat lacks any single factor controlling the growth of *C. botulinum* as defined by the FSA (Food Standards Agency, 2017). The research funded in the BMPA / MLA report (Peck, 2019) utilised a combination of a risk assessment and challenge test to quantify the risk presented by certain fresh, chilled meats and to determine whether it was possible to establish a safe shelf life in excess of the ten days recommended in the FSA guidance. A summary of the report and key findings is detailed below.

### **Existing shelf lives**

48. An extensive review was conducted of the temperature and time regimes operated by the food industry for the storage of VP/MAP, fresh, chilled meat examining published guidance and industry submissions. Shelf lives of retail packed meat varied from 7 to 27 days at 3-8°C although the typical shelf lives for different red meat species were 8-13 days for beef, 8-11 days for pork and 8-11 days for lamb. It was noted that the total shelf life of many meats can be much longer than those

detailed above as it is common practice to 'deep chill' primal cuts or retail packs at temperatures below those that would support the growth of non-proteolytic *C. botulinum* i.e. <3°C. The typical shelf lives reported here are consistent with those found in a study conducted for Food Standards Scotland (Survey of Shelf Life Applied to Vacuum or Modified Air Packaged Fresh Meat at Retail and Approved Establishments in Scotland [Feb-Apr 2016]), that found typical 'non-compliant to the FSA guidance' shelf lives for retail meat to be, on average, 13 days for beef, 14 days for pork and 12 days for lamb. The study also reported maximum shelf lives of 17 days, 24 days and 13 days, respectively. It is clear that the majority of fresh, chilled meat sold at retail is given a shelf life beyond the ten days recommended by the FSA / ACMSF.

### **Cases of botulism from fresh chilled vacuum packed or modified atmosphere packed meat**

49. The risk assessment reviewed the evidence of foodborne botulism to determine any attribution to fresh, chilled meat. The review examined outbreaks of botulism building on a 2006 (Peck et al., 2006) and 2008 (Peck et al., 2008) review of all previously published outbreaks which concluded that '*none of the outbreaks were due to correctly stored chilled foods*' and '*illness occurred when foods were time and/or temperature abused or when pre-formed botulinum toxin was inadvertently added, via another food component, to a correctly chilled product*'. The latest review to August 2018 identified 26 outbreaks of botulism since 1985 implicating commercial foods intended to be stored under chilled conditions. There was no evidence found of outbreaks having been caused by VP/ MAP fresh, chilled meats within the scope of the study: beef, pork and lamb. Indeed, as reported from the previous outbreak reviews, none of the outbreaks associated with any commercial chilled food were caused by correctly stored products.

### **Challenge test studies**

50. A literature review was conducted of challenge test studies on chilled food and food materials building on a previous comprehensive review conducted in 2011 (Stringer et al., 2011) and also including previously confidential industry data. A total of 514 studies were identified where toxin assays were used and of these 100 were positive for toxin within ten days at 8°C. However, there have been only eight studies on fresh, chilled meat and the experimental approaches used varied markedly, including inoculum size, sample size, methodology for assessing risk (growth or toxin formation), analytical methods and sensitivity of assay. The studies demonstrated variation in time to toxin formation within and between meat species and it was not possible to draw general conclusions from the studies regarding growth and toxin production of *C. botulinum* in fresh, chilled meats.

51. Consequently, a new series of challenge tests was undertaken to inform the risk assessment. The study was conducted against a newly published approach for challenge testing (Chilled Food Association, 2018) including the use of highly sensitive toxin assays (with a detection limit of 40pg toxin per g meat). Products tested included beef, lamb and pork stored at temperatures representative of those being applied in industry, including stages at 'deep chill' i.e. <3°C for 1 day, then at 5°C for 1 day, 22°C for 2 hours (to simulate potential abuse during consumer

purchase and transportation), and then at 8°C for the remaining incubation period (to reflect domestic storage). The six products tested were selected to be representative of the UK market and included meats with both short and long maturation periods. Meats were tested in triplicate. Toxin was not detected in beef stored for up to 50 days nor lamb stored up to 35 days. One of the two fresh chilled pork products supported toxin formation at 35 days but not after 25 days. Although this challenge test has provided additional evidence regarding the production of toxin by non-proteolytic *C. botulinum* in a variety of red meats, indicating the potential to safely extend shelf lives beyond ten days, it is important to note that this only reflects the conditions in the six types of fresh meat used in this study. Further work would be beneficial to ensure this was fully representative of conditions present within and between the different meat types studied.

### **Exposure assessment (quantified risk)**

52. In the absence of reported outbreaks of botulism associated with properly controlled fresh, chilled meats, it is possible to estimate the theoretical level of protection provided by 'normal' industry practice. 'Normal' practice would be defined as that meeting the requirements of EU Regulations for the production, storage and sale of these products. The 'protection factor' was calculated in this review by estimating the number of portions that have been sold (x) in a defined period without causing botulism and expressing the level of protection as "*1 in >10<sup>x</sup> packs associated with botulism*". The number of units of fresh beef, pork and lamb sold was estimated using a variety of national and international data sets (BMPA, MLA, Agriculture and Horticulture Development Board, Organisation for Economic Co-operation and Development, Food and Agriculture Organization) spanning several decades. Based on a portion size of 250g it was estimated that in the UK between 1999 and 2017 (excluding 2006)  $3.1 \times 10^{10}$ ,  $2.2 \times 10^{10}$  and  $8.6 \times 10^9$  units of beef, pork and lamb were sold giving a total of  $6.2 \times 10^{10}$  250g portions. The protection factor provided by the current industry practice for fresh, chilled meat in the UK was therefore estimated at 1 in  $>10^{10.8}$  packs per case of botulism. This is comparable to the protection afforded by many other processes applied to render foods 'safe' regarding a variety of bacterial pathogens. For *Listeria monocytogenes*, a six-log reduction achieved by the recommended 70°C for two minutes would provide a theoretical protection factor of  $1 \times 10^6$  units, assuming 1 organism per unit. For proteolytic *C. botulinum*, 121°C for three minutes, or F<sub>0</sub>3, would provide a protection factor of  $1 \times 10^8$  -  $1 \times 10^9$  units. It should be noted that although  $10^{12}$  is a recognized figure in relation to foodborne *C. botulinum* kill (F<sub>0</sub>3), analysis of this in several studies has moved majority opinion to conclude that a  $10^{-8}$ - $10^{-9}$  probability of growth approximates to the twelve-log inactivation of proteolytic *C. botulinum* in phosphate buffer as described in the original study by Esty and Meyer (1922) and is an acceptable food safety objective.

### **Report summary**

53. The report used a risk assessment approach to establish the level of protection afforded by current and historical industry practice with respect to non-proteolytic *C. botulinum* in fresh, chilled meat. The level of protection was estimated as  $>10.8$  safety units or  $<1$  reported case in over  $10^{10.8}$  250g units sold. A detailed review of

botulism outbreaks failed to identify any caused by commercially produced, fresh, chilled meat stored under correct temperature conditions. A new challenge test study on beef, pork and lamb demonstrated no (<40pg per g) toxin formation by a cocktail of type B and type E strains of *C. botulinum* when stored under typical conditions up to 25 days in pork, 35 days in lamb and 50 days in beef.

### **Subgroup conclusions on the BMPA report**

54. The report provides new evidence regarding the safety of fresh, chilled meat with respect to non-proteolytic *C. botulinum*. It is clear that the current and historical shelf lives and storage regimes employed by the industry for the meats defined in the BMPA study, when processed and stored in accordance with EU Regulations, afford a high level of protection, even though typical shelf lives exceed the current recommended maximum of ten days. Challenge test studies demonstrate that toxin formation can take considerable time to occur in fresh, chilled meat and beyond 25 days in pork, beef and lamb, although historical challenge tests do provide differing outcomes. Whilst it does seem possible to achieve safe shelf lives in excess of ten days for chilled, fresh meats, it remains unclear as to what the controlling factors are that prevent growth and toxin formation. As such, it is not possible to provide a measurement and therefore critical limit that could be applied to assess whether the risk from fresh, chilled meat is negligible. This may pose challenges if technology used to process fresh, chilled meat leads to changes in the 'unknown' controlling factors rendering the food more vulnerable to growth and toxin production.
55. Under the current processing and storage regime, the evidence suggests that shelf lives beyond ten days do provide a high level of protection for these fresh, chilled meats (beef, lamb and pork). The subgroup therefore agrees that the maximum shelf life of these three fresh meats that have no other controlling factors in place could be extended to thirteen days, in line with the typical shelf life historically applied to the products.
56. Challenge test data does show that there is potential for the shelf life to be extended further but this would need additional evidence to encompass the potential variation between and within the meat species studied by the BMPA. It is also important to reiterate that the proposed thirteen-day shelf life does not extend to any beef, lamb or pork that is subject to further processing such as mincing, cooking or mixing with any other ingredients such as herbs, spices or curing salts.

### **Conclusions**

57. The subgroup has reviewed three areas underpinning the current FSA guidance; thermal inactivation parameters, challenge testing and spore loading, as well as an industry funded report concerning fresh meat.
58. Drawing on a review of thermal inactivation parameters by Wachnicka *et al.*, the subgroup found evidence to recommend a change in the z-values within the range of 6.7-7.7°C for calculation of equivalent thermal processes below 90°C. If adopted, this would increase processing time at temperatures below 90°C.

59. Concerning challenge testing, the subgroup agreed that absence of toxin is a minimum requirement for safety and that measuring growth does provide useful additional evidence, but expert advice should be sought as growth studies need careful interpretation. It is recognised that this advice does not extend to predictive modelling, which only considers growth, therefore the subgroup advises that modelling be conducted under expert advice.
60. New evidence shows that, in principle, spore loading could contribute to risk assessment. However, it was agreed that this is a complex step, which requires a structured approach, and is not currently included in the guidelines.
61. The subgroup has reviewed the report funded by the BMPA and MLA concerning three fresh meats; beef, lamb and pork. Whilst the subgroup did not feel enough evidence was available to consider shelf lives around those demonstrated in the challenge tests, it was agreed that an increase of the shelf life of these fresh meat products from ten to thirteen days could be recommended, based on the safety record of current industrial practice.

## **Recommendations**

### **Recommendations for the FSA guidance document**

#### **Ten-day rule in relation to fresh meat**

62. The subgroup agreed that there is evidence from the BMPA study and the survey from Food Standards Scotland to support a change in the guidelines on the shelf life of lamb, beef and pork from ten days to thirteen. This change would apply only to lamb, beef and pork without added ingredients or further processing beyond cutting, packing, chilling, freezing and quick-freezing.

#### **z-values**

63. The subgroup agreed to present evidence from Wachnicka et al. in Table 1. The subgroup recommends that there be no change to the z-value above 90°C or to the reference D value used to define the reference process that corresponds with heating at 90°C for ten minutes. The subgroup agreed to present the options for the z-value below 90°C and the subsequent effect on the time temperature combinations.

#### **Challenge testing**

64. The subgroup recommends that detection of toxin is a minimum requirement for challenge testing, and that measuring viable counts is of merit in ensuring safety with appropriate expert advice. The subgroup recognises that current predictive models do not model toxin production and therefore recommends that all predictive modelling should be conducted following expert advice. The subgroup agreed that the mouse bioassay remains the 'gold standard' for BoNT detection and other detection methods should demonstrate at least equivalent specificity and sensitivity.

#### **Upper shelf-life limit for foods with controlling factors in place**

65. The FSA guidelines do not currently provide any guidance on a maximum shelf life for foods that satisfy the grounds for a longer shelf life. In view of the evidence

regarding lysozyme, the subgroup recommends that the maximum shelf-life of foods given a heat process of 90°C for ten minutes (or equivalent) should be limited to 42 days, unless it can be shown that lysozyme is absent from the food. The subgroup also recommend that expert advice should be sought if a shelf-life in excess of 42 days is desired.

### **Controlling factors**

66. The five bullet points in the current FSA guidance detailing the suitable grounds for a longer shelf life were discussed. The subgroup recommends that the final bullet point (below) be revised.

67. *“a combination of heat and preservative factors which can be shown consistently to prevent growth and toxin production by non-proteolytic C. botulinum”*

68. The subgroup recommends that the wording be amended to appreciate that heat is not a necessary controlling factor in all cases. The subgroup therefore recommends that *“heat and preservative factors”* be amended to *“controlling factors”*.

### **Other aspects that were considered**

69. The following areas were discussed during the lifetime of this group, but it was agreed that either there was insufficient evidence to inform any recommendations, or that these areas were outside of the current scope of the guidance.

### **Nitrites**

70. It was agreed that, whilst nitrites can be used to control *C. botulinum*, there was insufficient evidence available to allow any specific conclusions to be drawn on the use of nitrites as a controlling factor for *C. botulinum*.

### **Hyper-oxygenated foods**

71. During the lifetime of the subgroup, it was queried whether hyper-oxygenated foods (packed in higher than atmospheric concentrations of oxygen) fell within the scope of the guidance as modified atmosphere foods, and whether the presence of oxygen at a level above atmospheric conditions was a control factor. The subgroup agreed that there is insufficient evidence that hyper-oxygenation can be used as a controlling factor due to the microenvironments that can form in foods.

### **Other bacteria possessing botulinum neurotoxin genes**

72. The genes for botulinum neurotoxin have been found in bacteria other than *C. botulinum*, including other clostridia such as *C. butyricum* and *C. baratii* (Peck, 2009), as well as *Enterococcus* (Brunt et al., 2018). The subgroup agreed that consideration of other carriers of the botulinum neurotoxin genes were outside the scope of this report but should be considered in future.

### **Impact of the resident microflora on *C. botulinum***

73. Industry has funded some work into the impact of the resident microflora on the growth of *C. botulinum*. Issues raised during the lifetime of the subgroup include the limits of detection and the use of pH as a proxy for microflora growth. The subgroup would recommend further investigation be carried out into this area to determine whether microflora can be used a control factor.

## 1992 report

74. The subgroup has discussed elements of the 1992 ACMSF report throughout the lifetime of the subgroup, although it was outside of the scope of the group to review the document in full. The recommendation of the subgroup is that the ACMSF consider conducting a full review of the 1992 report.

## Detection of *C. botulinum* growth

75. During the lifetime of the subgroup, concerns were raised with respect to the statistical power of the ISO standard for detecting population growth, ISO 20976-1:2019 (Challenge Testing): a change of 0.5 log in a test with three replicates. The subgroup recommends that this should be considered in future experimental work.

## References

- ACMSF, 2018. FSA's guidance on vacuum and modified atmosphere packed chilled foods with respect to *Clostridium botulinum*: relevant scientific publications over the past 10 years [WWW Document]. URL [https://acmsf.food.gov.uk/sites/default/files/acm\\_1282\\_vacpac.pdf](https://acmsf.food.gov.uk/sites/default/files/acm_1282_vacpac.pdf)
- ACMSF, 1992. Report on Vacuum Packaging and Associated Processes [WWW Document]. URL [https://acmsf.food.gov.uk/sites/default/files/mnt/drupal\\_data/sources/files/multi-media/pdfs/acmsfvacpackreport.pdf](https://acmsf.food.gov.uk/sites/default/files/mnt/drupal_data/sources/files/multi-media/pdfs/acmsfvacpackreport.pdf)
- Barker, G.C., Malakar, P.K., Plowman, J., Peck, M.W., 2016. Quantification of Nonproteolytic *Clostridium botulinum* Spore Loads in Food Materials. *Applied and Environmental Microbiology* 82, 1675–1685. <https://doi.org/10.1128/AEM.03630-15>
- Bell, C., Kyriakides, A., 2000. *Clostridium Botulinum: A Practical Approach to the Organism and its Control in Foods* | Wiley [WWW Document]. Wiley.com. URL <https://www.wiley.com/en-gb/Clostridium+Botulinum%3A+A+Practical+Approach+to+the+Organism+and+its+Control+in+Foods-p-9780632055210> (accessed 12.12.19).
- Brown, G., Gaze, J., Gaskell, D., 1991. Growth of *Clostridium botulinum* non-proteolytic types B and E in “sous vide” products stored at 2-15°C. Campden Food and Drink Research Association report on MAFF project 7050A. Campden BRI.
- Brown, G.D., Gaze, J.E., 1990. Determination of the growth potential of *Clostridium botulinum* types E and non-proteolytic B in sous-vide products at low temperatures. Campden Food and Drink Research Association.
- Carlin, F., Peck, M.W., 1996. Growth of and toxin production by nonproteolytic *Clostridium botulinum* in cooked puréed vegetables at refrigeration temperatures. *Appl. Environ. Microbiol.* 62, 3069–3072.
- Chilled Food Association, 2018. Guidelines for Setting Shelf Life of Chilled Foods in Relation to Non-proteolytic *Clostridium botulinum* [WWW Document]. Chilled Food Association. URL <https://www.chilledfood.org/new-publication-guidelines-for-setting-shelf-life-of-chilled-foods-in-relation-to-non-proteolytic-clostridium-botulinum/> (accessed 12.12.19).
- Chilled Food Association, 2006. CFA Best Practice Guidelines for the Production of Chilled Food - 4th Edition (The CFA Guidelines) [WWW Document]. Chilled Food Association. URL <https://www.chilledfood.org/cfaguidelines/> (accessed 12.11.19).

- Doyle, M.P., 1991. Evaluating the potential risk from extended-shelf-life refrigerated foods by *Clostridium botulinum* inoculation studies.
- Esty, J.R., Meyer, K.F., 1922. The Heat Resistance of the Spores of *B. botulinus* and Allied Anaerobes. XI. The Journal of Infectious Diseases 31, 650–664.
- Fernández, P.S., Peck, M.W., 1999. A Predictive Model That Describes the Effect of Prolonged Heating at 70 to 90°C and Subsequent Incubation at Refrigeration Temperatures on Growth from Spores and Toxigenesis by Nonproteolytic *Clostridium botulinum* in the Presence of Lysozyme. Appl. Environ. Microbiol. 65, 3449–3457.
- Food Safety Authority of Ireland, 2019. Validation of Product Shelf-life (Revision 4) [WWW Document]. URL [https://www.fsai.ie/publications\\_GN18\\_shelf-life/](https://www.fsai.ie/publications_GN18_shelf-life/) (accessed 12.18.19).
- Food Standards Agency, 2017. The safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to nonproteolytic *Clostridium botulinum* [WWW Document]. URL <https://www.food.gov.uk/sites/default/files/media/document/vacpacguide.pdf>
- Health Canada, 2010. *Clostridium botulinum* Challenge Testing of Ready-to-Eat Foods [WWW Document]. URL <https://www.canada.ca/en/health-canada/services/food-nutrition/legislation-guidelines/policies/clostridium-botulinum-challenge-testing-ready-foods-2010.html> (accessed 12.12.19).
- Hyytiä, E., Hielm, S., Morkkila, M., Kinnunen, A., Korkeala, H., 1999. Predicted and observed growth and toxigenesis by *Clostridium botulinum* type E in vacuum-packaged fishery product challenge tests. International Journal of Food Microbiology 47, 161–169. [https://doi.org/10.1016/S0168-1605\(98\)00173-1](https://doi.org/10.1016/S0168-1605(98)00173-1)
- Keto-Timonen, R., Lindström, M., Puolanne, E., Niemistö, M., Korkeala, H., 2012. Inhibition of Toxigenesis of Group II (Nonproteolytic) *Clostridium botulinum* Type B in Meat Products by Using a Reduced Level of Nitrite. Journal of Food Protection 75, 1346–1349. <https://doi.org/10.4315/0362-028X.JFP-12-056>
- National Advisory Committee on Microbiological Criteria for Foods, 2010. Parameters for Determining Inoculated Pack/Challenge Study Protocols. Journal of Food Protection 73, 140–202. <https://doi.org/10.4315/0362-028X-73.1.140>
- National Advisory Committee on Microbiological Criteria for Foods, 1992. Vacuum Or Modified Atmosphere Packaging For Refrigerated Raw Fishery Products [WWW Document]. URL <https://www.fsis.usda.gov/wps/portal/fsis/topics/regulations/advisory-committees/nacmcf-reports/nacmcf-map-fishery-products> (accessed 12.12.19).
- Peck, M.W., 2019. Risk Assessment of Botulism from Chilled, VP/MAP (Vacuum Packed/Modified Atmosphere Packed) Fresh Meat held at 3°C to 8°C [WWW Document]. URL <https://britishmeatindustry.org/resources/research/> (accessed 12.17.19).
- Peck, M.W., Goodburn, K.E., Betts, R.P., Stringer, S.C., 2008. Assessment of the potential for growth and neurotoxin formation by non-proteolytic *Clostridium botulinum* in short shelf-life commercial foods designed to be stored chilled. Trends in Food Science & Technology 19, 207–216. <https://doi.org/10.1016/j.tifs.2007.12.006>
- Peck, M.W., Goodburn, K.E., Betts, R.P., Stringer, S.C., 2006. *Clostridium botulinum* in vacuum and modified atmosphere packed (MAP) chilled foods (Project B13006) [WWW Document]. URL

- [https://acmsf.food.gov.uk/sites/default/files/mnt/drupal\\_data/sources/files/multi-media/pdfs/acm777annex.pdf](https://acmsf.food.gov.uk/sites/default/files/mnt/drupal_data/sources/files/multi-media/pdfs/acm777annex.pdf) (accessed 3.1.20).
- Peterson, M.E., Pelroy, G.A., Poysky, F.T., Paranjpye, R.N., Dong, F.M., Pigott, G.M., Eklund, M.W., 1997. Heat-Pasteurization Process for Inactivation of Nonproteolytic Types of *Clostridium botulinum* in Picked Dungeness Crabmeat. *Journal of Food Protection* 60, 928–934.  
<https://doi.org/10.4315/0362-028X-60.8.928>
- Stringer, S.C., Aldus, C.F., Peck, M.W., 2011. Demonstration of the safe shelf-life of fresh meat with respect to non-proteolytic *Clostridium botulinum* [WWW Document]. URL <https://pork.ahdb.org.uk/media/72703/demonstration-of-the-safe-shelf-life-of-fresh-meat-with-respect-to-non-proteolytic-clostridium-botulinum-final-report.pdf> (accessed 3.1.20).
- Wachnicka, E., Stringer, S.C., Barker, G.C., Peck, M.W., 2016. Systematic Assessment of Nonproteolytic *Clostridium botulinum* Spores for Heat Resistance. *Applied and Environmental Microbiology* 82, 6019–6029.  
<https://doi.org/10.1128/AEM.01737-16>

### **Other unpublished documents considered by the subgroup**

76. Food Standards Scotland. Survey of Shelf Life Applied to Vacuum or Modified Air Packaged Fresh Meat at Retail and Approved Establishments in Scotland (Feb-Apr 2016)
77. VPMAP/12. 2019. Vacuum packaged and modified atmosphere packaged meat guidance subgroup. FSA’s guidance on vacuum and modified atmosphere packed chilled foods with respect to *Clostridium botulinum*: relevant scientific publications over the past year.
78. David Lindars from the BMPA attended a meeting of the subgroup to present the BMPA-funded ‘Risk Assessment of Botulism from Chilled, VP/MAP (Vacuum Packed/Modified Atmosphere Packed) Fresh Meat held at 3°C to 8°C’. The BMPA also provided four unpublished reports, listed below, that were considered by the subgroup.
- Investigation into whether or not *C. botulinum* growth is inhibited by the natural microflora of Lamb
  - Investigation into whether or not *C. botulinum* growth is inhibited by the natural microflora of Beef
  - Investigation into whether or not *C. botulinum* growth is inhibited by the natural microflora of vacuum packed Rind-off Pork
  - Investigation into whether or not *C. botulinum* growth is inhibited by the natural microflora of vacuum packed Rind-on Pork
79. Kaarin Goodburn of the CFA and Chilled Food Associates attended a meeting of the subgroup and presented a compilation of evidence, much of which is contained within references already provided, including Barker *et al.* (2016), Chilled Food Association (2006), Chilled Food Association (2018), Peck *et al.* (2006), Peck *et al.* (2008) and Wachnicka *et al.* (2016).



<b>Report on</b>	EU Exit
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting 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 Purpose of Report</b>	
1.1	To provide Council with an update on EU Exit from an Environmental Health food and consumer goods perspective.
<b>2.0 Background</b>	
2.1	The UK has left the EU, and on 1 <sup>st</sup> January 2021 the Transition Period will end. However, under the Northern Ireland Protocol, Northern Ireland (NI) will remain within the Single Market and NI food products will have unfettered access to the EU. Consequently, NI is obligated to align with EU food legislation.
2.2	Most of the food consumed in NI is currently imported from GB, including consignments of 'high risk' foods. 'High risk' foods are considered those foods that are subject to mandatory Sanitary and Phytosanitary (SPS) checks on import into NI/EU. They include products of animal origin, fish and fishery products, and certain products not of animal origin identified as high risk by EU regulation which also includes plastic kitchenware.
2.3	With respect to consumer goods, some businesses currently considered to be distributors will become importers at the end of the transition period and different requirements will apply. Such businesses, along with existing importers and manufacturers, will need to be provided with advice and support to meet their obligations for importing and exporting consumer goods.
<b>3.0 Main Report</b>	
3.1	On 1st January 2021, GB will become a Third Country therefore high risk foods imported into NI from GB may be subject to Sanitary and Phytosanitary (SPS) checks at point of entry. At present such foods can only be imported through EU designated points of entry with the prescribed facilities to carry out the checks. The responsibility for these checks falls to DAERA (Veterinary Officers (OVs)) and Local Councils (Environmental Health Officers). DAERA are responsible for checks on live animals, products of animal origin, plant health and food marketing standards. Local Councils are responsible for checks on fish and fishery products, high risk foods not of animal origin, plastic kitchenware, organic certification and fish catch certification.

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>It is not anticipated that Mid Ulster District Council Environmental Health department will be involved in any potential SPS checks as the ports are located in other District Council areas. However, it is anticipated that health attestations may be required for products being exported from NI to GB for subsequent export into the EU. These attestations will be required by certifying officers in GB to issue export health certificates. DAERA are the responsible authority for exports, however, DAERA may request support from Councils to provide attestations for premises in which Councils are the enforcement authority. If Councils are asked to provide this service, consideration will need to be given to the resource implications and funding arrangements.</p> <p>In relation to Consumer Protection, it is anticipated there will be additional work required with respect to business support and market surveillance for non-food products. As previously stated, some businesses currently considered to be distributors will become importers at the end of the transition period and different requirements will apply. Such businesses, along with existing importers and manufacturers, will need to be provided with advice and support to meet their obligations for importing and exporting consumer goods. Potentially, there could be an increase in intelligence received in relation to businesses that are affected by EU exit, this intelligence will require to be followed up by the department. There will be increased monitoring of enforcing authorities with responsibility for marketing surveillance as detailed in Regulation 765/2008 (RAMS).</p> <p>The Office of Product Safety and Standards (OPSS) has issued an offer of grant funding to each individual District Council, up until the end of March 2021 (see Appendix 1). This funding is to assist with the additional requirements outlined for non-food consumer products. As part of the Governance around the funding, each Environmental Health Department will be required to complete a monthly return outlining relevant activities undertaken.</p> <p>Whilst at this stage it is difficult to quantify, it is apparent that there will be a resource implication for both the food and consumer protection functions associated with EU Exit.</p> <p>In preparation for the imminent changes, the Environmental Health Department will continue to work closely with other government bodies, including the other District Councils in Northern Ireland, DAERA, the FSA and the OPSS, with respect to supporting Trader Readiness.</p>
<p><b>4.0</b></p>	<p><b>Other Considerations</b></p>
<p><b>4.1</b></p>	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: Salary costs for additional Environmental Health Officer, however fully funded through the OPSS Letter of Offer.</p> <p>Human: Additional officer time to undertake required checks and assisting businesses in relation to food and consumer products.</p> <p>Risk Management: N/A</p>

<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 report and consider acceptance of the OPSS offer of funding to be used to recruit an additional Environmental Health staff resource.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Correspondence from OPSS



SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY ("BEIS")

**and**

MID ULSTER DISTRICT COUNCIL

**GRANT FUNDING AGREEMENT TO BUILD CAPACITY AND CAPABILITY FOR MARKET  
SURVEILLANCE BY LOCAL AUTHORITIES IN NORTHERN IRELAND 2020/21**

1. INTRODUCTION.....	4
2. DEFINITIONS AND INTERPRETATION .....	4
3. DURATION AND PURPOSE OF THE GRANT .....	9
4. PAYMENT OF GRANT .....	9
5. ELIGIBLE AND INELIGIBLE EXPENDITURE .....	11
6. MONITORING AND REPORTING.....	12
7. AUDITING AND ASSURANCE.....	13
8. FINANCIAL MANAGEMENT AND PREVENTION OF BRIBERY, CORRUPTION, FRAUD AND OTHER IRREGULARITY .....	14
9. CONFLICTS OF INTEREST .....	15
10. CONFIDENTIALITY .....	15
11. TRANSPARENCY .....	15
12. STATUTORY DUTIES .....	16
13. DATA PROTECTION, PUBLIC PROCUREMENT AND STATE AID .....	16
14. INTELLECTUAL PROPERTY RIGHTS .....	17
15. ENVIRONMENTAL REQUIREMENTS .....	17
16. INSURANCE.....	18
17. ASSIGNMENT .....	18
18. SPENDING CONTROLS – MARKETING, ADVERTISING, COMMUNICATIONS AND CONSULTANCY ..	18
19. LOSSES, GIFTS AND SPECIAL PAYMENTS .....	18
20. BORROWING .....	18
21. PUBLICITY .....	19
22. CHANGES TO THE AUTHORITY’S REQUIREMENTS.....	19
23. CLAWBACK, EVENTS OF DEFAULT, TERMINATION AND RIGHTS RESERVED FOR BREACH AND TERMINATION.....	19
24. EXIT PLAN.....	23
25. DISPUTE RESOLUTION .....	23
26. LIMITATION OF LIABILITY .....	23
27. VAT .....	23
28. CODE OF CONDUCT FOR GRANT RECIPIENTS.....	24
29. NOTICES .....	24
30. GOVERNING LAW .....	24
ANNEX 1 – GRANT Funding LETTER and grant application .....	26
ANNEX 2 –THE FUNDED ACTIVITIES .....	28
ANNEX 3 – PAYMENT SCHEDULE .....	31
ANNEX 4 – GRANT RECIPIENT’S BANK DETAILS .....	32
ANNEX 5 – ELIGIBLE EXPENDITURE SCHEDULE.....	34
ANNEX 6 – CONTACT DETAILS.....	35

**This Grant Funding Agreement** is made on 23<sup>rd</sup> October 2020.

**Between:**

- (1) SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY ("BEIS"), whose principal address is at 1 VICTORIA STREET, LONDON, SW1H 0ET (the "**Authority**")
- (2) MID ULSTER DISTRICT COUNCIL whose principal address is at BURN ROAD, COOKSTOWN, BT80 8DT (the "**Grant Recipient**").

**In relation to:**

**Project Name: TO BUILD CAPACITY AND CAPABILITY FOR MARKET SURVEILLANCE BY LOCAL AUTHORITIES IN NORTHERN IRELAND DURING THE FINANCIAL YEAR 2020/21**

**BACKGROUND**

- (A) The Grant is made pursuant to the Supply and Appropriation (Main Estimates) Act 2020 as it relates to expenditure arising from:

- *Inspections and compliance in accordance with EU regulatory requirements*

As national regulator for product safety across the whole of the United Kingdom, the Office for Product Safety and Standards (OPSS), part of the Authority, is responsible for:

- building national capacity for product safety
- removing unsafe products from entering the UK market
- providing practical and financial support to front line enforcement

Thus, providing resources to Local Authorities involved in product safety work in accordance with EU regulatory requirements.

- *Funding organisations supporting departmental objectives*

To increase support through grant funding of local authority teams to build capacity and capability for market surveillance and ensure access to enforcement equipment and facilities as outlined in OPSS Strategy 2018-2020 – Strengthening National Capacity for Product Safety. This will ensure that unsafe and non-compliant consumer non-food goods are removed from the market and there is a robust UK wide product safety system. The overarching aim of our work is to make improvements to the UK's approach to market-surveillance in relation to non-food consumer products.

- *Expenditure arising from the UK's departure from the European Union*

To ensure market surveillance activity is enhanced in NI to enable the UK to meet the provisions of the EU Withdrawal Agreement and Northern Ireland Protocol (NIP). This will also enable UK to ensure there are adequate arrangements in place for EU oversight and reporting requirements.

- (B) The Authority will provide the Grant to the Grant Recipient as provided for in this Grant Funding Agreement.
- (C) The Grant Recipient will use the Grant solely for the Funded Activities.

The conditions collectively (the **Conditions**) are as follows:

## 1. INTRODUCTION

- 1.1. This Grant Funding Agreement sets out the conditions which apply to the Grant Recipient receiving the Grant from the Authority up to the Maximum Sum.
- 1.2. The Authority and the Grant Recipient have agreed that the Authority will provide the Grant up to the Maximum Sum as long as the Grant Recipient uses the Grant in accordance with this Grant Funding Agreement.
- 1.3. The Authority makes this Grant to the Grant Recipient to build capacity and capability for market surveillance. to ensure there is a robust product safety system UK wide.

## 2. DEFINITIONS AND INTERPRETATION

- 2.1. Where they appear in these Conditions:

**Annex** means the annexes attached to these Conditions which form part of the Grant Funding Agreement;

**Asset** means any assets that are to be purchased or developed using the Grant including equipment or any other assets which may be a Fixed Asset appropriate in the relevant context, and **Assets** will be construed accordingly;

**Asset Owning Period** means the period during which the Assets are recorded as Assets in the Grant Recipient's accounts;

**Authority Personal Data** means any Personal Data supplied for the purposes of, or in connection with, the Grant Funding Agreement by the Authority to the Grant Recipient;

**Bribery Act** means the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning this legislation;

**Code of Conduct** means the Code of Conduct for Recipients of Government General Grants published by the Cabinet Office in November 2018 which is available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/754555/2018-11-06\\_Code\\_of\\_Conduct\\_for\\_Grant\\_Recipients.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/754555/2018-11-06_Code_of_Conduct_for_Grant_Recipients.pdf), including any subsequent updates from time to time;

**Commencement Date** means the date on which the Grant Funding Agreement comes into effect, being the 23<sup>rd</sup> October 2020.

**Confidential Information** means any information (however conveyed, recorded or preserved) disclosed by a Party or its personnel to another Party (and/or that Party's personnel) whether before or after the date of the Grant Funding Agreement, including but not limited to:

- (a) any information that ought reasonably to be considered to be confidential (whether or not it is so marked) relating to:
  - (i) the business, affairs, customers, clients, suppliers or plans of the disclosing Party; and
  - (ii) the operations, processes, product information, know-how, designs, trade secrets or software of the disclosing Party; and

- (b) any information developed by the Parties in the course of delivering the Funded Activities;
- (c) the Authority Personal Data;
- (d) any information derived from any of the above.

Confidential Information shall not include information which:

- (a) was public knowledge at the time of disclosure (otherwise than by breach of paragraph 10 of these Conditions);
- (b) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
- (c) is received from a Third Party (who lawfully acquired it) without restriction as to its disclosure; or
- (d) is independently developed without access to the Confidential Information.

**Contracting Authority** means any contracting authority (other than the Authority) as defined in regulation 2 of the Public Contracts Regulations 2015 (as amended);

**Controller and Processor** take the meaning given in the GDPR;

**Change of Control** means the sale of all or substantially all the assets of a Party; any merger, consolidation or acquisition of a Party with, by or into another corporation, entity or person, or any change in the ownership of more than fifty percent (50%) of the voting capital stock of a Party in one or more related transaction;

**Crown Body** means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;

**Data Protection Legislation** means (i) the GDPR, and any applicable implementing Law as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to the processing of Personal Data and privacy; and (iii) all applicable Law relating to the processing of Personal Data and privacy;

**Disposal** means the disposal, sale, transfer of an Asset or any interest in any Asset and includes any contract for disposal;

**Domestic Law** means an applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation which replaces EU law as a consequence of the UK leaving the European Union;

**Domestic Successor** means, as the context requires, either:

- (a) a body that takes over the functions of the European Commission in the United Kingdom on the date it withdraws from the European Union; or
- (b) the relevant court in England & Wales which takes over the functions of the Court of Justice of the European Union in England & Wales on the date the United Kingdom withdraws from the European Union;

**Duplicate Funding** means funding provided by a Third Party to the Grant Recipient, which is for the same purpose for which the Grant was made, but has not been declared to the Authority;

**Eligibility Criteria** mean the Authority's selection criteria used to determine who should be grant recipients including the Grant Recipient;

**Eligible Expenditure** means the expenditure incurred by the Grant Recipient during the Funding Period for the purposes of delivering the Funded Activities which comply in all respects with the eligibility rules set out in paragraph 5 of these Conditions;

**EIR** means the Environmental Information Regulations 2004;

**Event of Default** means an event or circumstance set out in paragraph 23.1;

**Financial Year** means from 1 April to 31 March;

**Fixed Assets** means any Asset which consists of land, buildings, plant and equipment acquired, developed, enhanced, constructed in connection with the Funded Activities;

**FOIA** means the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation;

**Funded Activities** means the activities set out in Annex 2;

**Funding Period** means the period for which the Grant is awarded starting on the Commencement Date and ending on 31<sup>st</sup> March 2021;

**General Data Protection Regulation** and **GDPR** means (the General Data Protection Regulation (EU) 2016/679);

**Grant** means the sum or sums the Authority will pay to the Grant Recipient in accordance with paragraph 4 and subject to the provisions set out at paragraph 18.

**Grant Claim** means the payment request submitted by the Grant Recipient to the Authority for payment of the Grant;

**Grant Funding Agreement** means these Conditions together with its annexes and schedules including but not limited to the Annex 1 Grant Offer Letter;

**Grant Manager** means the individual who has been nominated by the Authority to be the single point of contact for the Grant Recipient in relation to the Grant;

**Grant Offer Letter** means the letter the Authority issued to the Grant Recipient dated 23<sup>rd</sup> October 2020, a copy of which is set out in Annex 1;

**HRA** means the Human Rights Act 1998 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation;

**Ineligible Expenditure** means expenditure incurred by the Grant Recipient which is not Eligible Expenditure and as set out in paragraph 5 of these Conditions;

**Information Acts** means the Data Protection Legislation, FOIA and the EIR, as amended from time to time;

**Intellectual Property Rights or IPRs** means copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets and any modifications, amendments, updates and new releases of the same and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;

**IPR Material** means all material produced by the Grant Recipient or its Representatives in relation to the Funded Activities during the Funding Period (including but not limited to, materials expressed in any form of report, database, design, document, technology, information, know how, system or process);

**Instalment Period** means the intervals set out in Annex 3 when the Authority will release payment of the Grant to the Grant Recipient during the Funding Period;

**Joint Controllers** means where two or more Controllers jointly determine the purposes and means of processing;

**Law** mean any applicable law, statute, byelaw, regulation, order, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation;

**Losses** means all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and **Loss** will be interpreted accordingly;

**Match Funding** means any contribution to the Funded Activities from a Third Party to the Grant Recipient to meet the balance of the Eligible Expenditure not supported by the Grant;

**Maximum Sum** means the maximum amount of the Grant the Authority will provide to the Grant Recipient for the Funded Activities subject to paragraph 18;

**Party** means the Authority or Grant Recipient and **Parties** shall be each Party together;

**Personal Data** has the meaning given to it in the Data Protection Legislation as amended from time to time;

**Procurement Regulations** means the Public Contracts Regulations 2015, Concession Contracts Regulations 2016, Defence Security Public Contracts Regulations 2011 and the Utilities and Contracts Regulations 2016 together with their amendments, updates and replacements from time to time;

**Prohibited Act** means:

- (a) directly or indirectly offering, giving or agreeing to give to any servant of the Authority or the Crown any gift or consideration of any kind as an inducement or reward for:
  - (i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of the Funding Agreement; or
  - (ii) showing or not showing favour or disfavour to any person in relation to the Funding Agreement;
- (b) committing any offence:
  - (iii) under the Bribery Act;
  - (iv) under legislation creating offences in respect of fraudulent acts; or

- (v) at common law in respect of fraudulent acts in relation to the Funding Agreement; or
- (c) defrauding or attempting to defraud or conspiring to defraud the Authority or the Crown;

**Publication** means any announcement, comment or publication of any publicity material by the Grant Recipient concerning the Funded Activities or the Authority;

**Remedial Action Plan** means the plan of action submitted by the Grant Recipient to the Authority following an Event of Default pursuant to the Rectification Plan process set out in paragraphs 23.4;

**Representatives** means any of the Parties' duly authorised directors, employees, officers, agents, professional advisors and consultants;

**Special Payments** means ex gratia expenditure by the Grant Recipient to a third party where no legal obligations exists for the payment and/or other extra-contractual expenditure. Special Payments may include, but is not limited to, out-of-court settlements, compensation or additional severance payments to the Grant Recipient's employees;

**State Aid Law** means the law embodied in Articles 107- 109 of section 2, Title VII of the Common Rules on Competition, Taxation and Approximation of Laws – Consolidated Versions of the Treaty on European Union and the Treaty for the Functioning of the European Union or any Domestic Law which replaces such State Aid Law following the UK's exit from the European Union;

**Third Party** means any person or organisation other than the Grant Recipient or the Authority;

**Unspent Monies** means any monies paid to the Grant Recipient in advance of its Eligible Expenditure, which remains unspent and uncommitted at the end of the Financial Year, the Funding Period or because of termination or breach of these Conditions;

**VAT** means value added tax chargeable in the UK;

**Working Day** means any day from Monday to Friday (inclusive) which is not specified or proclaimed as a bank holiday in England and Wales pursuant to section 1 of the Banking and Financial Dealings Act 1971 including Christmas Day and Good Friday or means any day from Monday to Friday (inclusive) which is not a statutory bank holiday in Scotland.

2.2. In these Conditions, unless the context otherwise requires:

- (i) the singular includes the plural and vice versa;
- (ii) reference to a gender includes the other gender and the neuter;
- (iii) references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Body;
- (iv) a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
- (v) the words "including", "other", "in particular", "for example" and similar words will not limit the generality of the preceding words and will be construed as if they were immediately followed by the words "without limitation";

- (vi) references to “writing” include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form, and expressions referring to writing will be construed accordingly;
- (vii) references to “representations” will be construed as references to present facts, to “warranties” as references to present and future facts and to “undertakings” as references to obligations under the Grant Funding Agreement;
- (viii) references to “paragraphs” and “Annexes” are, unless otherwise provided, references to the paragraphs and annexes of these Conditions and references in any Annex to parts, paragraphs and tables are, unless otherwise provided, references to the parts, paragraphs and tables of the Annex in which these references appear; and
- (ix) the headings in these Conditions are for ease of reference only and will not affect the interpretation or construction of these Conditions.

2.3. Where there is any conflict between the documents that make up this Grant Funding Agreement the conflict shall be resolved in accordance with the following order of precedence:

- 2.3.1. the Conditions set out within this Grant Funding Agreement;
- 2.3.2. Schedule 1 – The Authority’s Grant Funding Letter;

## CONDITIONS

### 3. DURATION AND PURPOSE OF THE GRANT

- 3.1. The Funding Period starts on 23<sup>rd</sup> October 2020 (the **Commencement Date**) and ends on 31<sup>st</sup> March 2021 unless terminated earlier in accordance with this Grant Funding Agreement.
- 3.2. The Grant Recipient will ensure that the Funded Activities start on 23<sup>rd</sup> October 2020 but where this has not been possible, that they start no later than one month after the Commencement Date.
- 3.3. The Grant Recipient shall use the Grant solely for the delivery of the Funded Activities. The Grant Recipient may not make any changes to the Funded Activities.

If the Authority wants to make a change to the Funded Activities (including for example reducing the Grant or removing some of the Funded Activities from the Grant) it may do so on one month’s written notice to the Grant Recipient.

### 4. PAYMENT OF GRANT

- 4.1. Subject to the remainder of this paragraph 4 the Authority shall pay the Grant Recipient an amount not exceeding **£55,000 (fifty five thousand pounds)**. The Authority shall pay the Grant in pound sterling (GBP) and into a bank located in the UK.
- 4.2. The Grant Recipient must complete and sign the Confirmation of Bank Details and Signatories (Annex 4) as part of their acceptance of the Grant. No payment can be made in advance of receipt of a correctly completed and signed form.
- 4.3. The signatory must be the chief finance officer or someone with proper delegated authority. Any change of bank details must be notified immediately on the same form and signed by an

approved signatory. Any change of signatory must be notified to the Authority for approval, as soon as known.

- 4.4. The Grant represents the Maximum Sum the Authority will pay to the Grant Recipient under the Funding Agreement. The Maximum Sum will not be increased in the event of any overspend by the Grant Recipient in its delivery of the Funded Activities.
- 4.5. The Authority will only pay the Grant to the Grant Recipient in respect of Eligible Expenditure incurred by the Grant Recipient to deliver the Funded Activities. The Authority will not pay the Grant until it is satisfied that the Grant Recipient has paid for the Funded Activities in full and the Funded Activities have been delivered during the Funding Period.
- 4.6. The Grant Recipient will provide the Authority with evidence of the costs/payments, which are classified as Eligible Expenditure in paragraph 5.2, which may include (but will not be limited to) receipts and invoices or any other documentary evidence specified by the Authority.
- 4.7. The Grant Recipient shall declare to the Authority any Match Funding which been approved or received, before the Commencement Date. If the Grant Recipient intends to apply for, is offered or receives any further Match Funding during the Funding Period, the Grant Recipient shall notify the Authority before accepting or using any such Match Funding. On notifying the Authority of the Match Funding the Grant Recipient shall confirm the amount, purpose and source of the Match Funding and the Authority shall confirm whether it is agreeable to the Grant Recipient accepting the Match Funding. If the Authority does not agree to the use of Match Funding the Authority shall be entitled to terminate the Grant Funding Agreement in accordance with paragraph 23.1.9 and where applicable, require all or part of the Grant to be repaid.
- 4.8. Where the use of Match Funding is permitted the Grant Recipient shall set out any Match Funding it receives in the format required by Annex 3 and send that to the Authority. This is so the Authority knows the total funding the Grant Recipient has received for the Funded Activities.
- 4.9. The Grant Recipient agrees that:
  - 4.9.1. it will not apply for, or obtain, Duplicate Funding in respect of any part of the Funded Activities which have been paid for in full using the Grant;
  - 4.9.2. the Authority may refer the Grant Recipient to the police should it dishonestly and intentionally obtain Duplicate Funding for the Funded Activities;
  - 4.9.3. The Authority will not make the first payment of the Grant and/or any subsequent payments of the Grant unless or until, the Authority is satisfied that:
    - (i) the Grant will be used for Eligible Expenditure only; and
    - (ii) if applicable, any previous Grant payments have been used for the Funded Activities or, where there are Unspent Monies, have been repaid to the Authority.
- 4.10. The Grant Recipient shall submit by the **31<sup>st</sup> May 2021** the Grant Claim together with a copy of Annex 5 of these Conditions (Eligible Expenditure) and any other documentation as prescribed by the Authority, from time to time.
- 4.11. Unless otherwise stated in these Conditions, payment of the Grant will be made within 30 days of the Authority approving the Grant Recipient's Grant Claim.
- 4.12. The Authority will have no liability to the Grant Recipient for any Losses caused by a delay in the payment of a Grant Claim howsoever arising.

- 4.13. The Authority reserves the right not to pay any Grant Claims, which are not submitted within the period set out in paragraph 4.10 or Grant Claims, which are incomplete, incorrect or submitted without the full supporting documentation.
- 4.14. The Grant Recipient shall promptly notify and repay immediately to the Authority any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where the Grant Recipient is paid in error before it has complied with its obligations under the Grant Funding Agreement. Any sum, which falls due under this paragraph 4.14, shall fall due immediately. If the Grant Recipient fails to repay the due sum immediately the sum will be recoverable summarily as a civil debt.
- 4.15. The Grant will be paid into a separate bank account in the name of the Grant Recipient which must be an ordinary business bank account. All cheques from the bank account must be signed by at least two individual Representatives of the Grant Recipient.
- 4.16. Where the Grant Recipient enters into a contract with a Third Party in connection with the Funded Activities, the Grant Recipient will remain responsible for paying that Third Party. The Authority has no responsibility for paying Third Party invoices.
- 4.17. Onward payment of the Grant and the use of sub-contractors shall not relieve the Grant Recipient of any of its obligations under the Grant Funding Agreement, including any obligation to repay the Grant.
- 4.18. The Grant Recipient may not retain any Unspent Monies without the Authority's prior written permission.
- 4.19. If at the end of the relevant Financial Year there are Unspent Monies, the Grant Recipient shall repay such Unspent Monies to the Authority no later than 30 days of the Authority's request for repayment.

## **5. ELIGIBLE AND INELIGIBLE EXPENDITURE**

- 5.1. The Authority will only pay to the Grant in respect of Eligible Expenditure incurred by the Grant Recipient to deliver the Funded Activities and the Grant Recipient will use the Grant solely for delivery of the Funded Activities (as set out in Annex 2 of these Conditions).
- 5.2. The following costs/payments will be classified as Eligible Expenditure if incurred for the purposes of the Funded Activities:
  - 5.2.1. Fees charged or to be charged to the Grant Recipient by the external auditors/accountants for reporting/certifying that the grant paid was applied for its intended purposes.
  - 5.2.2. giving evidence to Parliamentary Select Committees;
  - 5.2.3. attending meetings with government ministers or civil servants to discuss the progress of a taxpayer funded grant scheme;
  - 5.2.4. responding to public consultations, where the topic is relevant to the objectives of the Funded Activities. To avoid doubt, Eligible Expenditure does not include the Grant Recipient spending the Grant on lobbying other people to respond to any such consultation (unless explicitly permitted in the Grant Funding Agreement);

- 5.2.5. providing independent, evidence based policy recommendations to local government, departments or government ministers, where that is the objective of a taxpayer funded grant scheme, for example, 'What Works Centres'; and
  - 5.2.6. providing independent evidence based advice to local or national government as part of the general policy debate, where that is in line with the objectives of the Grant.
- 5.3. The Grant Recipient may not in any circumstance claim the following non-exhaustive list as Eligible Expenditure: The list below does not override activities which are deemed eligible in these Conditions:
- 5.3.1. Paid for lobbying, which means using the Grant to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action;
  - 5.3.2. using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
  - 5.3.3. using the Grant to petition for additional funding;
  - 5.3.4. expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy;
  - 5.3.5. input VAT reclaimable by the grant recipient from HMRC;
  - 5.3.6. payments for activities of a political or exclusively religious nature;
- 5.4. Other examples of expenditure, which are prohibited, include the following:
- 5.4.1. contributions in kind;
  - 5.4.2. interest payments or service charge payments for finance leases;
  - 5.4.3. gifts;
  - 5.4.4. statutory fines, criminal fines or penalties civil penalties, damages or any associated legal costs;
  - 5.4.5. payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
  - 5.4.6. bad debts to related parties;
  - 5.4.7. payments for unfair dismissal or other compensation;
  - 5.4.8. depreciation, amortisation or impairment of assets owned by the Grant Recipient;
  - 5.4.9. the acquisition or improvement of Assets by the Grant Recipient (unless the Grant is explicitly for capital use – this will be stipulated in the Grant Funding Letter); and
  - 5.4.10. liabilities incurred before the commencement of the Grant Funding Agreement unless agreed in writing by the Authority.

## **6. MONITORING AND REPORTING**

- 6.1 The Grant Recipient shall closely monitor the delivery and success of the Funded Activities throughout the Funding Period to ensure that the aims and objectives of the Funded Activities are achieved.
- 6.2 The Grant Recipient shall provide the Authority with all reasonable assistance and co-operation in relation to any ad-hoc information, explanations and documents as the Authority may require, from time to time, so the Authority may establish if the Grant Recipient has used the Grant in accordance with the Grant Funding Agreement.

- 6.3. Provide details of any Assets either acquired or improved using the Grant.
- 6.4. The Grant Recipient will permit any person authorised by the Authority reasonable access, with or without notice, to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Grant Recipient's fulfilment of its obligations under the Grant Funding Agreement and will, if so required, provide appropriate oral or written explanations to such authorised persons as required during the Funding Period.
- 6.5. The Grant Recipient will record in its financial reports the amount of Match Funding it receives together with details of what it has used that Match Funding for.
- 6.6. The Grant Recipient will notify the Authority as soon as reasonably practicable of:
- 6.7. Any actual or potential failure to comply with any of its obligations under the Grant Funding Agreement, which includes those caused by any administrative, financial or managerial difficulties; and
- 6.8. Actual or potential variations to the Eligible Expenditure set out in Annex 5 of these Conditions and/or any event which materially affects the continued accuracy of such information.
- 6.9. The Grant Recipient represents and undertakes (and shall repeat such representations on delivery of its report:
  - 6.9.1. that the reports and information it gives pursuant to this paragraph 6. are accurate;
  - 6.9.2. that it has diligently made full and proper enquiry of the matter pertaining to the reports and information given; and
  - 6.9.3 that any data it provided pursuant to an application for the Grant may be shared within the powers conferred by legislation with other organisations for the purpose of preventing or detecting crime.

## **7. AUDITING AND ASSURANCE**

- 7.1. The Authority may, at any time during and up to 1 years after the end of the Grant Funding Agreement, conduct additional audits or ascertain additional information where the Authority considers it necessary. The Grant Recipient agrees to grant the Authority or its Representatives access, as required, to all Funded Activities sites and relevant records. The Grant Recipient will ensure that necessary information and access rights are explicitly included within all arrangements with sub-contractors.
- 7.2. If the Authority requires further information, explanations and documents, in order for the Authority to establish that the Grant has been used properly in accordance with the Grant Funding Agreement, the Grant Recipient will, within 5 Working Days of a request by the Authority, provide the Authority, free of charge, with the requested information.
- 7.3. The Grant Recipient shall:
  - 7.3.1. if applicable nominate an independent auditor to verify the final statement of expenditure and income submitted to the Authority;
  - 7.3.2. identify separately the value and purpose of the Grant Funding in its audited accounts and its annual report; and
  - 7.3.3. maintain a record of internal financial controls and procedures and provide the Authority with a copy if requested.

## **Retention of documents**

- 7.4. The Grant Recipient shall retain all invoices, receipts, accounting records and any other documentation (including but not limited to, correspondence) relating to the Eligible Expenditure; income generated by the Funded Activities during the Funding Period for a period of 1 year from the date on which the Funding Period ends.
- 7.5. The Grant Recipient shall ensure that all its sub-contractors retain each record, item of data and document relating to the Funded Activities for a period of 1 year from the date on which the Funding Period ends.
- 7.6. The Grant Recipient will promptly provide revised forecasts of income and expenditure:
  - 7.6.1. when these forecasts increase or decrease by more than 5 % of the original expenditure forecasts; and/or
  - 7.6.2. at the request of the Authority.
- 7.7. Where the Grant Recipient is a registered charity, the Grant Recipient must file their charity annual return by the date specified by the Charity Commissioner.
- 7.8. The Grant Recipient shall provide the Authority with copies of their annual return, accounts and charity annual return (as applicable) within five days of filing them at Companies House and/or the Charity Commissioner. If a Grant Recipient fails to comply with this paragraph the Authority may suspend funding or terminate the Grant Funding Agreement in accordance with paragraph 23.1.1 of these Conditions.

## **8. FINANCIAL MANAGEMENT AND PREVENTION OF BRIBERY, CORRUPTION, FRAUD AND OTHER IRREGULARITY**

- 8.1. The Grant Recipient will at all times comply with all applicable Laws, statutes and regulations relating to anti-bribery and anti-corruption, including but not limited to the Bribery Act.
- 8.2. The Grant Recipient must have a sound administration and audit process, including internal financial controls to safeguard against fraud, theft, money laundering, counter terrorist financing or any other impropriety, or mismanagement in connection with the administration of the Grant. The Grant Recipient shall require that the internal/external auditors report on the adequacy or otherwise of that system.
- 8.3. All cases of fraud or theft (whether proven or suspected) relating to the Funded Activities must be notified to the Authority as soon as they are identified. The Grant Recipient shall explain to the Authority what steps are being taken to investigate the irregularity and shall keep the Authority informed about the progress of any such investigation. The Authority may however request that the matter referred (which the Grant Recipient is obliged to carry out) to external auditors or other Third Party as required.
- 8.4. The Authority will have the right, at its absolute discretion, to insist that the Grant Recipient address any actual or suspected fraud, theft or other financial irregularity and/or to suspend future payment of the Grant to the Grant Recipient. Any grounds for suspecting financial irregularity includes what the Grant Recipient, acting with due care, should have suspected as well as what it actually proven.
- 8.5. The Grant Recipient agrees and accepts that it may become ineligible for Grant support and may be required to repay all or part of the Grant if it engages in tax evasion or aggressive tax avoidance in the opinion of Her Majesty's Revenue and Customs.

- 8.6. For the purposes of paragraph 8.4 “financial irregularity” includes (but is not limited to) potential fraud or other impropriety, mismanagement, and the use of the Grant for any purpose other than those stipulated in the Grant Funding Agreement. The Grant Recipient may be required to provide statements and evidence to the Authority or the appropriate organisation as part of pursuing sanctions, criminal or civil proceedings.

## **9. CONFLICTS OF INTEREST**

- 9.1. Neither the Grant Recipient nor its Representatives shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to the Grant Funding Agreement.
- 9.2. The Grant Recipient must have and will keep in place adequate procedures to manage and monitor any actual or perceived bias or conflicts of interest.

## **10. CONFIDENTIALITY**

- 10.1. Except to the extent set out in this paragraph 10 or where disclosure is expressly permitted, the Grant Recipient shall treat all Confidential Information belonging to the Authority as confidential and shall not disclose any Confidential Information belonging to the Authority to any other person without the prior written consent of the Authority, except to such persons who are directly involved in the provision of the Funded Activities and who need to know the information.
- 10.2. The Grant Recipient gives its consent for the Authority to publish the Grant Funding Agreement in any medium in its entirety (but with any information which is Confidential Information belonging to the Authority or the Grant Recipient redacted), including from time to time agreed changes to the Grant Funding Agreement.
- 10.3. Nothing in this paragraph 10 shall prevent the Authority disclosing any Confidential Information obtained from the Grant Recipient:
- 10.3.1. for the purpose of the examination and certification of the Authority’s accounts; or pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources; or
  - 10.3.2. to any government department, consultant, contractor or other person engaged by the Authority, provided that in disclosing information under the Authority only discloses the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given where appropriate;
  - 10.3.3. where disclosure is required by Law, including under the Information Acts.
- 10.4. Nothing in this paragraph 10 shall prevent either Party from using any techniques, ideas or know-how gained during the performance of its obligations under the Grant Funding Agreement in the course of its normal business, to the extent that this does not result in a disclosure of the other Party’s Confidential Information or an infringement of the other Party’s Intellectual Property Rights.

## **11. TRANSPARENCY**

- 11.1. The Authority and the Grant Recipient acknowledge that, except for any information, which is exempt from disclosure in accordance with the provisions of the Information Acts, the content of the Grant Funding Agreement is not confidential.

## **12. STATUTORY DUTIES**

- 12.1. The Grant Recipient agrees to adhere to its obligations under the Law including but not limited to the Information Acts and the HRA.
- 12.2. Where requested by the Authority, the Grant Recipient will provide reasonable assistance and cooperation to enable the Authority to comply with its information disclosure obligations under the Information Acts.
- 12.3. On request from the Authority, the Grant Recipient will provide the Authority with all such relevant documents and information relating to the Grant Recipient's data protection policies and procedures as the Authority may reasonably require.
- 12.4. The Grant Recipient acknowledges that the Authority, acting in accordance with the codes of practice issued and revised from time to time under the Information Acts, may disclose information concerning the Grant Recipient and the Grant Funding Agreement without consulting the Grant Recipient.
- 12.5. The Authority will take reasonable steps to notify the Grant Recipient of a request for information to the extent that it is permissible and reasonably practical for it to do so. Notwithstanding any other provision in the Grant Funding Agreement, the Authority will be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the Information Acts.

## **13. DATA PROTECTION, PUBLIC PROCUREMENT AND STATE AID**

### **Data Protection**

- 13.1. The Grant Recipient and the Authority will comply at all times with its respective obligations under Data Protection Legislation.
- 13.2. To the extent that the Grant Recipient and the Authority share any Personal Data for the purposes of this Grant Funding Agreement, the Parties accept that they are each a separate independent Controller in respect of such Personal Data. Each Party:
  - (i) shall comply with the applicable Data Protection Legislation in respect of their processing of such Personal Data;
  - (ii) will be individually and separately responsible for its own compliance; and
  - (iii) do not and will not Process any Personal Data as Joint Controllers.
- 13.3. Each Party shall, with respect to its processing of Personal Data as independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the GDPR.

### **Public Procurement**

- 13.4. The Grant Recipient will ensure that any of its Representatives involved in the Funded Activities will, adopt such policies and procedures that are required in order to ensure that value for money has been obtained in the procurement of goods or services funded by the Grant.

- 13.5. Where the Grant Recipient is a Contracting Authority within the meaning of the Procurement Regulations the Grant Recipient will comply, as necessary, with the Procurement Regulations when procuring goods and services in connection with the Grant Funding Agreement and the Authority shall not be liable for the Grant Recipient's failure to comply with its obligations under the Procurement Regulations.

#### **State Aid**

- 13.6. The Grant Recipient will ensure the Funded Activities are compatible with State Aid Law.
- 13.7. The Grant Recipient will maintain appropriate records of compliance with the State Aid Law and will take all reasonable steps to assist the Authority to comply with State Aid Law requirements and respond to any investigation(s) instigated by the European Commission (or its Domestic Successor) into the Funded Activities or any equivalent regulatory body as the case may be.
- 13.8. The Grant Recipient acknowledges and accepts that the Grant is awarded on the basis that the Grant Recipient is a public body that does not undertake economic activities and that the purpose of the Grant is to fund non-economic activities. As such the Grant is not a State Aid.

#### **14. INTELLECTUAL PROPERTY RIGHTS**

- 14.1. Intellectual Property in all IPR Material will be the property of the Grant Recipient. Other than as expressly set out in these Conditions, neither Party will have any right to use any of the other Party's names, logos or trade marks on any of its products or services without the other Party's prior written consent.
- 14.2. The Grant Recipient grants to the Authority a non-exclusive irrevocable and royalty-free, sub-licensable, worldwide licence to use all the IPR Material for the purpose of supporting other projects.
- 14.3. Ownership of Third Party software or other IPR necessary to deliver Funded Activities will remain with the relevant Third Party.
- 14.4. The Grant Recipient must ensure that they have obtained the relevant agreement from the Third Party proprietor before any additions or variations are made to the standard 'off-the-shelf' versions of any Third Party software and other IPR. The Grant Recipient will be responsible for obtaining and maintaining all appropriate licences to use the Third Party software.

#### **15. ENVIRONMENTAL REQUIREMENTS**

- 15.1. The Grant Recipient shall perform the Funded Activities in accordance with the Authority's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.
- 15.2. The Grant Recipient shall pay due regard to the use of recycled products, so long as they are not detrimental to the provision of the Funded Activities or the environment, to include the use of all packaging, which should be capable of recovery for re-use or recycling.
- 15.3. The Grant Recipient shall take all possible precautions to ensure that any equipment and materials used in the provision of the Funded Activities do not contain chlorofluorocarbons, halons or any other damaging substances, unless unavoidable, in which case the Authority shall

be notified in advance of their use. The Grant Recipient shall endeavour to reduce fuel emissions wherever possible.

## **16. INSURANCE**

- 16.1. The Grant Recipient will during the term of the Funding Period and for 3 years after termination or expiry of these Conditions, ensure that it has and maintains, at all times adequate insurance with an insurer of good repute to cover claims under the Grant Funding Agreement or any other claims or demands which may be brought or made against it by any person suffering any injury damage or loss in connection with the Funded Activities or the Grant Funding Agreement.
- 16.2. The Grant Recipient will upon request produce to the Authority its policy or policies of insurance or where this is not possible, a certificate of insurance issued by the Grant Recipient's insurance brokers confirming the insurances are in full force and effect together with confirmation that the relevant premiums have been paid.

## **17. ASSIGNMENT**

- 17.1. The Grant Recipient will not transfer, assign, novate or otherwise dispose of the whole or any part of the Grant Funding Agreement or any rights under it, to another organisation or individual, without the Authority's prior approval.
- 17.2. Any approval given by the Authority will be subject to a condition that the Grant Recipient has first entered into a Grant Funding Agreement, authorised by the Authority, requiring the Grant Recipient to work with another organisation in delivering the Funded Activities.

## **18. SPENDING CONTROLS – MARKETING, ADVERTISING, COMMUNICATIONS AND CONSULTANCY**

- 18.1. The Grant Recipient must seek permission from the Authority prior to any proposed expenditure on advertising, communications, consultancy or marketing either in connection with, or using the Grant.
- 18.2. The Grant Recipient should provide evidence that any marketing, advertising, communications and consultancy expenditure carried out in connection with, or using the Grant will deliver measurable outcomes that meet government objective to secure value for money.

## **19. LOSSES, GIFTS AND SPECIAL PAYMENTS**

- 19.1. The Grant Recipient must obtain prior written consent from the Authority before:

- 19.1.1. writing off any debts or liabilities;
- 19.1.2. offering to make any Special Payments; and
- 19.1.3. giving any gifts.

in connection with this Grant Funding Agreement.

- 19.2. The Grant Recipient will keep a record of all gifts, both given and received, in connection with the Grant or any Funded Activities.

## **20. BORROWING**

- 20.1. The Grant Recipient must obtain prior written consent from the Authority before:

- 20.1.1. borrowing or lending money from any source in connection with the Grant Funding Agreement; and
- 20.1.2. giving any guarantee, indemnities or letters of comfort that relate to the Grant Funding Agreement or have any impact on the Grant Recipient's ability to deliver the Funded Activities set out in the Grant Funding Agreement.

## **21. PUBLICITY**

- 21.1. The Grant Recipient gives consents to the Authority to publicise in the press or any other medium the Grant and details of the Funded Activities using any information gathered from the Grant Recipient's initial Grant application or any monitoring reports submitted to the Authority in accordance with paragraph 6.2 of these Conditions.
- 21.2. The Grant Recipient will comply with all reasonable requests from the Authority to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Authority in its promotional and fundraising activities relating to the Funded Activities.

## **22. CHANGES TO THE AUTHORITY'S REQUIREMENTS**

- 22.1. The Authority will notify the Grant Recipient of any changes to their activities, which are supported by the Grant.
- 22.2. The Grant Recipient will accommodate any changes to the Authority's needs and requirements under these Conditions.

## **23. CLAWBACK, EVENTS OF DEFAULT, TERMINATION AND RIGHTS RESERVED FOR BREACH AND TERMINATION**

### **Events of Default**

- 23.1. The Authority may exercise its rights set out in paragraph 23.2 if any of the following events occur:
  - 23.1.1. the Grant Recipient uses the Grant for a purpose other than the Funded Activities;
  - 23.1.2. the Grant Recipient fails to comply with its obligations under the Grant Funding Agreement, which is material in the opinion of the Authority;
  - 23.1.3. where delivery of the Funded Activities do not start within three (3) months of the Commencement Date and the Grant Recipient fails to provide the Authority with a satisfactory explanation for the delay, or failed to agree a new date on which the Funded Activities shall start with the Authority;
  - 23.1.4. the Grant Recipient uses the Grant for Ineligible Expenditure;
  - 23.1.5. the Grant Recipient fails, in the Authority's opinion, to make satisfactory progress with the Funded Activities and in particular, with meeting the Agreed Outputs set out in Annex 2 of these Conditions;
  - 23.1.6. the Grant Recipient fails to:
    - (i) submit an adequate Remedial Action Plan to the Authority following a request by the Authority pursuant to paragraph 23.3.4
    - (ii) improve delivery of the Funded Activities in accordance with the Remedial Action Plan approved by the Authority;

- 23.1.7. the Grant Recipient is, in the opinion of the Authority, delivering the Funded Activities in a negligent manner (in this context negligence includes but is not limited to failing to prevent or report actual or anticipated fraud or corruption);
- 23.1.8. the Grant Recipient fails to declare Duplicate Funding;
- 23.1.9. the Grant Recipient fails to declare any Match Funding in accordance with paragraph 4.7;
- 23.1.10. the Grant Recipient receives funding from a Third Party which, in the opinion of the Authority, undertakes activities that are likely to bring the reputation of the Funded Activities or the Authority into disrepute;
- 23.1.11. the Grant Recipient provides the Authority with any materially misleading or inaccurate information and/or any of the information provided in their grant application or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Authority considers to be significant;
- 23.1.12. the Grant Recipient commits or has committed a Prohibited Act or fails to report a Prohibited Act to the Authority, whether committed by the Grant Recipient, its Representatives or a Third Party, as soon as they become aware of it;
- 23.1.13. the Authority determines (acting reasonably) that the Grant Recipient or any of its Representatives has:
- (iii) acted dishonestly or negligently at any time during the term of the Grant Funding Agreement and to the detriment of the Authority; or
  - (iv) taken any actions which unfairly bring or are likely to unfairly bring the Authority's name or reputation and/or the Authority into disrepute. Actions include omissions in this context;
  - (v) transferred, assigns or novates the Grant to any Third Party without the Authority's consent;
  - (vi) failed to act in accordance with the Law; howsoever arising, including incurring expenditure on unlawful activities;
- 23.1.14. the Grant Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- 23.1.15. the Grant Recipient becomes insolvent as defined by section 123 of the Insolvency Act 1986, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due;
- 23.1.16. the European Commission (or a Domestic Successor) or the Court of Justice of the European Union (or Domestic Successor) requires any Grant paid to be recovered by reason of a breach of State Aid Law or the Grant Recipient fails to comply with the provisions of the exemption or scheme under State Aid Law that applies to the Funded Activities and the Grant, as set out in paragraph 13;
- 23.1.17. The Grant Recipient breaches the Code of Conduct and/or fails to report an actual or suspected breach of the Code of Conduct by the Grant Recipient or its Representatives in accordance with paragraph 28.2;

23.1.18. The Grant Recipient undergoes a Change of Control which the Authority, acting reasonably, considers:

- (i) will be materially detrimental to the Funded Activities and/or;
- (ii) the new body corporate cannot continue to receive the Grant because they do not meet the Eligibility Criteria used to award the Grant to the Grant Recipient;
- (iii) the Authority believes that the Change of Control would raise national security concerns and/or;
- (iv) the new body corporate intends to make fundamental change(s) to the purpose for which the Grant was given.

23.2. Where the Authority determines that an Event of Default has or may have occurred, the Authority shall notify the Grant Recipient to that effect in writing, setting out any relevant details, of the failure to comply with these Conditions or pertaining the Event of Default, and details of any action that the Authority intends to take or has taken.

#### **Rights reserved for the Authority in relation to an Event of Default**

23.3. Where, the Authority determines that an Event of Default has or may have occurred, the Authority shall take any one or more of the following actions:

- 23.3.1. suspend or terminate the payment of Grant for such period as the Authority shall determine; and/or
- 23.3.2. reduce the Maximum Sum in which case the payment of Grant shall thereafter be made in accordance with the reduction and notified to the Grant Recipient; and/or
- 23.3.3. require the Grant Recipient to repay the Authority the whole or any part of the amount of Grant previously paid to the Grant Recipient. Such sums shall be recovered as a civil debt; and/or
- 23.3.4. give the Grant Recipient an opportunity to remedy the Event of Default (if remediable) in accordance with the procedure set out in paragraph 23.3;
- 23.3.5. terminate the Grant Funding Agreement.

#### **Opportunity for the Grant Recipient to remedy an Event of Default**

23.4. Where the Grant Recipient is provided with an opportunity to submit a draft Remedial Action Plan in accordance with paragraph 23.3.4, the draft Remedial Action Plan shall be submitted to the Authority for approval, within 5 Working Days of the Grant Recipient receiving notice from the Authority.

23.5. The draft Remedial Action Plan shall set out:

- 23.5.1. full details of the Event of Default; and
- 23.5.2. the steps which the Grant Recipient proposes to take to rectify the Event of Default including timescales.

23.6. On receipt of the draft Remedial Action Plan and as soon as reasonably practicable, the Authority will submit its comments on the draft Remedial Action Plan to the Grant Recipient.

23.7. The Authority shall have the right to accept or reject the draft Remedial Action Plan. If the Authority rejects the draft Remedial Action Plan, the Authority shall confirm, in writing, the reasons why they have rejected the draft Remedial Action Plan and will confirm whether the Grant Recipient is required to submit an amended Remedial Action Plan to the Authority.

- 23.8. If the Authority directs the Grant Recipient to submit an amended draft Remedial Action Plan, the Parties shall agree a timescale for the Grant Recipient to amend the draft Remedial Action Plan to take into account the Authority's comments.
- 23.9. If the Authority does not approve the draft Remedial Action Plan the Authority may, at its absolute discretion, terminate the Grant Funding Agreement.
- 23.10. The Authority shall not by reason of the occurrence of an Event of Default which is, in the opinion of the Authority, capable of remedy, exercise its rights under either paragraph 23.3.3 or 23.3.4 unless the Grant Recipient has failed to rectify the default to the reasonable satisfaction of the Authority.

### **General Termination rights – Termination for Convenience**

- 23.11. Notwithstanding the Authority's right to terminate the Grant Funding Agreement pursuant to paragraph 23.3.4 above, either Party may terminate the Grant Funding Agreement at any time by giving at least 3 months (or a timescale proportionate to the Funding Period; whichever is the shorter ) written notice to the other Party.
- 23.12. If applicable, all Unspent Monies (other than those irrevocably committed in good faith before the date of termination, in line with the Grant Funding Agreement and approved by the Authority as being required to finalise the Funded Activities) shall be returned to the Authority within 30 days of the date of receipt of a written notice of termination from the Authority.
- 23.13. If the Authority terminates the Grant Funding Agreement in accordance with paragraph 23.11 the Authority may choose to pay the Grant Recipient's reasonable costs in respect of the delivery of the Funded Activities performed up to the termination date. Reasonable costs will be identified by the Grant Recipient and will be subject to the Grant Recipient demonstrating that they have taken adequate steps to mitigate their costs. For the avoidance of doubt, the amount of reasonable costs payable will be determined solely by the Authority.
- 23.14. The Authority will not be liable to pay any of the Grant Recipient's costs or those of any contractor/supplier of the Grant Recipient related to any transfer or termination of employment of any employees engaged in the provision of the Funded Activities.

### **Change of Control**

- 23.15. The Grant Recipient shall notify the Authority immediately in writing and as soon as the Grant Recipient is aware (or ought reasonably to be aware) that it is anticipating, undergoing, undergoes or has undergone a Change of Control, provided such notification does not contravene any Law.
- 23.16. The Grant Recipient shall ensure that any notification made pursuant to paragraph 23.15 shall set out full details of the Change of Control including the circumstances suggesting and/or explaining the Change of Control.
- 23.17. Where the Grant Recipient has been awarded to a consortium and the Grant Recipient has entered into a collaboration agreement, the notification required under paragraph 23.15 shall include any changes to the consortium members as well as the lead Grant Recipient.
- 23.18. Following notification of a Change of Control the Authority shall be entitled to exercise its rights under paragraph 23.1 of these Conditions providing the Grant Recipient with notification of its proposed action in writing within three (3) months of:

- (i) being notified in writing that a Change of Control is anticipated or is in contemplation or has occurred; or
- (ii) where no notification has been made, the date that the Authority becomes aware that a Change of Control is anticipated or is in contemplation or has occurred,

23.19. The Authority shall not be entitled to terminate where an approval was granted prior to the Change of Control.

## **24. EXIT PLAN**

24.1. Where the Authority requires the Grant Recipient to prepare an Exit Plan to allow the cessation or seamless transfer of the Funded Activities, the Grant Recipient shall prepare the Exit Plan within three (3) months of the signing of the Grant Funding Agreement.

## **25. DISPUTE RESOLUTION**

25.1. The Parties will use all reasonable endeavours to negotiate in good faith, and settle amicably, any dispute that arises during the continuance of the Grant Funding Agreement.

25.2. All disputes and complaints (except for those which relate to the Authority's right to withhold funds or terminates the Grant Funding Agreement) shall be referred in the first instance to the Parties Representatives.

25.3. If the dispute cannot be resolved between the Parties Representatives within a maximum of 30 days, then the matter will be escalated to formal meeting between the Grant Manager and the Grant Recipient's chief executive (or equivalent).

## **26. LIMITATION OF LIABILITY**

26.1. The Authority accepts no liability for any consequences, whether direct or indirect, that may come about from the Grant Recipient delivering/running the Funded Activities, the use of the Grant or from withdrawal, withholding or suspension of the Grant. The Recipient shall indemnify and hold harmless the Authority, its Representatives with respect to all actions, claims, charges, demands Losses and proceedings arising from or incurred by reason of the actions and/or omissions of the Grant Recipient in relation to the Funded Activities, the non-fulfilment of obligations of the Grant Recipient under this Grant Funding Agreement or its obligations to Third Parties.

26.2. Subject to this paragraph 26, the Authority's liability under this Grant Funding Agreement is limited to the amount of Grant outstanding.

## **27. VAT**

27.1. If VAT is held to be chargeable in respect of the Grant Funding Agreement, all payments shall be deemed to be inclusive of all VAT and the Authority shall not be obliged to pay any additional amount by way of VAT.

27.2. All sums or other consideration payable to or provided by the Grant Recipient to the Authority at any time shall be deemed to be exclusive of all VAT payable and where any such sums become payable or due or other consideration is provided, the Grant Recipient shall at the same time or as the case may be on demand by HMRC in addition to such sums, or other consideration, pay to HMRC all the VAT so payable upon the receipt of a valid VAT invoice.

## **28. CODE OF CONDUCT FOR GRANT RECIPIENTS**

- 28.1. The Grant Recipients acknowledges that by signing the Grant Funding Agreement it agrees to take account of the Code of Conduct, which includes ensuring that its Representatives undertake their duties in a manner consistent with the principles set out in the Code of Conduct.
- 28.2. The Grant Recipient shall immediately notify the Authority if it becomes aware of any actual or suspected breaches of the principles outlined in the Code of Conduct.
- 28.3. The Grant Recipient acknowledges that a failure to notify the Authority of an actual or suspected breach of the Code of Conduct may result in the Authority immediately suspending the Grant funding, terminating the Grant Funding Agreement and taking action to recover some or all of the funds paid to the Grant Recipient as a civil debt in accordance with paragraph 23.1.17.

## **29. NOTICES**

- 29.1. All notices and other communications in relation to this Grant Funding Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to in Annex 6 or otherwise notified in writing. All notices and other communications must be marked for the attention of the contact specified in Annex 6 (Contact Details). If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any Working Day they shall be deemed received on the next Working Day) and if mailed all such communications shall be deemed to have been given and received on the second Working Day following such mailing.

## **30. GOVERNING LAW**

- 30.1. These Conditions will be governed by and construed in accordance with the law of England and Wales and the Parties irrevocably submit to the exclusive jurisdiction of the English and Welsh courts.

**SIGNED by:**



**Sarah Smith,  
Deputy Chief Executive  
for and on behalf of the  
Office for Product Safety &  
Standards,  
Department for Business,  
Energy & Industrial Strategy**

**Deputy Chief Executive**

**23<sup>rd</sup> October 2020**

**SIGNED by**

.....  
**Signature**

**for and on behalf of  
Mid Ulster District Council**

.....  
**Title**

.....  
**Date**

**ANNEX 1 – GRANT FUNDING LETTER AND GRANT APPLICATION  
PART A - GRANT FUNDING LETTER**

Fiona McClements  
Mid Ulster District Council  
Burn Road  
Cookstown  
BT80 8DT

23<sup>rd</sup> October 2020

Dear Fiona

**PROJECT TITLE: Grant Funding to Build Capacity and Capability for Market Surveillance in Northern Ireland 2020/21**

I am pleased to inform you that subject to the terms and conditions of this Grant Offer Letter the Secretary of State for Business, Energy and Industrial Strategy ("BEIS") is prepared to pay Mid Ulster District Council a grant not exceeding **£55,000 (fifty five thousand pounds)** under the **Supply and Appropriation (Main Estimates) Act 2020** to improve product safety through the supply chain (the "Project") in accordance with the project outline in Annex 2.

**Purpose and Use of the Grant**

This Grant is provided to Mid Ulster District Council to build capacity and capability for market surveillance to meet the obligations under the EU Withdrawal Agreement and operationalise the Northern Ireland Protocol (NIP) as set out in Annex 2, including the outcomes for the Grant Period where these apply.

Acceptance of this offer constitutes agreement in full to the terms and conditions set out in this Grant Offer Letter. This Grant Offer Letter and the schedules to it constitute the entire agreement and the understanding between BEIS and Mid Ulster District Council with respect to all matters which are referred to and shall supersede any previous arrangement(s) between Mid Ulster District Council and BEIS in relation to the matters referred to in this Grant Offer Letter.

The offer should be accepted by the Chief Officer/Head of Service of Mid Ulster District Council by signing the duplicate copy of the offer letter on behalf of Mid Ulster District Council and returning it to me.

This offer letter shall be governed by and construed in accordance with the law of England and Wales, Mid Ulster District Council irrevocably submits to the exclusive jurisdiction of England and Wales and your address for service is Burn Road, Cookstown, BT80 8DT.

If this offer is accepted, the Project will be monitored on behalf of BEIS by Amanda Farrell, BEIS, Office for Product Safety and Standards, 4<sup>th</sup> Floor, Cannon House, 18 Priory Queensway, Birmingham, B4 8BS. Contact: [Amanda.farrell@beis.gov.uk](mailto:Amanda.farrell@beis.gov.uk) . Telephone: 0121 345 1284

Please acknowledge receipt of this letter.

Yours sincerely,

A handwritten signature in cursive script that reads "Sarah A. Smith".

**SARAH SMITH**

Deputy Chief Executive  
Office for Product Safety & Standards  
Department for Business, Energy and Industrial Strategy

## ANNEX 2 –THE FUNDED ACTIVITIES

### Purpose of the Grant

The purpose of the grant programme is to support the 11 district councils in Northern Ireland to build capacity and capability for market surveillance in Northern Ireland. This is part of a UK wide approach to ensure only safe and compliant, non-food, consumer goods enter the UK market and to meet the provisions of the EU Withdrawal Agreement and NIP.

### Background

The Office for Product Safety and Standards (OPSS) is the national regulator for product safety. It was established to lead and co-ordinate the UK product safety system to deliver improved protections for consumers and better support for industry across the UK. The aims are set out in the 2018-2020 Strategy – Strengthening National Capacity for Product Safety which references the OPSS role leading engagement and collaboration with local authorities, increasing support for local authority led teams at points of entry (e.g. seaports and airports) and co-ordination of market surveillance activities across different industry sectors.

Market Surveillance Authorities, including Northern Ireland's district councils, have a range of obligations; these are set out in the Regulation 765/2008 for Accreditation & Market Surveillance (RAMS) and other sector specific legislation.

OPSS already provides a package of support to district council environmental health services, including a programme of training to increase competency of front line officers, funding to enable testing for products manufactured or imported by Northern Ireland businesses and provision for additional screen-testing equipment.

As the end of the transition period approaches and implementation of the NIP progresses, OPSS has developed an additional support package that will enable all the district councils to enhance their provision to operationalise the NIP. This will ensure the UK has a co-ordinated and cohesive approach to market surveillance that recognises the particular requirements in Northern Ireland.

### Aims and Objectives of the Funded Activities

The Grant is provided to Mid Ulster District Council in Northern Ireland to establish **a flexible resource with the capacity and capability** to:

- Undertake risk-based market surveillance interventions on goods throughout the supply chain;
- Manage and act on intelligence to drive a risk-based approach;
- Provide advice and support to local businesses to meet their obligations under product safety legislation for importing and appropriate labelling/marketing of goods;
- Co-operate and coordinate market surveillance activity across NI to ensure compliance with EU regulatory requirements; *and*
- Monitor and report on interventions.

**Funding of up to £55,000 is available which is the equivalent of one full time officer per council including overheads and on costs.**

The purpose of the funding is to effectively implement the NIP with the aim of supporting a successful, thriving and compliant business sector across NI. Business should have the confidence to trade within NI, GB and the EU, while ensuring that unsafe/non-compliant goods do not enter the UK market including NI.

## Funded Activities

The range of funded activities is expected to include:

- Providing advice and guidance to NI manufacturers and importers about placing goods on NI and GB market, with a particular focus on those businesses that are currently distributors and will become importers following the end of transition;
- Implementing co-ordinated business support programmes e.g. linking to economic development work if appropriate;
- Sampling products from NI manufacturers and importers for safety testing and effectively following up any non-compliance detected;
- Participating in market surveillance projects
- Identifying locations in the District Council area where goods are released from customs control into free circulation, for example External Temporary Storage Facilities and Fast Parcel Operator distribution centres:
  - putting in place arrangements to inspect goods for regulatory compliance at these locations, and;
  - informing OPSS of your capacity to make inspections at these locations, should OPSS' risk profiling activity identify relevant consignments being released from customs control at this location (posing a high risk to consumers).
- Working with OPSS on developing product safety intelligence-gathering and prioritisation within NI;
- Building relationships with Competition & Consumer Protection Commission in the Republic of Ireland; and
- Undertake any other associated market surveillance activities to support any agreed UK/EU reporting requirements.

Officers will need to be able to operate flexibly across districts as workloads require and be accordingly authorised.

## Deliverables to be reported

These are expected to include:

- Details of all market surveillance activity, including sampling and screen testing to be recorded on the OPSS national product safety database
- Monthly report of activities to include
  - Summary of market surveillance activity
  - Number of businesses advised on importing and appropriate labelling/marketing of goods
  - Number of locations identified where goods are released from customs control into free circulation
  - Activity undertaken to build relationships with other MSAs in NI and
  - Details of training and development opportunities taken up including number of officers trained on end of transition
  - Number of officers completed the Certificate of Competency in Product Safety
  - Other activities e.g. building intelligence capability, relationships with other MSAs in NI and the Consumer Protection Commission in ROI

**OPSS will provide a monthly return template to facilitate the monthly returns information.**

## Additional OPSS Support

1. **Training and guidance** to increase officer capability to advise local businesses on their obligations for importing and appropriate labelling/marketing of goods. Specific training on using RAMS at points of entry. The UK-wide training plan for 2020/21 includes sessions to cover the impact of the end of the Transition Period (tailored to the needs of NI and GB).

2. **Funding for the testing of products** to inform effective market surveillance, through an extension of the current programme to enable testing of samples taken at NI distributors of GB produced products.
3. **Intelligence gathering and border profiling** to enable risk based targeted interventions for product safety legislation covered by market surveillance requirements in NI. Facilitate intelligence sharing with and between EHNI services and other MSAs in NI. OPSS will provide a data sharing agreement template which will outline relevant data sharing legal gateways for market surveillance activities where appropriate and relevant to do so.
4. **Facilitate relationship building** with other Market Surveillance Authorities with a view to exploring collaboration and sharing resources.
5. **Monitoring and reporting system to meet EU reporting requirements**, supporting the use by EHNI of the Product Safety Database (PSD) to report, track and share product safety information. Access to EU Databases is currently subject to negotiations and OPSS will help implement the outcome in a timely manner.
6. **Facilitation of cooperation and coordination of relevant bodies in NI** and with Competition & Consumer Protection Commission in Republic of Ireland.

### **Proposed funding Mechanism**

The resource will be offered in the form of a grant funding agreement outlining the anticipated market surveillance activities and agreed deliverables for the grant period. This resource is offered from 23<sup>rd</sup> October 2020 to 31<sup>st</sup> March 2021 initially and is planned to continue for subsequent years, subject to normal funding cycles. The range of activities that are covered by the grants are outlined above and form a balance of work across the pool of resource to provide NI-wide outcomes. Funding will be paid in arrears on receipt of a record of work conducted (reporting requirements to be confirmed).

### **Project costs and funding requested:**

Funding calculations are based on the following:

Officer hourly rate: £70.00 hour

Mileage rate: 45p/mile

### **ANNEX 3 – PAYMENT SCHEDULE**

The Authority will pay the grant on receipt of eligible expenditure claims. Payment will be made in arrears on a quarterly basis, dates being 31<sup>st</sup> December 2020 and 31<sup>st</sup> March 2021

All claims should be submitted **by 31<sup>st</sup> May 2021** covering the project deliverables outlined in Annex 2.



**Part 4: Authorised signatories**

The names and specimen signatures of people authorised to sign claim forms on behalf of the person who signed the Grant Funding Agreement are shown below. These signatures are binding on this organisation in respect of the Agreement.

Name	Name
<input type="text"/>	<input type="text"/>
Position in the organisation	Position in the organisation
<input type="text"/>	<input type="text"/>
Signature	Signature
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>

**Part 5: Grant recipient declaration**

To be completed by the person who signed the Grant Letter/ Grant Funding Agreement

- I certify that the information given on this form is correct.
- I agree that following discussions, any overpayments can be automatically recovered from future payments.

Name	Signature ( <i>the person who signed the agreement</i> )
<input type="text"/>	<input type="text"/>
Date	
<input type="text"/>	

Return this form to the address indicated in the Grant Letter, alongside a signed Grant Funding Agreement.

**General Data Protection Regulation (2018):** The information on this form will be recorded on the Authority's computer system. The information provided will be used for paying your fees and will not be passed to anyone outside of the Authority without the permission of the Grant Recipient.



## ANNEX 6 – CONTACT DETAILS

The main departmental contact in connection with the Grant is:

Name of contact	Amanda Farrell
Position in organisation	Head of Trading Standards Co-ordination
Email address	Amanda.farrell@beis.gov.uk
Telephone number	0121 345 1284
Fax number	N/A
Postal address	Office for Product Safety & Standards, Department for Business Energy & Industrial Strategy, 4 <sup>th</sup> Floor, Cannon House, 18 Priory Queensway Birmingham, B4 8BS

This information is correct at the date of the Grant Funding Agreement. The Authority will send you a revised contact sheet if any of the details change.

The Grant Recipient's main contact in connection with the Grant Funding Agreement is:

Reference	
Organisation	Mid Ulster District Council
Name of contact	Fiona McClements
Position in organisation	Head of Service
Email address	fiona.mcclements@midulstercouncil.org
Telephone number	
Postal address	Burn Road Cookstown BT80 8DT

Please inform the Authority if the Grant Recipient's main contact changes.



**Minutes of Meeting of Environment Committee of Mid Ulster District Council  
held on Tuesday 13 October 2020 in Council Offices, Circular Road,  
Dungannon and by virtual means**

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

\* Denotes members and members of the public present in remote attendance

\*\* Denotes Officers present by remote means

The meeting commenced at 7.00 pm

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

**E192/20 Apologies**

Councillor N McAleer.

**E193/20 Declarations of Interest**

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

**E194/20 Chair's Business**

In response to a query the Head of Property Services advised that a decision was previously taken to adopt a Council aligned policy in relation to access to cemeteries. The officer advised that Cottagequinn currently remains open 24/7 which is the same as all other Council cemeteries and that if there was a desire to have the cemetery locked to vehicular access between dusk and 8am this can be done but highlighted

that it would be a variation to Council policy. The officer also stated that there would be cost associated to locking the cemetery on a daily basis.

Councillor Cuthbertson stated he had raised the issue of anti social behaviour taking place at Cottagequinn cemetery at the September Council meeting. The Councillor stated that relatives were concerned with what was happening within the grounds of Cottagequinn and that the current activity could develop into vandalism. Councillor Cuthbertson stated that whilst it is practice to keep cemeteries open he felt that Cottagequinn is different as it is in a rural area. Councillor Cuthbertson proposed that Cottagequinn be closed at dusk and reopened at 8am for a temporary period with a review, the Councillor also stated he did not feel there would be any great cost associated with doing this and there may be potential to tie in with staff closing Dungannon Park.

Councillor Buchanan seconded Councillor Cuthbertson's proposal.

**Resolved** That it be recommended to Council to close Cottagequinn Cemetery at dusk and reopen again at 8am for a temporary period, with review.

## **Matters for Decision**

### **E195/20 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 Coolreaghs Road, Cookstown

Proposed by Councillor Buchanan  
Seconded by Councillor Wilson and

**Resolved** That it be recommended to Council to name development off Coolreaghs Road, Cookstown as Coolreaghs Manor.

Site off Desertmartin Road, Magherafelt

Proposed by Councillor Brown  
Seconded by Councillor McFlynn and

**Resolved** That it be recommended to Council to name development off Desertmartin Road, Magherafelt as Eden Park.

Site off Gortgonis Road, Coalisland

Proposed by Councillor O'Neill  
Seconded by Councillor McNamee and

**Resolved** That it be recommended to Council to name development off Gortgonis Road, Coalisland as Gortmanor Drive.

## **E196/20 Loneliness Network**

The Head of Environmental Health presented previously circulated report which advised of the development of a Mid Ulster Loneliness Network, the launch of the Network and a request for funding towards community projects.

Councillor Burton asked if this initiative is only targeted towards the Northern Trust area as she was aware of many within her electoral area who were struggling with mental health issues and isolation.

The Head of Environmental Health advised that the initiative is led by the Northern Trust but the Network seeks to encompass all areas within Mid Ulster.

Councillor Burton asked if there would be a conflict between the Agewell project and this initiative. Councillor Burton also commended the Northern Trust as she felt they are more involved with these type of projects which are needed at this time of pandemic and asked if Council could engage with the Southern Trust for them to become involved as well.

The Head of Environmental Health stated that Council would follow up with the Southern Trust and added that the Loneliness Network is not only for older people but all age groups and does not impact negatively on the Agewell initiative but rather builds on bringing everything together.

Councillor O'Neill added to Councillor Burton's comments and stated that he felt a number of people in the Southern Trust area would be left vulnerable if the Southern Trust were not involved in the Loneliness Network.

The Head of Environmental Health advised that the first meeting of the Network took place prior to lockdown and since then lockdown and COVID19 has brought challenges. The officer advised that the Southern Trust has been involved and will be involved in the Network but that the lead in this particular project is the Northern Trust.

Councillor Burton asked if the Southern Trust would also be giving funding to the Network like the Northern Trust.

The Head of Environmental Health stated she would have to check how the sources of funding for the Network have come together and would come back to the Councillor on this issue.

Councillor Burton asked that this information be made available prior to the October Council meeting.

Councillor McNamee stated that the Loneliness Network was an excellent programme which does not exclude people from the Southern Trust area applying.

The Head of Environmental Health stated that the network seeks to raise awareness of loneliness and its impacts and how best to address issues and support individuals.

Proposed by Councillor McNamee  
Seconded by Councillor McFlynn and

- Resolved** That it be recommended to Council –
- That Mid Ulster Council staff continue to assist partners in the development of the Loneliness Network and be Members of the Network.
  - To make a match funding contribution of £1,500 towards a pilot small grants programme.

**E197/20 Response to the Food Standards Agency’s consultation on Building on the success of the front-of-pack nutrition labelling in the UK**

The Head of Environmental Health presented previously circulated report which advised of the Food Standards Agency’s consultation on the success of the front of pack nutrition labelling in the UK.

Proposed by Councillor Cuthbertson  
Seconded by Councillor B McGuigan and

- Resolved** That it be recommended to Council to respond to the Food Standards Agency’s consultation on the success of the front of pack nutrition labelling in the UK as outlined at appendix 1 of the report. Draft response to be submitted in advance of the deadline of 21 October 2020 and confirmed after October Council meeting.

**E198/20 Bus Shelter Update**

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

The Head of Technical Services referred to request for bus shelter in Moygashel and that the application fails to reach the required numbers. The officer advised that there are no bus shelters in Moygashel but that there are other bus stops in the village in which the required numbers for a bus shelter would be exceeded. The Head of Technical Services pointed out that if a bus shelter was located at the site requested then users may then go to this location as opposed to some of the other bus stops.

Councillor Cuthbertson advised that Moygashel has four bus stops but that only one of these locations is suitable for a bus shelter. The Councillor felt that some further consideration was needed in respect of this location as he believed if a bus shelter was sited that particular bus stop would be used more.

Councillor B McGuigan referred to appendix 1 – table 4 and the request for a bus shelter at Tirkane Road, Maghera and that he felt this request will have to be withdrawn as there were objections to the site identified. The Councillor advised that the only other site along that stretch of road was opposite the GAA club however DfI Roads had some road safety concerns regarding this location. Councillor B McGuigan stated that as there appeared to be alternative arrangements in place at this requested location a bus shelter may not be justified at this time.

Councillor B McGuigan also referred to the bus shelter for Culnady village and that this seems to be progressing and residents will be glad to see this getting over the line.

The Head of Technical Services advised that he would bring back a report regarding the request at Tirkane Road, Maghera next month.

In relation to request for Moygashel the Head of Technical Services stated it was up to Members to decide how they wanted to move forward. The officer advised that as it stands the request does not meet policy but because it is the only location suitable in Moygashel it could be considered further to community consultation.

Councillor Wilson stated that he felt that the bus shelter policy needed to be reviewed and referred to one of the requests in which 24 survey letters were sent out and only 4 responded and therefore the bus shelter can go ahead and another situation in which 1 letter was sent out subsequently returned and the bus shelter can go ahead. Councillor Wilson stated that the situation in Moygashel also needed further consideration. Councillor Wilson proposed that the Bus Shelter policy be reviewed.

Councillor Cuthbertson proposed that community consultation be carried out in respect of Moygashel site which he felt would show the desire for it in the village with a decision to be taken at a later date pending the outcome of a review of the Bus Shelter policy.

The Head of Technical Services stated that the community consultation can go ahead in respect of Moygashel and that a review of the policy can also be undertaken. The officer advised that those within 50m of a proposed site for a bus shelter be written to hence the variance in numbers depending on how built up the area is.

The Director of Public Health and Infrastructure stated that officers would facilitate a workshop to review the Bus Shelter policy.

- Resolved** That it be recommended to Council –
- To install bus shelters at the following locations as they have met all the criteria in the Bus Shelter Policy (Section 1.2, Point 4) –
    - Millview, Dunnamore
    - The Square, Stewartstown
    - Omagh Road, Ballygawley
    - Glebe Court, Castlecaulfield
    - Kildrum Estate, Galbally
  - To remove the following from the Bus Shelter Register as they have not met the criteria in the Bus Shelter Policy (Section 1.2, Point 4) –
    - Derrychrin PS, Ballinderry
    - Meenagh Park, Coalisland
  - To conduct a review of the Bus Shelter policy
  - To carry out community consultation in respect of request for bus shelter in Moygashel

## **E199/20 Provision of Defibrillators (AEDs) in Mid Ulster**

The Director of Public Health and Infrastructure presented previously circulated report which advised on the Mid Ulster District Council – Automated External Defibrillator (AED) Procedure and the rollout of devices across the Mid Ulster area.

The Director of Public Health and Infrastructure highlighted that there was some work required in getting all defibrillators registered as it has become evident that not all defibrillators in the community are registered at the moment.

Councillor Cuthbertson referred to table 1 within the report which states there are no settlement gaps in Dungannon and that he had previously requested that a defibrillator be sited at Gardner's Hall in Dungannon. Since making the request the Councillor stated that the boxing club, who use a property next to Gardner's Hall, have advised that they have a defibrillator and that they would be content if it was sited outside, if Council would facilitate this, and that the device could then service both buildings. Councillor Cuthbertson asked how many sites within table 1 of the report belong to the Council and proposed that Council move ahead with installing defibrillators at Council Civic Amenity Sites, at Council sites within table 1 of the report and that potential funding under the General Power of Competence be identified for other sites within the table.

The Director of Public Health and Infrastructure stated he did not believe it would be an issue for Council to facilitate siting a defibrillator outside Gardner's Hall and that officers would liaise with the boxing club in this regard. In relation to Council facilities within table 1 of the report the Director advised that Council have direct involvement with Portglenone Walkway, playpark in Upperlands, Grant Ancestral Home, Drum Manor Forest Park and Lough Fea Walkway, but that he would need to check as regards to sites at Caledon, Tullyhogue and Curran. The Director advised that since the report has been issued officers have become aware that other sites identified within table 1 are reasonably well serviced but that this would be formalised.

Councillor B McGuigan referred to the map which identified where defibrillators are located across the District and stated that whilst the area seems to be well serviced there are gaps. The Councillor also spoke in relation to the defibrillators already in place and that there would have been volunteers trained on how to use these devices at the time and asked if these volunteers are still in place or who manages this.

The Director of Public Health and Infrastructure advised that when the scheme was set up in 2014 it was primarily the health trusts who took the lead, since then the lead has moved to Northern Ireland Ambulance Service and Council has been working with the Ambulance Service and partners. The Director advised that the Ambulance Service have a co-ordinator in place but unfortunately this person has been on long term sick leave for a number of months so there is a gap there at the moment. The Director of Public Health and Infrastructure advised that the provision of training rests with Northern Ireland Ambulance Service and the Council have worked in the past with the Ambulance Service and partners to support the delivery of the Restart a Heart campaign.

Councillor Graham thanked officers for their report and commended them for the work put into it. The Councillor felt that the approach outlined within the report is fair

to everyone and that she hoped the matter can now be progressed. Councillor Graham felt that to have no defibrillators in rural areas was shocking.

Councillor McNamee stated he also welcomed the report which showed there is a good spread of defibrillators across Mid Ulster but that there are still some gaps which need to be filled. The Councillor stated that there were a number of places within table 1 of the report with links to the Council as already identified and a number in which it has since been found have provision. Councillor McNamee stated that it would be good to see everywhere covered and that there are other groups who can come on board in providing devices.

Councillor Glasgow stated that the report was detailed and had been worth waiting the month for. The Councillor stated that there do appear to be gaps but as previously stated there may be a number of defibrillators which have not yet been registered and that there was some communication needed to get groups to register their devices as they do serve a lifesaving purpose. Councillor Glasgow seconded Councillor Cuthbertson's proposal.

Councillor Wilson commended officers on the report and also referred to the defibrillators not registered and that this is a big task in order to get them registered. The Councillor stated that what is being proposed is a good news story but that within this good news story it also needs to be publicised that defibrillators are there to save lives and should not be vandalised as there have been instances of wall mounted defibrillators outside properties being smashed.

Councillor Burton agreed with Councillor Wilson's comments and that a defibrillator is a life saving device which should not be vandalised. The Councillor thanked officers for the detailed report and also referred to the previous presentation by the Ambulance Service which also informed Members. Councillor Burton advised that there is a defibrillator sited in Caledon and it would important to have this added to the list as it is a rural area.

Councillor S McAleer also thanked officers for the important piece of work and stated that it is good to know there are defibrillators in place if they are needed. The Councillor advised that there are a number of people in the community trained to use a defibrillator.

The Director of Public Health and Infrastructure stated he would convey the Member's comments to the officer team . Moving forward, the Director stated that officers will link in with sporting clubs who may have a defibrillator but have not got it registered and also link with the Ambulance Service to provide additional support to local groups going forward subject to NIAS current work pressures at present.

Councillor B McGuigan referred to his previous comments with regard to training and if there is a way of getting in contact with those who have defibrillators already in place to ensure systems are up to date and there are people trained in their use.

The Director of Public Health and Infrastructure advised the officer team will work closely with Mid Ulster Community Resuscitation group and partners to link with sports clubs and community groups who already have facilities and assist with support for any new groups .

- Resolved** That it be recommended to Council –
- To install AED units at all Council Civic Amenity Sites unless suitable provision is already available at or in close proximity to the site.
  - To prioritise the rollout of the additional AEDs as identified at remaining Council managed sites as identified at Table 1 within report.
  - To identify potential for eligible funding under the General Power of Competence Programme to support the above arrangements if support funding is not available.

## **E200/20 Fly Tipping Protocol**

The Head of Environmental Services presented previously circulated report which sought approval to agree a new Fly Tipping Protocol with NI Environment Agency.

Councillor Burton stated that Council has had issues in the past regarding the removal of waste and felt that it is also important that landowners are not left in a situation in which they become an easy target for the NIEA in getting material removed. The Councillor asked if the protocol comes with any more teeth than the one before as she would have some concern. Councillor Burton also stated that NILGA have pushed on this matter and that Councils needed a collective voice as this is an issue which affects all Council areas.

The Director of Environment and Property advised that there was a joint working group between representatives from Council and NIEA and that this protocol helps to define who is responsible for what. The Director stated that Articles 4 and 5 have been an ongoing issue and that Councils are of one voice that they are strongly resistant to the changes being proposed by the Department in relation to Article 5 re. enforcement powers. The Director of Environment and Property stated that the protocol deals with the clean up of waste and who deals with what and relates more to Article 4. The Director advised that the legislation that the Department are trying to enact has been there for some time and could be enacted tomorrow if it was the Department desire to do so. The Director of Environment and Property advised that the Department have been proactive in talking to Council as there are significant implications in terms of resources as certain powers will be passed to Council and Councils are not keen to agree to this until resource implications are mapped out. The Director continued that there are examples in which Council has worked proactively with NIEA in getting waste removed and that there is a good working relationship with the Agency at the moment. The Director of Environment and Property advised that the protocol clarifies Council's position in relation to what it collects, what volume it collects and where Council will collect it from, the protocol also sets out what NIEA will do. The Director stated that the majority of the former 26 Councils signed up to the previous protocol and this protocol is not significantly different.

Councillor Glasgow stated that this matter has been discussed at numerous NILGA meetings and that other Councils are experiencing similar issues. The Councillor asked for clarification on whether the protocol outlines the responsibilities between Council and NIEA.

The Director of Environment and Property advised that the protocol outlines responsibilities in terms of volumes of waste that will be collected, the types of waste that will be collected and who it will be collected by. The Director stated that the protocol sets out that Councils will collect up to 20m<sup>2</sup> of ordinary fly tipped waste (non hazardous) and advised that this is what has been happening up to now. The Director advised that when hazardous waste has been encountered then NIEA have dealt with this.

Councillor Glasgow stated that he was content that the protocol sets out where everyone stands as he felt that NIEA have shied away from the clearing of waste previously. The Councillor stated that he did not want Council to be left with something that will cost money and put a strain on resources in the future.

The Director of Environment and Property advised that the protocol will be brought before a number of Councils in the coming months and that officers were aware of the sensitivities and issues regarding fly tipping. The Director advised that Council was clear in its position and that it was not content that the NIEA try to foist more powers onto Council in relation to enforcement.

Councillor B McGuigan referred to Councils participation in the piloting of an app and asked if the app will include a map of fly tipping hot spot areas.

The Head of Environmental Services advised that the app will include a map as it is believed to be an essential component of the app.

Councillor McFlynn stated that fly tipping seems to have been on the increase in recent months and commended staff who have gone out to clear up the waste. The Councillor felt that NIEA often offload a lot of responsibility to Councils and that NIEA should be more proactive in trying to bring offenders to Court as enforcement is important.

Proposed by Councillor McFlynn  
Seconded by Councillor Glasgow and

**Resolved** That it be recommended to Council to approve the amended Fly Tipping Protocol for agreement with the NI Environment Agency as set out at Appendix 1 to report with further discussion on legal controls around Article 5.

**E201/20 DfI Roads Proposal to Mid Ulster District Council - The A6 Castledawson By-Pass (Abandonment and Stopping-Up) Order (Northern Ireland) 2020**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to the A6 Castledawson By-Pass (Abandonment and Stopping Up) Order (Northern Ireland) 2020.

Councillor Cuthbertson stated that whilst a part time 20mph speed limit at schools is welcome it is not widespread across the Council area. The Councillor also referred to a recent meeting with DfI at which it was reported that unless the Department bring in a third party contractor the likelihood of this work going ahead is slim as staff

are not allowed to erect signage at the moment due to social distancing requirements. Councillor Cuthbertson referred to lack of gateway signage at Moygashel and Aughnacloy and that Police are debating whether speed limits are enforceable in these areas due to the gateway signs being in such poor condition. The Councillor stated that while he welcomed the proposal from DfI he would be fearful of when the work will actually be done unless a third party contractor is brought in.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to the A6 Castledawson By-Pass (Abandonment and Stopping Up) Order (Northern Ireland) 2020.

**E202/20 DfI Roads Proposal to Mid Ulster District Council – The Private Accesses on the A6 Castledawson By-Pass (Stopping-Up) Order (NI) 2020**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to the Private Accesses on the A6 Castledawson By-Pass (Stopping Up) Order (NI) 2020.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to the Private Accesses on the A6 Castledawson By-Pass (Stopping Up) Order (NI) 2020.

**E203/20 DfI Roads Proposals to Mid Ulster District Council - Proposed No Waiting at Any Time, Loading and Unloading Not Permitted – Back Lane, Draperstown**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to Proposed No Waiting as Any Time, Loading and Unloading Not Permitted – Back Lane, Draperstown.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed No Waiting as Any Time, Loading and Unloading Not Permitted – Back Lane, Draperstown.

**E204/20 Dfl Roads Proposals to Mid Ulster District Council - Proposed Introduction of No Waiting at Any Time, Loading and Unloading Not Permitted – Bank Square, Maghera**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to Proposed Introduction of No Waiting at Any Time, Loading and Unloading Not Permitted – Bank Square, Maghera.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed Introduction of No Waiting at Any Time, Loading and Unloading Not Permitted – Bank Square, Maghera.

**E205/20 Dfl Roads Proposal to Mid Ulster District Council - Proposed 30mph and 40mph Speed Limit – Moyola Road, Castledawson**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to Proposed 30mph and 40mph Speed Limit – Moyola Road, Castledawson.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed 30mph and 40mph Speed Limit – Moyola Road, Castledawson.

**E206/20 Dfl Roads Proposal to Mid Ulster District Council - Proposed Part Time 20mph Speed Limit at Schools**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to Proposed Part Time 20mph Speed Limit at Schools.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed Part Time 20mph Speed Limit at Schools.

**E207/20 Dfl Roads Proposal to Mid Ulster District Council - Proposed Provision of a Disabled Persons' Parking Bay at Sullenboy Park, Cookstown**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to Proposed Provision of a Disabled Persons' Parking Bay at Sullenboy Park, Cookstown.

Proposed by Councillor B McGuigan  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed Provision of a Disabled Persons' Parking Bay at Sullenboy Park, Cookstown.

## **Matters for Information**

### **E208/20 Minutes of Environment Committee held on 8 September 2020**

Members noted minutes of Environment Committee held on 8 September 2020.

### **E209/20 Building Control Workload**

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

### **E210/20 Entertainment Licensing Applications**

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

### **E211/20 Dual Language Signage Requests**

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

Councillor Graham referred to point 2.1 within the report which states that... *“Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English”*. The Councillor asked why this is not done and stated that she felt if it was done there would be less vandalism of signage. Councillor Graham stated that there was no vandalism to signage whenever there was three languages on signage erected by the former Dungannon and South Tyrone Borough Council.

Councillor McNamee stated that the reason why signage is erected the way it is is because it is Council policy.

Councillor Cuthbertson stated he had raised issues in the past and felt that the policy needed to be looked at again. The Councillor stated that there were numerous elected members on social media advertising to communities that help can be given to get free signage and that this was disappointing as there is nothing free about the signage as the ratepayer is paying for it.

Councillor Wilson stated he had raised earlier in the meeting about bus shelters in relation to the surveys being sent out and the responses coming back and that he felt there was a similar issue here. Councillor Wilson proposed that the dual language policy be reviewed in relation to how the surveys are sent out/responded to.

Councillor Cuthbertson seconded Councillor Wilson's proposal.

Councillor McNamee stated that the working group spent a lot of time to arrive at the policy, that the policy has not been in place that long and that he would propose that the policy remains as is.

Councillor B McGuigan seconded Councillor McNamee's proposal.

Members voted on Councillor Wilson's proposal –

For – 6

Against – 7

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

### **E212/20 Dual Language Signage Surveys**

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

Councillor Graham referred to point 3.22 of the report in which a survey was requested and undertaken of Derry Road, Coalisland. The Councillor stated that 19 survey letters were issued and none were returned meaning that the person who requested the survey did not even respond. Councillor Graham asked how much this exercise cost Council as it seemed to have been a complete waste of time and money. The Councillor also asked who checks the requests coming in as she felt there are so many costs that needed to be investigated and reported back on and that Council needed to be careful in how it was spending its money as Councillors were answerable to the electorate.

The Head of Building Control advised that the requests were being dealt with within the current staff resource and there is one member of staff who primarily deals with the requests as they come in and this is not being exceeded. The officer advised that each request is verified with the electoral register that the person requesting the signage is a resident on the street/road before being reported to the Environment Committee.

Councillor Glasgow stated it is disappointing that a person puts in a request and then does not respond to the survey and that he felt questions are going to be asked on this by the public. Councillor Glasgow also felt that costings should be brought back in relation to this particular request.

Councillor O'Neill advised that there was already an Irish sign in the area and that the request may have been put forward in error.

Councillor Glasgow asked how the request had got through the system if what Councillor O'Neill said was correct and there was already signage in place and that Members are being told the requests are checked.

The Head of Building Control advised that no signage has been erected at this location during Mid Ulster time and under this policy. The officer advised that there was no record kept of dual language signage erected under the former Dungannon and South Tyrone Borough Council.

**E213/20 Health Protection (Coronavirus Restrictions) (Northern Ireland) Regulations 2020**

Members noted previously circulated report which advised on current enforcement arrangements for the Health Protection (Coronavirus Restrictions) (Northern Ireland) Regulations 2020.

Councillor Cuthbertson referred to letter recently sent by Council to businesses and asked for an update in relation to Council's role and would officers be going out to inspect premises on the back of the letter sent out and is the Council now an enforcement body.

The Director of Public Health and Infrastructure advised that COVID regulations have undergone a number of revisions to date and that when the enforcement process was brought through the NI Executive a report was brought to Council in May at which enforcement staff were designated for specific regulations. The Director advised that Council were still waiting for clarity of the enforcement process to be defined in these recent amendments and until the regulations are released this is unclear. The Director advised that Council have been working with PSNI who are the lead enforcement agency for all COVID regulations. The Director advised that officers have been very proactive in providing support and guidance to businesses in relation to the regulations and that a number of visits to businesses have been undertaken, he advised that over 300 inspections have been carried out as part of the support and guidance to premises to date.

The Director advised that at the end of last week the NI Executive requested that Councils correspond directly with businesses to emphasise the importance of social distancing measures and this is why the letter had been circulated. The Director advised that unfortunately the rate of infection is increasing in Northern Ireland with a current rate of approximately 400 live infections per 100,000 of population and that Mid Ulster has the third highest rate in Northern Ireland, however this can change daily. The Director stated that it was important to re-emphasise the message to businesses and everyone in the community to follow the advice and guidance. In relation to the enforcement regulations, the Director advised that officers will wait to see the detail of the regulations and enforcement controls and if this is received in the coming days then a further report will be brought to the October Council meeting.

**E214/20 Covid 19 Heating installation – Chamber and Chair's Office, Magherafelt Office**

Members noted previously circulated report which advised on the installation of new radiators and pipework in Magherafelt Chamber and Chair's office in lieu of air conditioned heating amid COVID 19 advice.

## **E215/20 Together We Recycle (Recycle Week 2020)**

Members noted previously circulated report which advised on the recent Together We Recycle campaign.

## **E216/20 DfI Roads Proposal to Mid Ulster District Council - Coolshinney Park, Magherafelt (Abandonment) Order (NI) 2020 – S.R.2020 No. 206**

Members noted previously circulated report which advised of the commencement of an Abandonment Order issued by DfI Roads in relation to Coolshinney Park, Magherafelt.

*Live broadcast ended at 20.26 pm.*

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

Proposed by Councillor McNamee  
Seconded by Councillor O'Neill 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 E217/20 to E230/20.

### **Matters for Decision**

- E217/20 Dog Kennelling Contract
- E218/20 Re-tendering for the Ageing Well project for MUDC
- E219/20 Tender report for the appointment of a Vehicle Supplier
- E220/20 Tender report for the appointment of Contractors to a framework for Construction works (M&E)
- E221/20 Grave Digging & Associated Works Tender
- E222/20 Procurement Framework for Washroom Services
- E223/20 Tender report for the appointment of a Ride on Lawnmower Supplier
- E224/20 Leasing of former (closed) landfill site at Drumshambo
- E225/20 Coalisland Recycling Centre Improvement Works

### **Matters for Information**

- E226/20 Confidential Minutes of Environment Committee held on 8 September 2020
- E227/20 Capital Projects – Scoping Contracts Update
- E228/20 Capital Framework – IST Contracts Update
- E229/20 Capital Framework – ICT Contracts Update
- E230/20 Burnavon Arts and Cultural Centre Reception Area Refurbishment

## **E231/20 Duration of Meeting**

The meeting was called for 7.00 pm and ended at 8.50 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_

## Annex A – Introductory Remarks from the Chairperson

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

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

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

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

Thank you and we will now move to the first item on the agenda.



<b>Report on</b>	KNIB Cleaner Neighbourhoods Survey/Report
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<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>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on the results of the Cleaner Neighbourhoods Survey/Report.
<b>2.0</b>	<b>Background</b>
2.1	<p>Keep Northern Ireland Beautiful (KNIB) is an independent charity that works with the Department for Agriculture, Environment and Rural Affairs (DAERA) local Councils and businesses to assist in improving our local environmental quality and increasing the cleanliness of our towns and countryside.</p> <p>The Cleaner Neighbourhoods Report for 2019/20 has been published by KNIB. This report is based on a number of sources: the litter and cleanliness data comes from a survey of 1,100 individual transects covering approximately 55km (or 34 miles) of streets and parks across all 11 Council areas, while fixed penalty records, spend on street cleansing data and information on enforcement and education activities was collected directly from individual local authorities</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>A full copy of the report is included as an appendix however a summary of the key findings/issues for Mid Ulster District Council are as follows:</p> <p><u>Cleansing spend vs Cleanliness</u> – the Council's cleanliness index (LEAMS) score of 70 was the second highest score in Northern Ireland. Expenditure per head of population in Mid Ulster (at £23.84/head) was the third lowest in N Ireland and considerably lower than the N Ireland average figure (of £36.33 head).</p> <p><u>Fixed penalties</u> – the report highlights that Mid Ulster District Council issued the lowest number of fixed penalty notices for littering (10 No.) and dog fouling (4 No.) compared to a Northern Ireland average of 274 No. for littering and 25 No. for dog fouling. The respective figures for paid notices were 9 No. for littering (compared to average of 211 No.) and 4 No. for dog fouling (compared to average of 19 No.).</p>

	<p><u>Eco Schools Green Flags</u> – the report highlights that Mid Ulster District has the highest number of schools that hold a Green Flag (39 No.) in Northern Ireland.</p> <p>The findings and recommendations from this report will be used to inform and support the work of the Councils cross-departmental working group on litter.</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
	Risk Management: The report identifies that rural areas are disproportionately affected by littering.
<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 and results of the survey.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	KNIB Cleaner Neighbourhoods Report 2019-20

# Cleaner Neighbourhoods Report 2019/20



**KEEP  
NORTHERN  
IRELAND  
BEAUTIFUL**

KEEP  
NORTHERN  
IRELAND  
BEAUTIFUL

We all want to be healthy, happy and able to live in a **clean and supportive environment**. Keep Northern Ireland Beautiful works to help everyone, to come together to deliver a **healthy lifestyle for you and the planet**.

# Key facts and figures at a glance for the period 2019-2020

## 86%

The number of transects meeting the accepted standard for litter has increased to 86% from 80% in 2018/19

## 6%

Transects with dog fouling has decreased by 4% to 6% compared with last year



## 269



schools that have earned the right to fly a Green Flag, 23% of all schools in the country (accurate as of 11/05/20)

## 4%

of transects surveyed were completely free of litter (Grade A).

## 233

### Adopt A Spot

Sites adopted as part of the adopt a spot programme in 2019



## 508

In 2019, there were an average of 508 litter items of litter per 100m of Northern Irish beach, of which 76% were plastic. This equates to nearly 4 million items of litter lying around our coast at any one time.

## 3,013

Fixed Penalties were issued for littering during 2018-19



(the last complete year for which records are available, up from 2,902 in 17/18)

## 1.3M

From the results of our litter composition analysis we estimate that 1.3 million items of litter are on our streets at any one time.

## £29M

Total street cleansing spend

(Actual Value: £29,566,052)

## 12



Blue flags awarded to Beaches and Marinas in Northern Ireland in 2019

## 278



Fixed Penalties were issued for failing to clean up dog fouling during 2018-19

(the last complete year for which records are available, and decrease of 20% from 2017/18)

## 76

parks reached Green Flag Awards standard across Northern Ireland in 2019



# Foreword

Welcome to the Keep Northern Ireland Beautiful Cleaner Neighbourhoods Report, which has been written by our Local Environmental Quality team.

This report provides some encouraging news showing significant improvements in levels of litter and dog fouling. The work of Councils, DAERA, eNGOs and many individuals has to be playing a part in what is a statistically significant shift in behaviour on both fronts.

There were many other positives in 2019, with a record amount made available by Live Here Love Here partners to the Small Grants Scheme, a record number of Eco-Schools achieving the international Green Flag standard and a new high in numbers of our parks and public open greenspaces able to raise the Green Flag Award.

Each of these achievements should be properly recognised and celebrated. They are all the result of an incredible amount of hard work, planning and passion.

The Litter Composition Analysis has given us a new level of detail on where the issues lie in terms of littering behaviour. The packaging and items of just a couple of dozen companies make up the vast majority of the estimated 1.3 million litter items on our streets at any one time. There is now clear evidence that we need to be focusing on cigarette related items and drinks related packaging, with each making up around 30% of the total count. All this provides

useful information as we push to ensure that a post-Brexit Northern Ireland does not fall behind the EU when it comes to environmental legislation on waste and plastics.

As 2019 was coming to a close little did we know our world was about to change, and just as it looked as though the environmental message was starting to get through. Keep Northern Ireland Beautiful's new strategic plan, focusing on climate action, biodiversity recovery and pollution solutions is almost on hold as many hard fought environmental gains have taken a back seat. Yet these extraordinary changes to our lives are also instilling a sense of community spirit, not seen in a long time and a re-evaluation of what is important in life. The answers, it seems, don't necessarily require us to buy more stuff!

It will be interesting to see the impact of our imposed home working in the coming year, assuming we are allowed out to measure the litter of course. More interesting, and perhaps challenging for all of us, will be keeping new habits, formed during this crisis, that have big benefits for the environment – less travel, more working from home, and making do with less, none of which have to mean a less fruitful, productive and meaningful life.

**Dr Ian Humphreys**

CHIEF EXECUTIVE,  
KEEP NORTHERN IRELAND BEAUTIFUL



# Executive summary

Keep Northern Ireland Beautiful is an independent charity which works with the Department for Agriculture, Environment and Rural Affairs (DAERA), local Councils, businesses and people to assist in improving our local environmental quality and increasing the quality of the environment in our towns and countryside.

Our role is to create the awareness, understanding and means to inspire the leaders, businesses and people of Northern Ireland to take action and drive change now.

Our work includes managing Live Here Love Here, the largest single civic pride and volunteering campaign in Northern Ireland, with over 100,000 supporters in 2019. We manage the Eco-Schools environmental education programme which is in every school in Northern Ireland and the marine litter survey, which can be viewed and downloaded at: [www.keepnorthernirelandbeautiful.org/marinelitter](http://www.keepnorthernirelandbeautiful.org/marinelitter)

We have been working to reduce use of Single Use Plastics (funded by DAERA). A key strand of this work has been the commission of a **Litter Composition Analysis** across Northern Ireland in order to understand which products and brands are disposed of on our streets and

public places and also to understand current levels of action and potential problems and solutions from the perspective of the General public, Councils, Businesses and NGO's.

This report can be downloaded at:

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)

The Cleaner Neighbourhoods report is based on a number of sources: the litter and cleanliness data comes from a survey of 1,100 individual transects covering approximately 55km (or 34 miles) of streets and recreational spaces across all 11 Council areas; while fixed penalty records, spend on street cleansing data and information on enforcement and education activities was collected directly by Keep Northern Ireland Beautiful from individual local authorities.

## Findings & insights

- 86% of transects surveyed in 2019 reached the acceptable standard for cleanliness (Grade A to B). This is a 6% increase than in 2018. This is a significant positive change and we hope that this trend continues in 2020.

- The occurrence of dog fouling has fallen to 6%, from 10%, in 2018. Again, another positive result, with a significant decrease in dog fouling. Recreational areas had the highest volume of dog fouling, although only 9% of the transects had dog foul present, with main roads having the highest percentage with 10% of the transects having dog foul present. Whilst the percentage of transects containing dog fouling has reduced, where dog fouling is present, it is a serious problem, with one location having 9 dog fouls within a 50m stretch; this could be due to the cluster effect i.e. the presence of one dog foul signals that it is acceptable in the area and therefore attracts more dog fouls.

- Rural roads and industrial shed and retail areas, are disproportionately affected by litter when compared to residential, recreational and primary retail areas. 24% of rural roads and 35% of industrial shed and retail transects failed to reach an acceptable standard for litter, compared to 5% of primary retail transects that failed. Although still a

problem area, there have been improvements compared to the 2018 results. Rural roads have to be cleaned manually and this has health and safety issues as well as being resource intensive; cleansing resources may also be focused on areas with higher footfall and greater visibility.

- Only 1% of Low Obstruction Residential (where more than 50% of cars can pull off the road into driveways or similar) transects failed in 2019. High Obstruction Residential (where most cars park on street) transects had a 15% failure rate – 1% worse than last year. This could be due to the obstruction caused by parked vehicles, which prevent sweepers from reaching the kerb in these areas.

At the end of the report, a number of recommendations have been made as to how we can all move towards a litter free future together. They apply to both national and local policy makers, but it has to be stressed that we can all do our part when it comes to keeping Northern Ireland beautiful.



# Keep Northern Ireland Beautiful



Keep Northern Ireland Beautiful is the charity that inspires people to create cleaner, greener and more sustainable communities.

Through our behaviour change campaigns and education on local, national and global environmental issues, we are working to improve the quality of people's lives, the places they live and the places they love.

Keep Northern Ireland Beautiful provides a range of programmes, services and initiatives that include:

## Education:

Eco-Schools is the world's largest education programme. Focused on behaviour change, it encourages pupil-led action. Northern Ireland was the first country in the world to gain a Green Flag for one of its schools. 23% of schools currently fly the Green Flag, having reached the international standard.

## Volunteering:

The BIG Spring Clean, a part of the Live Here Love Here Campaign, mobilises tens of thousands of people every year in cleaning up their parks, sports pitches, streets and beaches. Live Here Love Here is raising the bar on anti-social behaviour by building civic pride and stronger communities.

## Local Environmental Quality

### Standards:

We audit a range of National and International standards including; Blue Flag for Beaches and Marinas; Seaside and Green Coast Awards; Green Flag for Parks; the Green Business Award and Green Key for the Hospitality Industry. Throughout the year, we carry out: Cleaner Neighbourhoods; Borough Cleanliness and Marine Litter surveys. The data collected from these surveys allows us to compare the local environmental quality of Northern Ireland year on year. We bring enforcement officers together at the Northern Ireland Environmental Quality Forum to encourage and support cohesive working between councils, to raise and maintain the quality of Northern Ireland's public places.



For more information on our work contact:

**Dr Ian Humphreys**  
CHIEF EXECUTIVE OFFICER

[ian.humphreys@keepnorthernirelandbeautiful.org](mailto:ian.humphreys@keepnorthernirelandbeautiful.org)

T 028 9073 6920

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)

# Northern Ireland Cleaner Neighbourhoods Survey

## Introduction

The Northern Ireland Cleaner Neighbourhoods Survey is a country wide survey, carried out by Keep Northern Ireland Beautiful to assess the quality and cleanliness of our public spaces. The objective of the survey is to benchmark the cleansing performance of the councils by rating them against the same scale, thus ensuring a fair comparison. The results of the survey provide a picture of the levels of litter across Northern Ireland, how litter varies by area, and how littering trends vary over time.

In October 2007, the Secretary of State for Communities and Local Government announced a new set of 198 National Indicators. The indicators which are assessed as part of the Northern Ireland Cleaner Neighbourhoods survey are "NI 195 Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting)" with staining being an additional indicator used in Northern Ireland. Records of these indicators have been collected by Keep Northern Ireland Beautiful since 2012.

Similar surveys are carried out across the whole of the UK although due to slight differences in land use zones, measuring and scoring, it is difficult to accurately compare the results between countries.

## Definitions:

### Litter

Anything that is dropped, thrown, left or deposited that causes defacement, in a public place.

### Detritus

Detritus comprises dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Detritus includes leaf and blossom falls when they have substantially lost their structure and have become mushy or fragmented.

### Grffiti

Grffiti is defined as any informal or illegal marks, drawings or paintings that have been deliberately made by a person or persons on any physical element comprising the outdoor environment, with a view to communicating some message or symbol etc. to others.

### Fly-posting

Fly-posting is defined as any printed material and associated remains informally or illegally fixed to any structure.

### Staining

Defined as any substance that marks or discolours a pavement. Commonly includes chewing gum, oil, and drink stains.

### Litter Pollution Index (LPI)

The Litter Pollution Index is the percentage of transects which failed to reach an acceptable standard of cleanliness (Grade B- to D).

### LEAMS

LEAMS is an alternative method of measuring litter and other indicators which is used in both Scotland and Wales. Unlike the pass/fail 'Performance Indicator' used in Northern Ireland, LEAMS scores are generated by assigning a value to each grade (A=3 B=2 C=1 D=0), and then calculating the average value of all the grades assigned. This average is presented as a percentage of the total available points for the transects surveyed. It differs from the Performance indicator in that LEAMS score takes account of how clean or littered a transect is, rather than just whether it is a pass or fail. Scores closer to 100 indicate better performance. It is easier to set a target under the LEAMS system; 66 is the point at which performance is considered acceptable, as it equates with an average grade B.



Heavily graffitied building visible from a survey transect



Build-up of detritus forming along the kerbside



An example of flyposting

# Method

The Northern Ireland Litter Survey is carried out across all of the 11 council areas in Northern Ireland between July and September, covering 100 transects per council area.

These 1,100 surveys give a good representation of Northern Ireland, with a margin of error of +/- 3%.

The 100 transects are further distributed between eight land use types which are detailed on this page.

## GRADES:



### Grade A

Completely free of indicator e.g. litter, detritus etc.



### Grade B

Predominantly free of indicator apart from some small items



### Grade C

Widespread distribution of indicator with minor accumulations



### Grade D

Heavily affected with significant accumulations

Three intermediate grades can also be used to further categorise transects. These are; B+, B- and C-.



## Main Road

This comprises "A" roads: throughout rural areas (except where main roads run through larger settlements containing Main and Other Retail and Commercial Areas and High Obstruction Housing Areas); and in urban areas, except where main roads run through main and other retail and commercial areas, or through high obstruction housing.



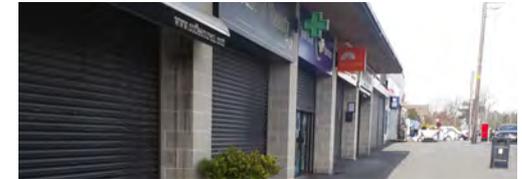
## Rural Road

This comprises all adopted highways that are located outside built up areas and which are not otherwise included in the Main Roads.



## Primary Retail

Main town and city retail and commercial centers.



## Secondary Retail

Retail and commercial areas located outside main city and town retail. Areas must contain a minimum, continuous retail or commercial frontage of 50 meters.



## Recreational

Includes a wide range of open spaces that are freely accessible to the public and which are maintained by a local authority. Sites include parks, picnic sites, canals, lakes, riversides; municipal cemeteries and cycle ways.



## Industry/Retail Shed

This Land use type includes industrial and warehousing developments and out-of-town retail parks (including food and non-food developments) which contain land that is owned or managed by the local authority, and which is freely accessible to the public.



## High Obstruction Residential

Housing areas with less than 50% of dwellings with purpose-made off-street parking/garaging facilities.



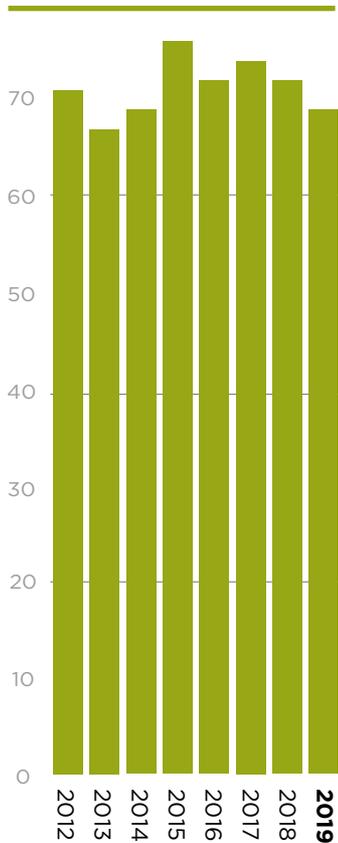
## Low Obstruction Residential

Housing areas with more than 50% of dwellings with purpose-made off-street parking/garaging facilities.

# Northern Ireland Litter Trends at a Glance

This year the survey results show an improvement in the LPI score with only 14% of transects failing compared with the 20% that failed in 2018. Despite this statistically significant improvement, it is important to note that the LEAMS value has decreased from 71% in 2018 to 68% in 2019. This means that although fewer transects are failing to meet an acceptable standard of cleanliness, fewer transects are obtaining a grade of A or B+. We can interpret this trend by deducing that more resources are placed on cleansing areas that are consistently awarded grades B- or less, meaning less resources are therefore available to be applied to maintaining cleaner areas. This change cannot be considered significant though as there is a margin of error of 3%, meaning there has to be a greater variation to determine if the change hasn't just been caused by chance. Dog fouling results have improved again with only 6% of transects having dog fouling present.

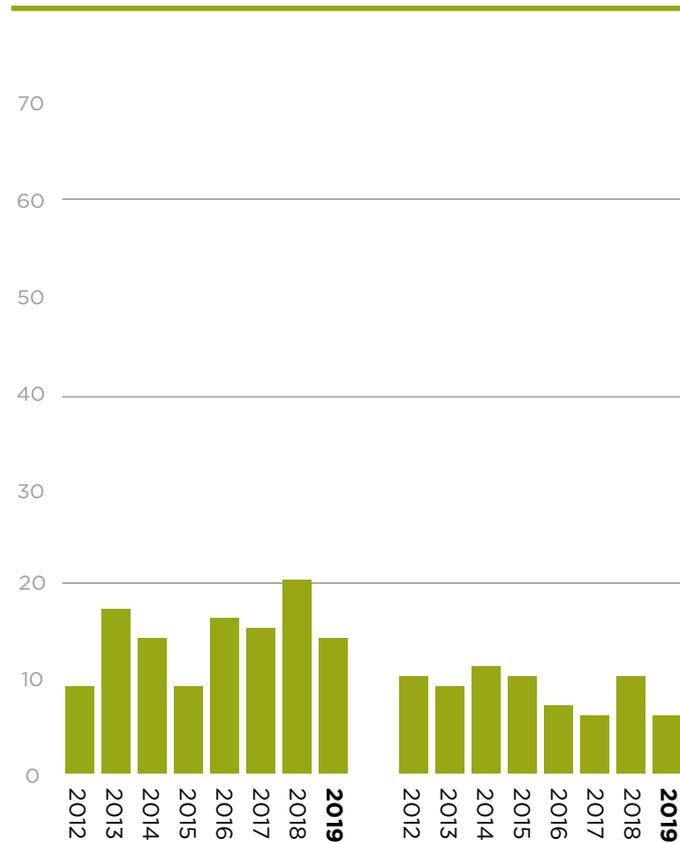
## LEAMS



### LEAMS

Average score out of 100 for all transects each year

## LPI & Dog Fouling

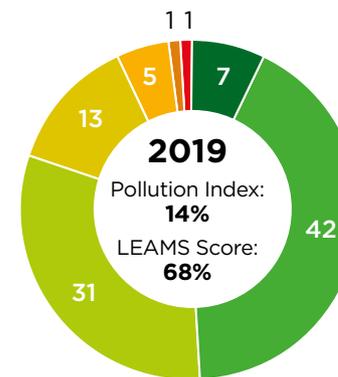
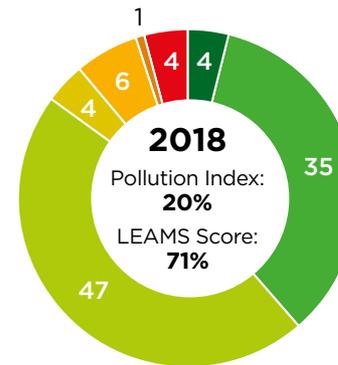


### LPI

Percentage of transects failing

### Dog Fouling

Percentage of transects with dog fouling present



The rings above show the percentage of transects surveyed that were allocated each of the seven grades available (see key).

Totals may not equal 100 due to the rounding up or down of figures to make whole numbers.

### KEY

- Grade A (pass)**  
Completely free of indicator (litter, detritus, graffiti etc.)
- Grade B+ (pass)**  
Predominantly free of indicator apart from some small items
- Grade B (pass)**  
Many small indicator items or one larger item
- Grade B- (fail)**  
A few larger indicator items
- Grade C (fail)**  
Many larger indicator items
- Grade C- (fail)**  
Accumulations of larger indicator items
- Grade D (fail)**  
Transect is heavily affected by indicator, both widespread and accumulated

## Local Environmental Audit & Management System

The graph adjacent depicts how clean the eight land-use types were during 2019, both in terms of their Litter Pollution Index and their LEAMS score, relative to the mean for each system.

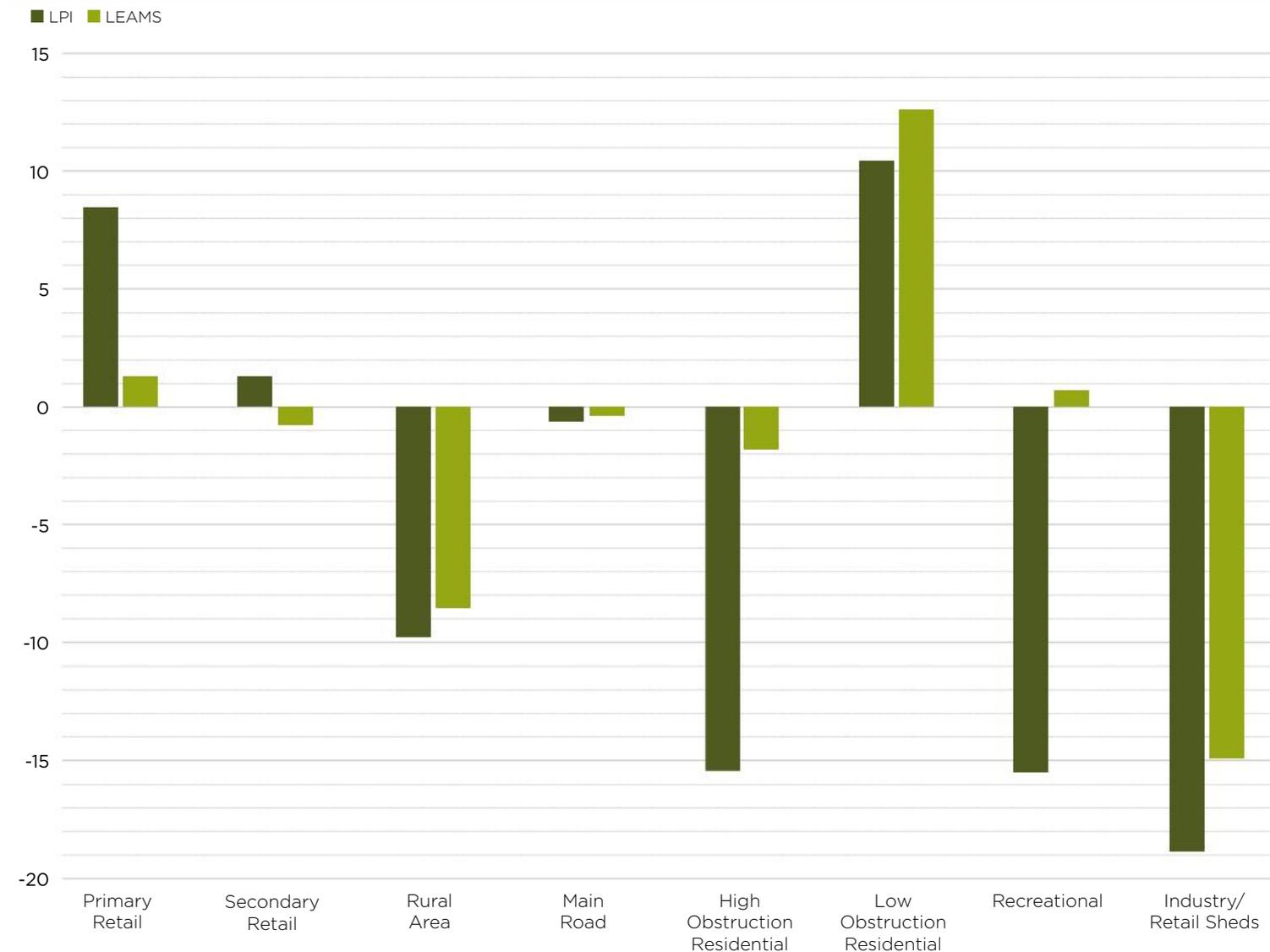
**If we look at primary retail, for example, we can see that the LPI suggests that the transects in this category are much cleaner than the average (+8%), whereas, the LEAMS score gives a more conservative figure (+2%); this indicates that although they had a high pass rate, they were not free of litter.**

**Although it can be seen that rural roads and industrial/retail shed areas are amongst the poorest performing areas, both in terms of LPI and LEAMS score, it should be noted that both of these land use types had a much lower number of transects failing in 2019 than in the previous year reflecting an improvement.**

There has been an improvement in the cleanliness of main roads, with 12 transects failing in 2019 compared to the 29 which failed to meet an acceptable standard in 2018.

The number of recreational transects failing to meet the acceptable standard is higher than the NI average; however, the average LEAMS score for recreational areas was above the NI average. This means that the transects that did fail to meet acceptable standard were only failing by a small margin, compared with the 'dirtier' industrial/retail shed areas which will require greater resource investment to raise standards.

## LEAMS vs LPI Landuse Type



Average for all of NI: ■ LPI 14% in 2019 (20% in 2018)

■ LEAMS 68% in 2019 (71% in 2018)

# The Presence of Bins

Landuse Type	Percentage of transects with bins	Percentage of failed transects
Primary Retail	66%	5%
Secondary Retail	52%	13%
Rural Road	2%	24%
Main Road	14%	14%
High Obstruction Residential	2%	15%
Low Obstruction Residential	1%	2%
Recreational	63%	15%
Industry/Retail Shed	2%	37%
NI Average	25%	14%
Northern Ireland	422 litter bins (270 transects)	26 dog fouling bins (22 transects)
<b>4 over flowing bins</b>		



Lack of available bins is often cited as a reason for dropping litter. During the surveys the number, placement and condition of any bins present on a transect is recorded. This includes whether the bin is impacting the litter on the transect due to it overflowing, leading to litter blowing out of the bins or people leaving rubbish beside it. Of the 448 bins that were observed along the 1100 transects only 4 were observed to be overflowing, and none of these bins were judged to be contributing to the litter observed on that transect.

Bins on average were found on over half of recreational, primary and secondary retail transects. Although the presence or absence of a bin was not statistically significantly linked ( $P=0.35$ ) to whether a transect passed or failed or to the likelihood of observing dog fouling. This is evident with over 10% of secondary retail and recreational transects failing to meet acceptable standards.

This suggests that areas with both a bin and a litter problem are prime sites for sustained action both by Enforcement Officers and through education and suggestion campaigns. Having a prompt or subconscious nudge toward using those bins already provided in the form of a poster, or simply making the bin more salient (by for example painting it a bright colour), could be a highly cost effective means of tackling littering in most land use types (Kolodko et al., 2016).

Although it has been found that having signage

available encourages people to use bins more, seeing others using the bin and noticing that the area is clean has an even greater impact. Cialdini, Reno and Kallgren (1990) conducted a study which showed that when there are just one or two pieces of litter in an area, more people did not litter (90%) however as soon as there were three or more pieces visible the number of litterers increased to 41%.

This is affirmed by 'Focus Theory' (Cialdini et al., 1991) which suggests there are two types of social norms that influence individuals: injunctive and descriptive. An injunctive norm is an understanding of what should be done, whereas a descriptive norm is an understanding of what actually is done. Therefore to have effective influences on people to achieve pro environmental behaviour these need to align (Sussman and Gifford., 2011). Studies have shown that signs deliver an injunctive norm message, whereas people doing (models) help create the descriptive norm impression. Models in this case could simply be people using the bins in an area that is normally heavily littered and then communicating how their actions are leading to a cleaner environment.

# Trends across landuse types for pollution indicators

The table below details the number of transects with a litter indicator present during the survey

Landuse	Total No. of Transects	Cigarettes	Fresh Gum	Takeaway Packaging	Glass	Drinks	Plastic Bags	Confectionary	Business Litter	Non-packaging	Food residue	Dog fouling	Other
Primary Retail	111	101	6	12	6	30	1	52	29	2	10	4	57
Secondary Retail	89	79	4	19	6	42	1	45	22	2	3	1	62
Rural Road	100	28	0	22	1	82	4	58	1	0	3	5	53
Main Road	111	65	5	33	7	55	2	61	13	5	2	12	79
High Obstruction Residential	200	167	6	33	5	101	6	105	35	7	5	11	168
Low Obstruction Residential	200	70	3	8	3	38	1	37	20	4	2	8	143
Recreational	200	84	9	23	19	87	8	132	8	6	8	18	132
Industry/Retail Shed	89	63	1	26	9	60	10	40	30	10	4	12	75
<b>Total</b>	<b>1,100</b>	<b>657</b>	<b>34</b>	<b>176</b>	<b>56</b>	<b>495</b>	<b>33</b>	<b>530</b>	<b>158</b>	<b>36</b>	<b>37</b>	<b>71</b>	<b>769</b>

The table shows that the most commonly observed items are cigarette butts. These appear in all land use types with 60% of transects having at least one cigarette butt present although there are often far more than that. Whilst they are present in all Landuse types some suffer more than others with 91% of primary retail, 89% of secondary retail and 83.5% high obstruction residential transects afflicted with this litter type. This comes as no surprise with the trillions of cigarettes that are produced annually in the world resulting in billions being thrown away carelessly (Torkashvand et al., 2020). Cigarette butts may seem small in comparison to some of the other

litter types on the list but they have a large impact, especially due to the presence of toxic and chemical substances which leach from these into the environment (Dobaradaran et al., 2017).

Rural roads suffer mostly from the presence of drinks containers (plastic bottles, cans, take away coffee cups) with 82% of transects having at least one drink container present. This type of litter will almost always come from cars with passengers irresponsibly throwing their empty drinks out of the windows. In some areas of England they have introduced roadside bins for road users to put their litter in, although some believe that this just encourages the mentality

that it is acceptable to throw litter out of their window.

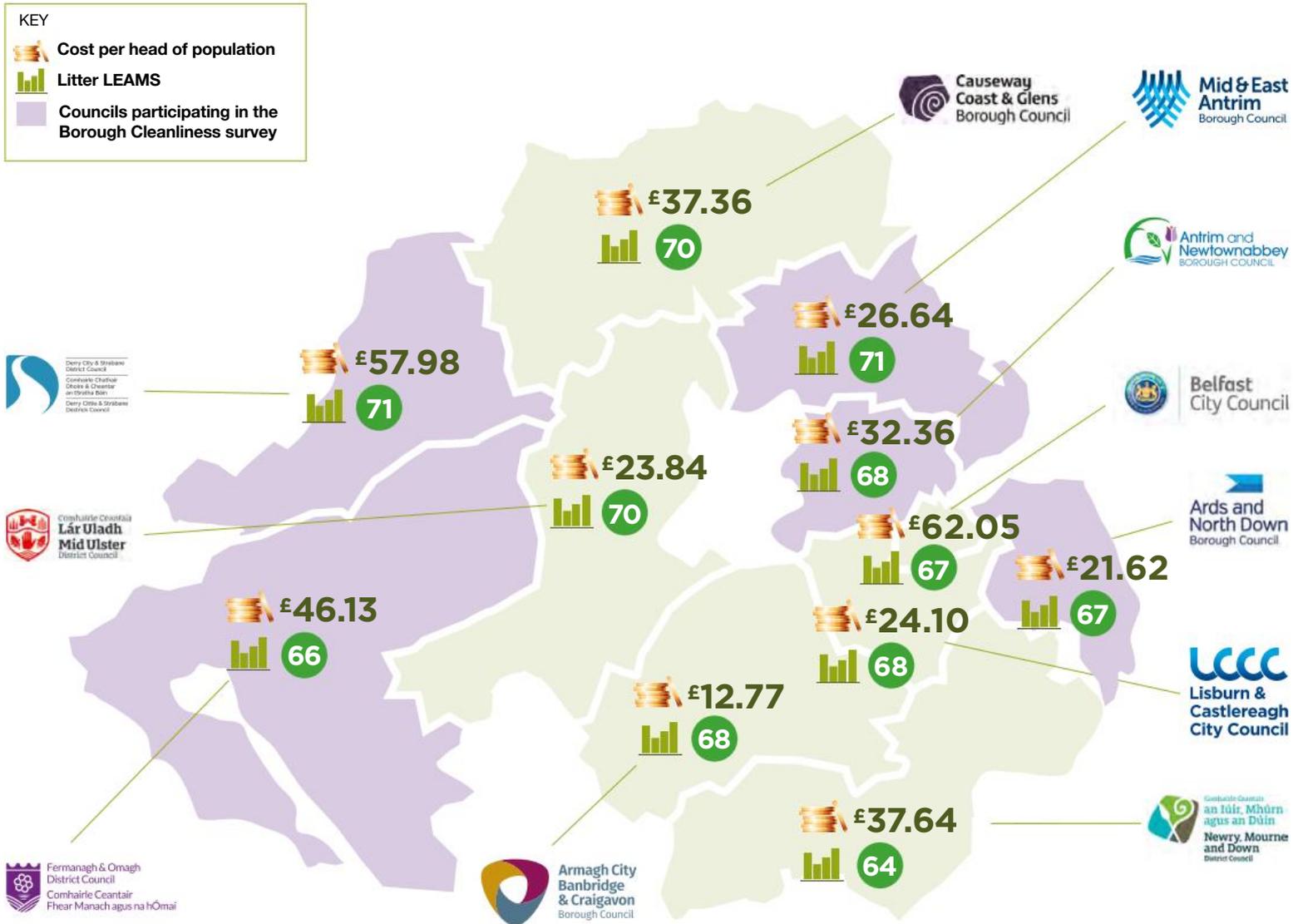
High obstruction and recreational transects hold the highest records of confectionary litter (sweet and crisp packets, lollipop sticks etc.) with 53% and 66% of transects having confectionary litter present. With high obstruction residential areas this large accumulation of confectionary may be due to the highest number of obstructions present, preventing a mechanical sweeper from reaching all of the street. For recreational areas this could be attributed to a mix of factors including; individuals having their lunch in parks, and young children watching others drop litter

and believing that it is therefore acceptable to do the same.

'Other' litter includes all pieces of litter which does not appear in the other categories and can range from anything from large pieces of cardboard to small pieces of plastic.

## Cleansing spend vs LEAMS

Litter LEAMS was calculated from survey data collected by trained surveyors between August and October 2018. Spending figures per head of population were calculated using the projected population of each area from the NI Statistics and Research Agency and cleansing spend obtained from individual Councils upon request from Keep Northern Ireland Beautiful.



The total spend on street cleaning across all of Northern Ireland in 2017/18 was £29,566,052. With an estimated population of 1,864,570 people in 813,789 Households in Northern Ireland\* this means that on average every rate payer was charged £36.33 for cleaning the streets, even if they are not personally a litterer. Please note that these figures relate to 2018/19, and are therefore one year behind the figures in the rest of this report. Because of careful auditing and the public presentation process public finances go through, the approved figures are only made available in autumn of the following year.



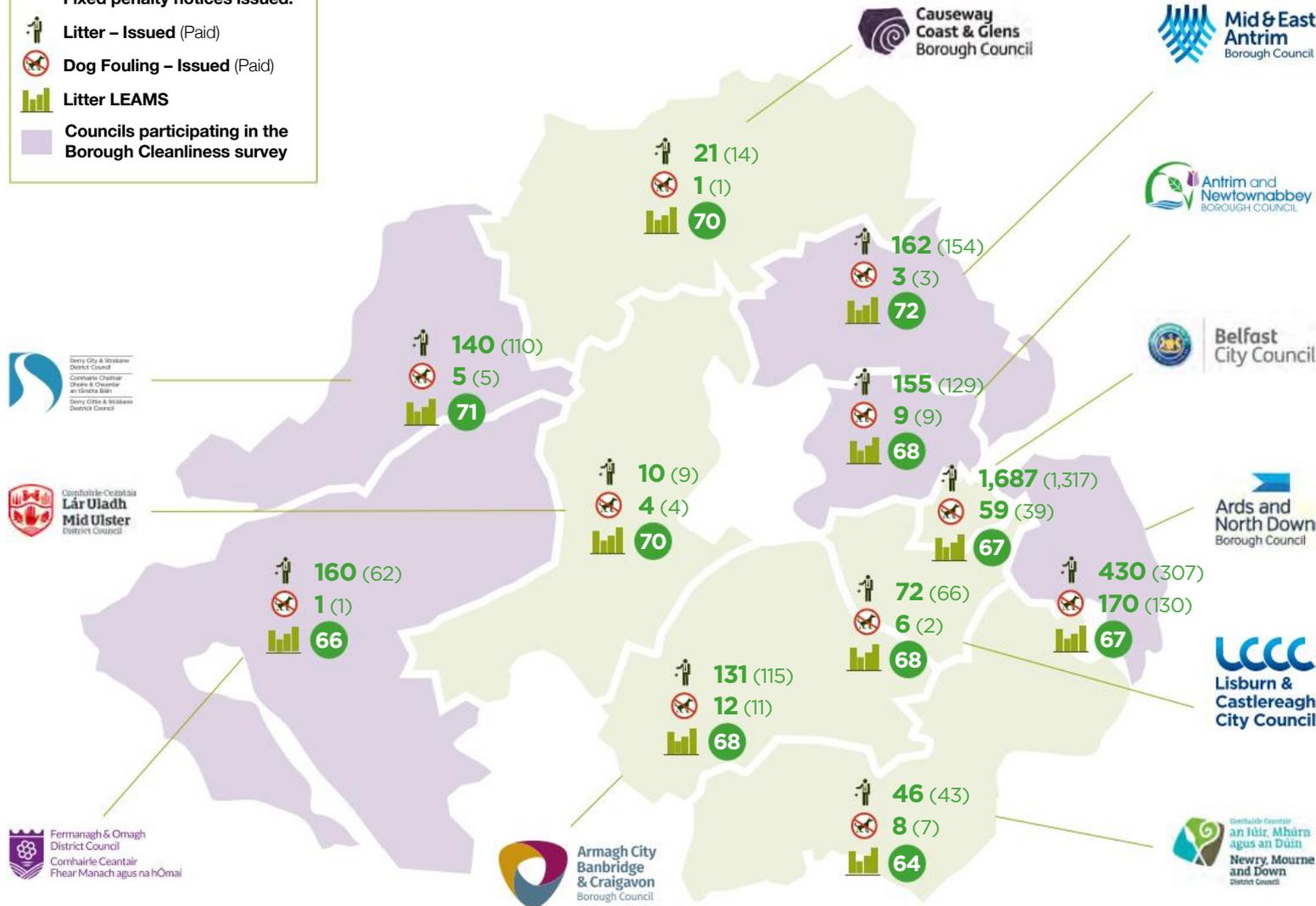
\* NISRA Population and Household Projections for Northern Ireland (for 2019, 2016-2041 (HHP16\_NI))

## Fixed penalties notices for dog fouling and litter

Setting KPIs as outputs, such as the number of fines, is not viewed as suitable. So whilst we view fining around 1 in every 150 litterers as necessary to effect behaviour change, the KPI we are seeking to measure might revolve around the amount of rubbish placed in the bins compared to that littered on the streets.

**KEY**

- Fixed penalty notices issued:**
  - Litter - Issued (Paid)
  - Dog Fouling - Issued (Paid)
  - Litter LEAMS
- Councils participating in the Borough Cleanliness survey**



AVERAGE FOR ALL OF NI:



### Surveyor's comments

**“Local residents cleaning up footpath”**

High obstruction street **Gracehill**

**“Pristine!”** Main road **Irvinestown**

**“Tidiest wee town”**

Secondary retail **Portglenone**

**“Residents complained about lack of Council cleaning”**

High obstruction street **Gracehill**

**“Fly tipping of lorry wheels and tyres behind broken glass”** Industrial area **Mallusk**

**“Pristine area with beautiful views”**

Low obstruction residential street **Derry**

**“Hedge line full of litter”**

Main road **Ballysillan**

**“Absolutely disgusting”**

Industrial area **Mallusk**

**“There was dog poo right beside the bin!”**

Public Park **Holywood**

# Dog Fouling

Landuse	Total No. of Transects	Number of transects on which dog fouling observed	Percentage of transects with dog fouling present	Total number of dog fouls observed	Number of transects with nudge signs present	Number of transects with nudge signs and dog fouling present
Primary Retail	111	4	4%	5	5	0
Secondary Retail	89	1	1%	1	7	0
Rural Road	100	5	4%	5	0	0
Main Road	111	12	10%	19	19	3
High Obstruction Residential	200	11	5%	18	47	2
Low Obstruction Residential	200	8	4%	11	33	2
Recreational	200	18	9%	36	53	5
Industry/Retail Shed	89	12	9%	13	5	0
<b>Total</b>	<b>1,100</b>	<b>71</b>	<b>6%</b>	<b>108</b>	<b>169</b>	<b>12</b>

One in four transects which fail to meet the standard for litter do so because of high levels of dog fouling. Dog fouling was observed on 6% of all transects surveyed. This reflects quite an improvement on last year, where 10% of transects were observed to have dog fouling present. Although it fluctuates from year to year, since 2012, dog fouling has been on a downward trend with 6% being the lowest percentage of dog fouling observed.

Similar to 2018, the hotspots for dog fouling were along high obstruction residential and recreational transects. Although compared to previous years the number of dog fouls observed have improved significantly. In 2018, along high obstruction residential areas, 29 transects had dog fouling present compared, to just 10 transects in 2019.

This is the same with recreational areas with 17 transects having dog fouling present compared to 32 transects in 2018.

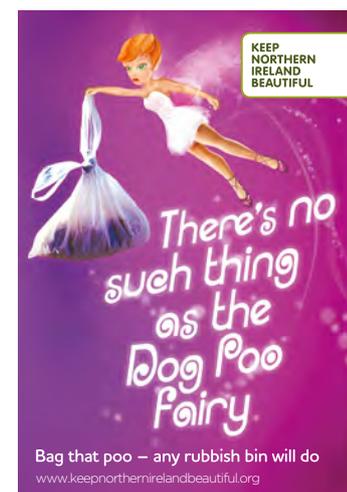
The data on dog fouling continues to appear to show clustering behaviour; while relatively few transects have been affected by dog fouling, they tend to be heavily affected, with an average of two deposits observed on these transects. The highest number recorded was nine separate deposits in one recreational area. This supports the idea that a failure to clean up dog fouling is influenced by 'signalling'; the presence of dog fouling indicates to other owners that fouling is accepted in that area, and they do not need to clear up after their pet.

In 2019, Keep Northern Ireland Beautiful

recorded the presence of nudge signage, for the prevention of litter and dog fouling, if it was clearly visible from the transects.

Although this is the first year in which we have collected this information, the result do indicate that the presence of nudge signs make a significant difference ( $P=0.02$ ) to the amount of dog fouling observed on transects across Northern Ireland.

Keep Northern Ireland Beautiful offers opportunities for further surveys within councils to identify and assess dog poo hotspots so behaviour change initiatives can be trialled while not changing the existing cleansing regime to test what is effective in the local area.



Keep Northern Ireland Beautiful offers these and other posters as well as offering support and advice on their optimum use. <https://keepnorthernirelandbeautiful.etinu.net/cgi-bin/resources?instanceID=1>

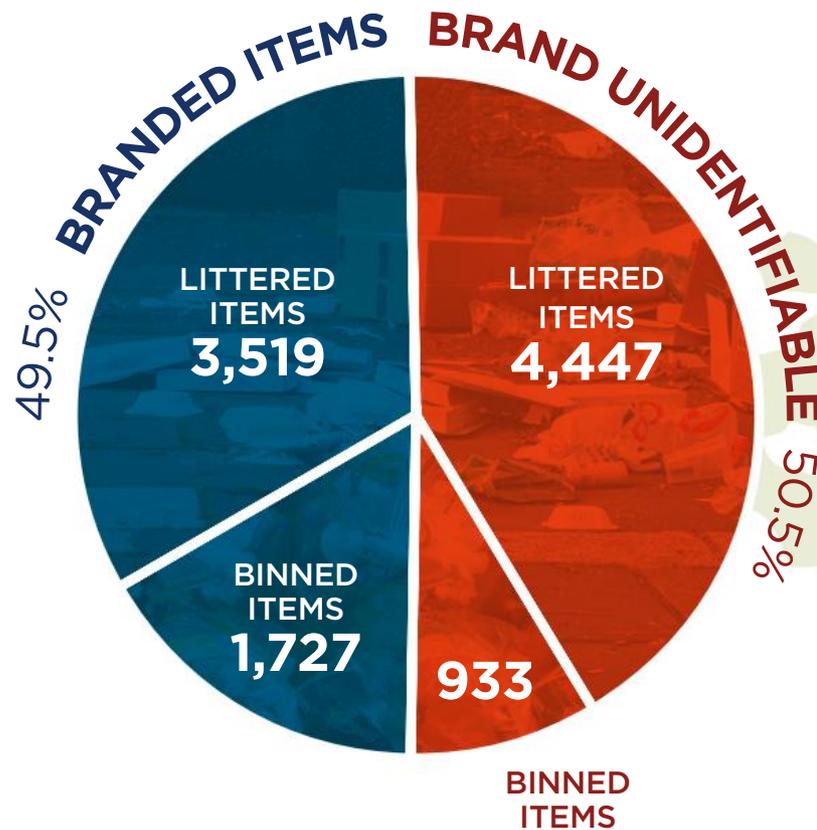
# Waste Composition Analysis

In light of the forthcoming European Union (EU) Directives on litter, with UK legislation following closely behind, Keep Northern Ireland Beautiful commissioned an independent litter composition analysis.

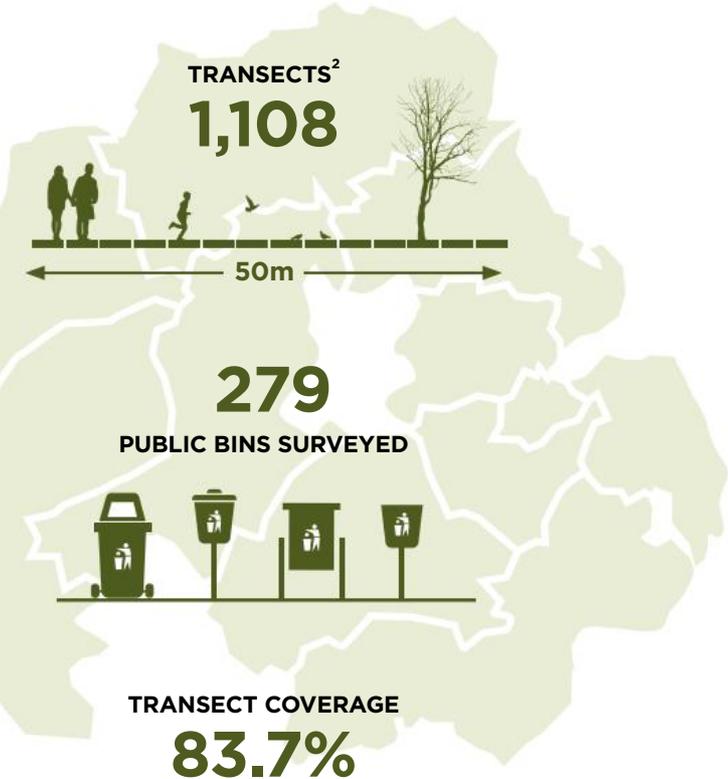
The results alongside our public focus groups, which highlighted one in three people admit to littering in NI, provide great insight into the scale of the NI litter problem. The legislation coming into force puts greater responsibility on producers to cover the clean-up costs of their littered products, as well as paying for communication and awareness campaigns on litter prevention. As market leaders, innovators and investors in Corporate Social Responsibility businesses can play a significant role in proactively tackling this growing social problem.

The independent litter composition analysis took place between the 21st January–4th March 2019 and was designed and delivered by RPS Consulting Engineers. The analysis aims to measure the composition of different types of litter and estimate the number of littered items on NI streets at any one time. No similar analysis study has been conducted in NI to date.

A TOTAL OF **10,626** LITTERED AND BINNED ITEMS WERE ANALYSED<sup>1</sup>



**SURVEY TIMES (2019)**



TRANSECTS WERE LOCATED IN 745 OF THE 890 SUPER OUTPUT AREAS (SOA)<sup>3</sup>

<sup>1</sup> The figures outlined above highlight both littered items and items placed in bins.

<sup>2</sup> This analysis does not cover every possible transect throughout NI. However, we can gauge how well it represents the litter problem on a national scale by using two important statistics – the survey's margin of error and confidence level. Surveying 1,108 transects and using an industry standard confidence level of 95%, provides a resulting margin of error of plus or minus 2.95%.

<sup>3</sup> Northern Ireland is split into 890 SOAs. SOAs were developed by Northern Ireland Statistics & Research (NISRA) to improve the reporting of small area statistics.



# Marine litter

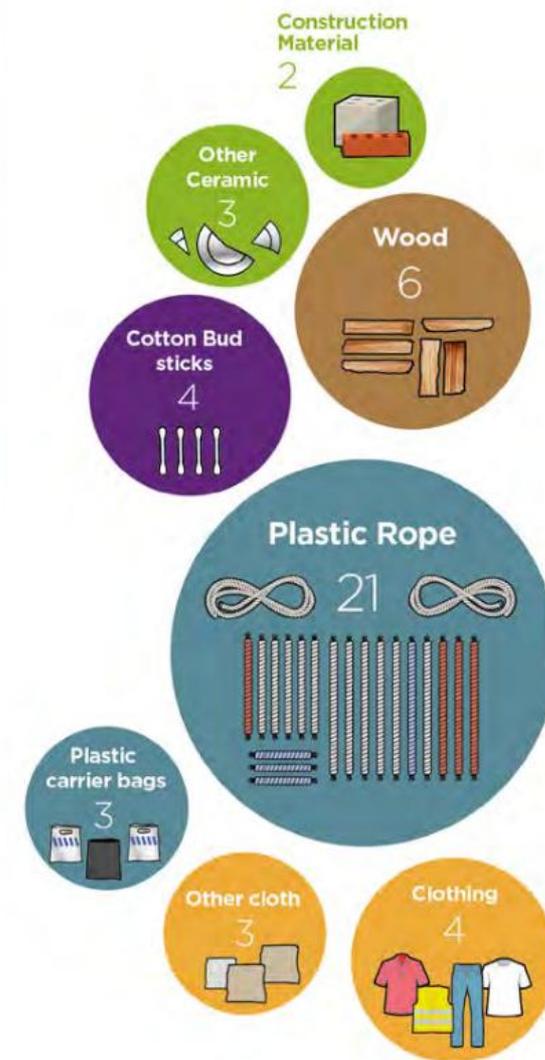
Keep Northern Ireland Beautiful conducts seasonal surveys on reference beaches every year on behalf of the Department for Agriculture, Environment and Rural Affairs.

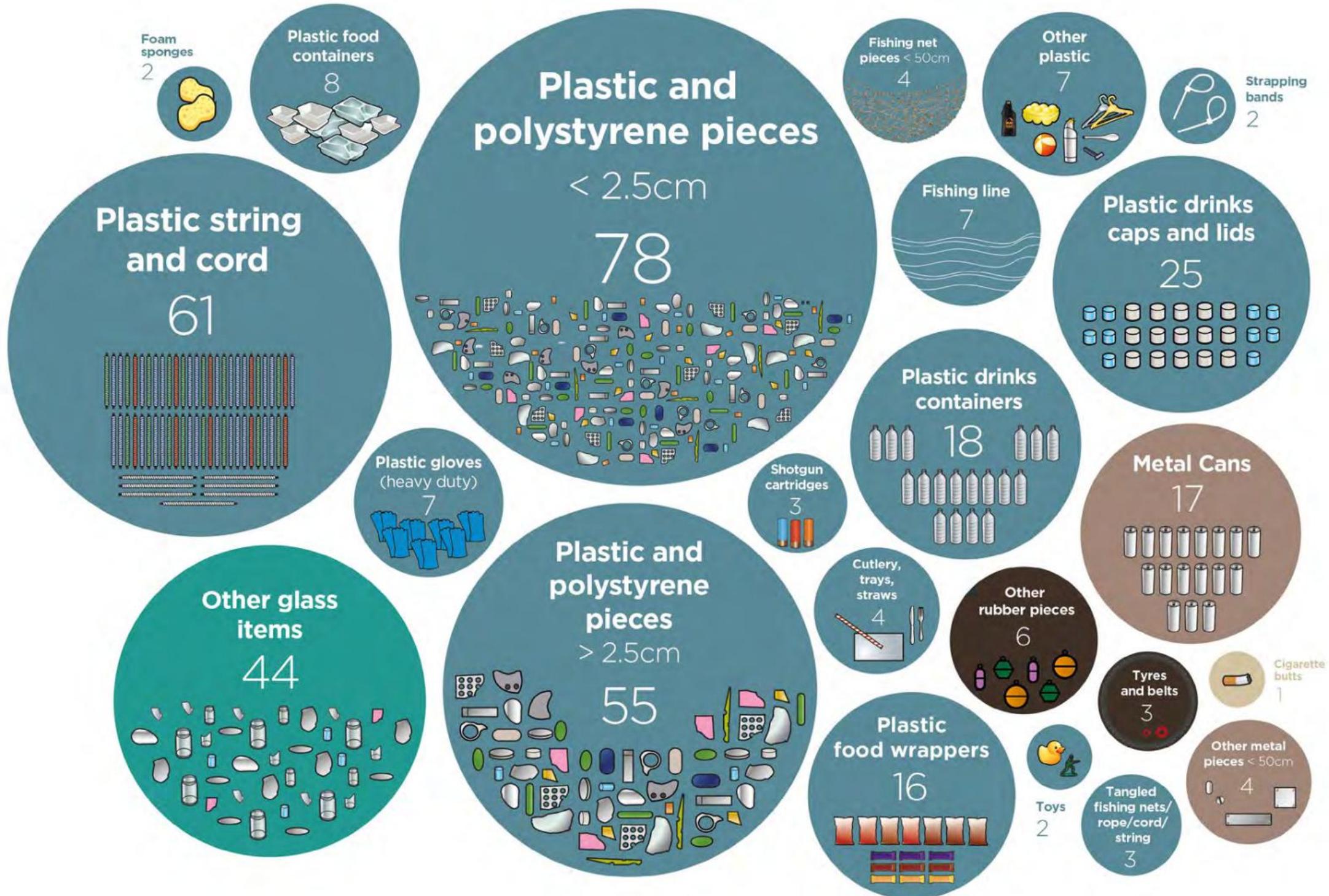
As part of the OSPAR Convention over 70 beaches, in the North-East Atlantic, monitor litter on 100m stretches of the beach, following common monitoring guidelines. In Northern Ireland 11 beaches are currently being surveyed for litter four times a year. The monitoring records all litter within 112 predefined item classifications, across 11 categories: plastic, metal, paper, wood, sanitary waste, cloth, rubber, glass, pottery/ceramic, medical waste and faeces. Our results provide a baseline figure against which to measure progress towards what is termed Good Environmental Status (GES) under the European Marine Strategy Framework Directive.

The 2019 Marine Litter Report is available on our website – [www.keepnorthernirelandbeautiful.org/marinelitter](http://www.keepnorthernirelandbeautiful.org/marinelitter). The report highlights the main effects of marine litter and plastic pollution, including the harm it poses to wildlife, along with the particular issue of microplastics.



Volunteers enjoying a beach clean. In 2019 There was on average 508 items of litter per 100m beach per survey of which 78% were plastic. The figures in the bubble diagram (right), just show an average breakdown combining all beaches and seasons. Visit: [www.keepnorthernirelandbeautiful.org/marinelitter](http://www.keepnorthernirelandbeautiful.org/marinelitter)





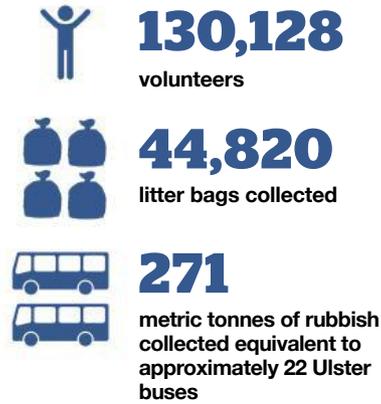
# Live Here Love Here

The Live Here Love Here initiative is underpinned by a growing movement of people who are together building community pride and improving local environments through positive practical action.

## Media Campaign

Through partnership working and 'one voice' messaging across a strong variety of media channels such as TV, social media and billboards, we can build strong relationships with the public as we develop the kind of place we want to live.

In 2018, we introduced an unforgettable irate, magenta puppet – disgusted by all things litter and not afraid to tell you so! The character delivers memorable messages and appeals to all age ranges, raising awareness and driving the behaviour change we all need in our communities.



## Adopt A Spot



For more information on our work contact:

**Emma Johnston**  
OPERATIONS MANAGER

[emma.johnston@keepnorthernirelandbeautiful.org](mailto:emma.johnston@keepnorthernirelandbeautiful.org)

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)



Live Here Love Here Partners (2019)



## Fermanagh and Omagh Litter Heroes Award Winner 2019

### Trevor Foster (Blue Green Yonder)

Keen canoeist, Trevor has made a significant impact on the appearance of the waterways in and around Enniskillen with the help of his group Blue Green Yonder, organising young people and groups from local businesses such as BT staff to undertake the collection and removal of debris and litter from the waterways in canoes.

Trevor has been quietly and diligently organising the clean ups of Enniskillen's waterways, removing debris and items like shopping trolleys, tyres, plastic and other types of litter for many years. This type of clearance is difficult and not without risk, but saves the council significant costs, for which they are very grateful.



## Mid Ulster Litter Heroes Award Winner 2019

### Vicky Seviour-Crockett

Vicky has carried out litter picks for nearly 5 years, showing her dedication to Adopt A Spot and her example has motivated others to get involved. She has even introduced “plogging” to her running group. She recycles what she finds on litter picks with Terracycle who in turn make a donation to her chosen charity. She has raised over £1000 for “Kicks Count” from biscuit wrappers alone, a charity that promote baby movement awareness to reduce still birth, without which her son William may not be here today to help litter pick beside her. Now William is at school, she child minds and teaches the children about protecting the environment.



*“Winning the Mid Ulster Litter Hero award was incredible. It was such an honour to be recognised (for things that have become part of my everyday life) and it spurred me on to keep going and encourage others to get involved in their communities”*

**Vicky Seviour-Crockett** Winner of Mid Ulster Litter Heroes Award 2019.

# Beach and Marina Awards



## Blue Flag Award

A Blue Flag is a symbol of excellence worldwide. In 2019 12 beaches and marinas around Northern Ireland were awarded the Blue Flag. Beaches and Marinas with a Blue Flag are demonstrating their commitment to sustainability. Every year Keep Northern Ireland Beautiful carry out control visits to ensure each site is fulfilling strict criteria based on water quality, environmental management, education, safety and access. The Blue Flag programme is operated under the Foundation for Environmental Education (FEE) and every year each Blue Flag beach and marina must provide special activities and events to help visitors understand the importance of our coastal and marine environments, and what we can all do to protect them. A Blue Flag can only be flown at sites where all the Blue Flag criteria have been met.



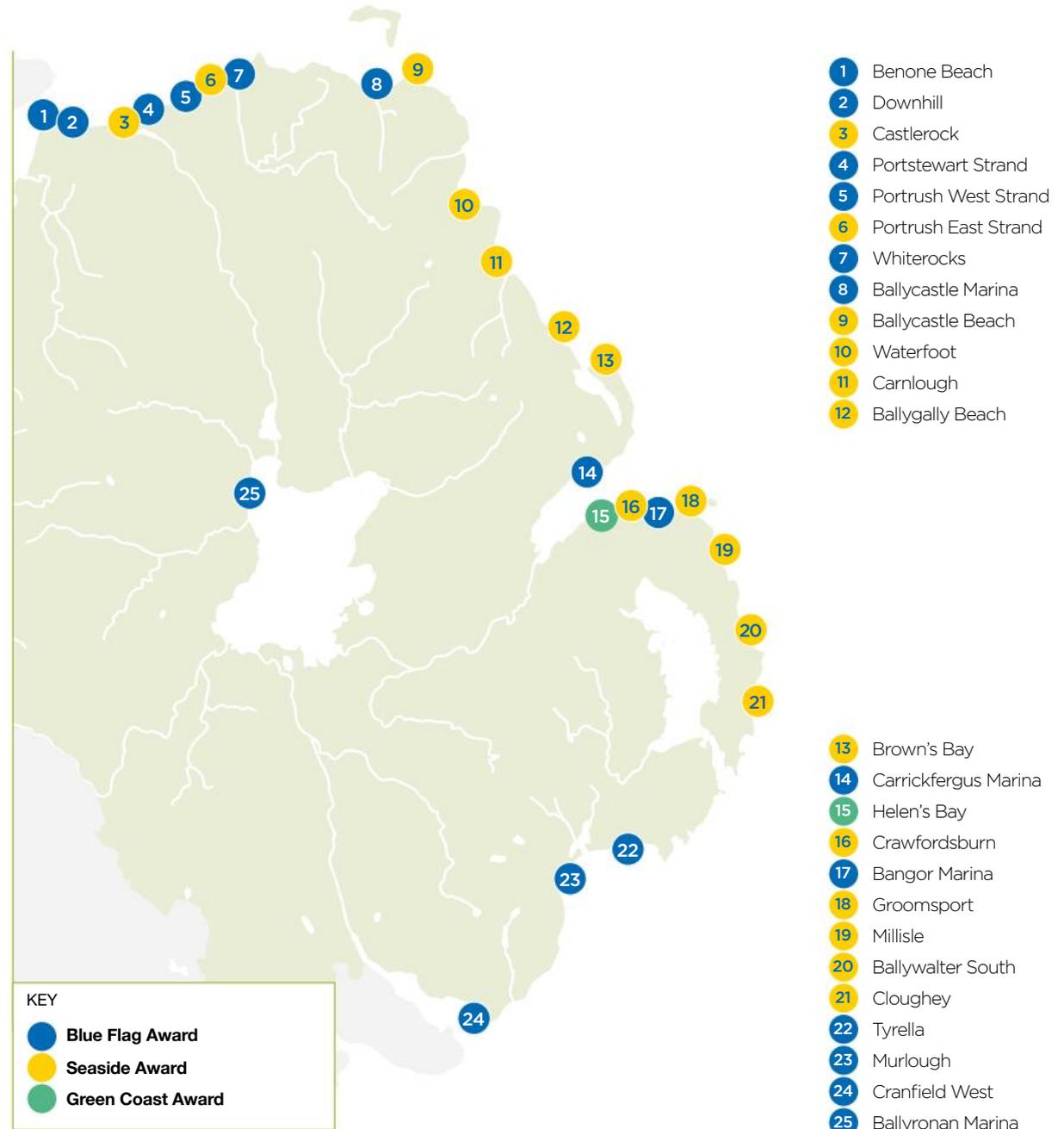
## Seaside Award

The Seaside Award is the national standard for beaches across the UK. The flag ensures visitors are guaranteed to find a clean, safe, attractive and well managed coastal environment with varied levels of facilities provided depending on the location of the beach. Seaside Award beaches are likely to have facilities such as toilets and parking. In 2019, 11 beaches were awarded the Seaside Award.



## Green Coast Awards

This Award recognises beaches where the local community has made a commitment to protecting and promoting the environment, rather than developing visitor infrastructure. As such this Award aims to recognise more rural, natural beaches that retain their unspoilt character and excellent bathing water quality. In 2019 1 beach was awarded the Green Coast Award.



# Green Flag



## Green Flag Awards

The Green Flag Award recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across Northern Ireland, the UK and around the world.

Any green space that is freely accessible to the public and has a site specific management plan is eligible to apply for a Green Flag Award. Parks and Green Spaces are judged against set criteria in areas including biodiversity, sustainability, standards of management and cleanliness.

As the population grows accessing safe, quality green space is increasingly important for local communities, visitors, people's health, outdoor learning and of course, leisure activities.

## The Green Flag Awards in Northern Ireland

The Green Flag Award scheme was launched in Northern Ireland in 2008, Keep Northern Ireland Beautiful has locally managed the Green Flag Award scheme since 2012. There are currently 76 Green Flag Award Sites in Northern Ireland and these include both heritage sites and community sites.

Each Green Flag site is assessed on eight key criteria:

1. **A welcoming Place**
2. **Healthy, Safe and Secure**
3. **Well Maintained and Clean**
4. **Environmental Management**
5. **Conservation and Heritage**
6. **Community Involvement**
7. **Marketing and Communication**
8. **Management**

Sites can apply to be a Green Heritage Site which focuses more on good conservation standards, historic features given prominence and the restoration / re-creation of landscape features. There is also the Green Flag Community Award, which does encompass seven of the eight criteria for Green Flag (is not assessed on Marketing and Communication) but is more focused on the work of the community groups involved at the site.



For more information on keep Northern Ireland Beautiful's certifications programmes, including the Beach and Marina Awards and the Green Flag Award please visit our website or contact our Local Environmental Quality manager Jamie Miller.

**Jamie Miller**

LOCAL ENVIRONMENTAL QUALITY MANAGER

[Jamie.Miller@keepnorthernirelandbeautiful.org](mailto:Jamie.Miller@keepnorthernirelandbeautiful.org)

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)



Carnfunnock Country Park



Slieve Gullion Forest Park



Cave Hill Country Park



# Young Reporters for the Environment



Young Reporters for the Environment (YRE) is an international award-winning programme coordinated by the Foundation for Environmental Education (FEE). The programme empowers young people to take an educated stand on environmental issues they feel strongly about and gives them a platform to articulate these issues through the media of writing, photography or video. Youth between the age of 11–25 can join the programme in their countries through their school, youth group or as individuals by contacting the relevant National Operator. In Northern Ireland Young Reporters for the Environment is delivered by Keep Northern Ireland Beautiful.

## A Youth Strategy for the Environment

Forty young activists, including some Young Reporters for the Environment from St Dominic's Grammar School for Girls and Ulidia Integrated College, met with policy makers at Stormont on 17th January to set out their demands for safeguarding the environment, as they play their part in shaping Northern Ireland's first ever environment strategy, which is currently out for public consultation. Students gave suggestions about what they thought should be included in the strategy by working in groups to answer questions on this topic.

Supported by Keep Northern Ireland Beautiful, Ulster Wildlife and the Belfast Hills Partnership, the passionate and environmentally conscious young people, aged 11 to 24, have already been taking action to improve hundreds of local green spaces and tackle environmental issues, such as climate change. Some of these improvements have been possible through litter pick events and community action days supported by Wrigley Mars Foundation.

A representative of these young activists advocated to act now on the climate crisis, because catastrophes, such as the fires in Australia, will become more commonplace across the world, changing ecosystems beyond repair. They also commented on the need to improve the recycling facilities in Northern Ireland, so we can stop wasting money, energy, and resources by making things from scratch. It is possible: Sweden recycle 99% of their waste, so why can't we? Young people have great ideas too; they just need to be listened to more!

The youth-led movement is calling for three key asks to be included in the forthcoming strategy: more time for young people learning in and about nature, more support for young people to get environmental jobs, and more opportunities for young people to be heard and play an active role in society. It's time to speak up!



For more information contact:

**Francesca Di Palo**

ECO-SCHOOLS PROJECT OFFICER

[Francesca.DiPalo@keepnorthernirelandbeautiful.org](mailto:Francesca.DiPalo@keepnorthernirelandbeautiful.org)

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)

# Volunteers Taking Action

## Big Spring Clean Competition Winner 2019

*“The answer to why I get involved is quite simple : It is the correct thing to do if we want to have the chance to preserve some dignity to our neighbourhoods. I don’t want to live in an environment filled with litter. It is an eye sore. It is unhygienic and it is a threat to flora and fauna. I know there are many others who feel this way. On top of that, the adopt-the-spot scheme encourages me to get out and exercise, to meet other people, to help communities and to promote our concern. Being part of an organisation like “Live here, love here” has transformed my life positively because it keeps acknowledging that what we do is helpful and valued.”*

**Hubert Giraudeau**  
Greencycling and  
Greenthinking, Lurgan.



## Ards and North Down, Holywood Residents Association, Holywood Recycles Gum and Butts

This project is a recycling initiative for the Holywood community. Using eye catching receptacles local adults and children will have the opportunity to contribute in a novel way to recycling plastic and as a result, to reduce littering. Well labelled bins for cigarette butts and for chewing gum will be placed at selected locations in Holywood which have been identified through research. The contents will be sent to the specialist recycling partners (Terracycle and Gumdrop). Prominently placed Ballot Bins will invite smokers to make a choice which may appeal to some. The project will be launched through a poster campaign, surveys of cigarette butt and chewing stain numbers on the streets and a litter pick up for the butts. There will be a launch meeting for local societies, groups, businesses and Ards and North Down Borough Council representatives. Schools will be offered a visit to promote the project.



*“For the Residents’ Association our plastics recycling project has led to strong connections within the town and has been a catalyst for action by others. The local council really liked the cigarette Ballot Bin and has installed 35 throughout the Borough. We have developed strong links with our location partners. For example we recently planted up a litter hotspot in partnership with Translink. Priory College, a location partner for Gumdrop bins, made some enormous cigarette butt models to help us publicise our bins. And, to date, 11,600 cigarette butts have been sent for recycling, thanks to the small grant scheme.”*

**Holywood Residents’ Association**

## Enagh Youth Forum, Derry and Strabane District Council

Our Live Here, Love Here project took place between Monday 22nd of July and Saturday 27th of July. The week long programme of events formed the 'Strathfoyle One Big Clean Up Week' 2019. The project engaged 47 young people aged 14–17 throughout the week. 71 people including young children and families participated in the 'Window Box Challenge' event held at Strathfoyle Library which was a great success. One notable highlight of the project was the extent of improved partnership working that occurred between local youth and community groups working together with the Northern Ireland Grounds Maintenance Team and Derry City & Strabane Council Street Cleansing Team, both of whom were on the ground doing their bit throughout the week. The message was that it is everyone's responsibility to help keep Strathfoyle Safe, Clean & tidy! A total of five community clean ups were held and included litter picks, graffiti removal and a summer clean-up of Enagh Lough. This project has helped promote environmental awareness amongst young people and their families and we would like to thank the Live Here Love Here team for their continued support!



## Local businesses tackling pointless plastic

As part of our Tackling Plastic NI project we've been reaching out to local business communities across Northern Ireland to tackle pointless plastics. We've created a toolkit that businesses can use to help them get started in reducing their own pointless plastic, either customer facing, internally, or both. Businesses can easily adapt templates and use materials to suit their business – demonstrating their commitment to helping the environment.

The toolkit is a handy guide with 5 easy steps and it's self-assessed. Since we issued the Litter Composition Report in March 2020, we've had an influx of local businesses seeking advice on changes they can make to their daily business routines to join the effort to tackle plastic. In response, we've created this toolkit that gives businesses the tools they need to understand how they can make changes for the better as a business and as a member of our community.

The toolkit help businesses audit their current situation and highlight where change is needed – it then rewards their efforts with official certificates and stickers to promote to customers and other businesses that they are joining this fight and evoking change. Businesses will also be added to our new interactive app, showcasing 'local businesses doing good' throughout NI.

In Northern Ireland alone, nearly 80% of litter found on our beaches contains plastic. We all need to play our part – be part of the solution and tackle plastic in your workplace.



Want to join this environmental initiative?  
To find out more please contact:

**Claire Hudson**  
SINGLE USE PLASTIC COORDINATOR

T 028 9073 6920

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)

# Policy developments

With Stormont back in action it is time for new legislation to be developed and enacted to help move towards a cleaner country. It is time for a new decade and new approach to protecting our environment.

## Northern Ireland:

---

### ■ **New-decade-new-approach**

Stormont's first policy since returning aims to find a coordinated and strategic approach to the challenge of climate change. As part of the executive plan, a plan will be created to eliminate plastic pollution.

### ■ **Environment Strategy for Northern Ireland**

DAERA's Environment Strategy acknowledges the issues of litter and dog fouling as both an aesthetic issue but also as a health issue. Although there is currently no litter strategy there is currently a Marine Litter Strategy. This is an opportunity for a joined up approach with policies as 80% of marine litter on the beaches comes from land based sources.

### ■ **Deposit Return Scheme**

Initial consultation has occurred for a Deposit Return Scheme (DRS) to be introduced in Northern. Currently a second consultation is being considered in 2020, following this the DRS would be introduced in 2023. The DRS would mean that consumers pay an up-front deposit for an item such as a sealed drink at purchase and is redeemed on return of the empty drinks container.

## United Kingdom:

---

### ■ **25 year environment plan**

Two major outcomes of this are to work towards a target of eliminating avoidable plastic waste by the end of 2042. The second is to significantly reduce and where possible prevent all kinds of marine plastic pollution.

### ■ **UK Marine Strategy**

The goal of this strategy is to ensure that the U.K. as a whole work towards creating and maintaining "Good Environmental Status" for our seas.

### ■ **Packaging waste: changing the UK producer responsibility system for packaging waste**

DAERA intend to progress with this policy proposal and introduce an extended producer responsibility scheme for packaging in 2023. The policy will place the responsibility on producers for the cost of managing their products once they reach the end of their life and gives producers an incentive to design their products to make it easier for them to be re-used or dismantled and recycled at the end of their life.

### ■ **Single Use Plastic: banning the distribution and/or sale of plastic straws, stirrers and plastic-stemmed cotton buds in England**

Ban on the above items will come into force in England in October 2020.

# Recommendations

These are some of the recommendations that Keep Northern Ireland Beautiful believe are necessary to meaningfully reduce littering, dog fouling and related environmental damage to Northern Ireland.

## 1. Litter legislation

There is a need for a joined-up approach in the creation of a litter strategy to help tackle the causes of litter in Northern Ireland. This would need to include education, enforcement, public engagement, working closely together and sharing scarce resources.

## 2. Compliance with the EU Plastics Directive and Waste Directive changes

There is a need to incorporate all actions on litter included in the EU Plastics Directive and Waste Directive. This includes the creation of a circular economy around recycled items.

## 3. Courts must produce coherent guidelines for the treatment of litterers

This needs to include which fines and penalties can be issued during court proceedings. This is to ensure that fair and reasonable penalties are applied consistently to avoid anyone from finding ways around the system to receive a smaller cost than the original fixed penalty notice.

## 4. Support campaigns which are directed at the reduction of common and harmful litter

More work needs to be invested in supporting those that are creating and running campaigns that address the issue of litter and offer viable eco-friendly solutions and best practices.

## 5. Joined-up approach for councils on the enforcement of litter issues

There needs to be a harmonisation across all councils to ensure that best practices on enforcement of litter and dog fouling is followed. These practices need to be made clear for all to follow and rule out any ambiguity for the public regarding the treatment of offenders.

## 6. Prioritising behaviour change above additional disposal facilities

Behaviour change through education needs to be a priority for tackling the issues of dog fouling and litter. The results from this report have shown that the presence of extra bins and disposal facilities do not affect the amount of litter counted along a transect. With this in mind more work needs to be put in to rewarding people for better behavioural changes around litter.

## 7. Funding behavioural change

As great as it is for funding to be invested in cleaning up litter this is not the solution as it is only funding us to stand still. This is an opportunity for funding to be reallocated into projects and campaigns which work towards changing the behaviour of individuals as well as corporations.

## 8. Act to make your own council single use plastic free by 2023 and ensure alignment with requirements in legislation

Encourage supply chains and the high street to adopt these policies. Invest resources in developing a circular economy to reduce waste and save resources. Eliminate materials identified in the policy from all their properties and all events taking place on their land.

## 9. Clear obstructions from streets to improve cleansing outcomes

In 2019 approximately half of all transects surveyed were fully obstructed preventing mechanical sweeping from occurring. Encouraging more people to use parking that is off street and manage any on street parking to maximise value.

## 10. Be active in tackling pollution: Live Here Love Here

Tackling litter pollution at the source is the best solution and this can be as easy as education and encouraging everyone to use less, recycle more and be more conscious about their waste.



BELFAST CITY CENTRE

BANGOR HARBOUR  
IN HARBOUR AREA

HANNAHSTOWN, BELFAST

KILLEEL

Welcome to

NORTHERN IRELAND



To discuss how we can work together to tackle littering please contact:

**Conor Bush**  
LOCAL ENVIRONMENT QUALITY OFFICER

[conor.bush@keepnorthernirelandbeautiful.org](mailto:conor.bush@keepnorthernirelandbeautiful.org)

T 028 9073 6920

[www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)



**Email** [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org) **Registered Address** Bridge House, 2 Paulett Avenue, Belfast BT5 4HD  
**Registered Charity No** XR36767 **NI Charity No** NIC 102973 **Company No** NI3882494 **VAT No** IE6358657

<b>Report on</b>	Tullyvar Joint Committee Update
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<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> If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To provide members with an update on the business of the Tullyvar Joint Committee.
<b>2.0</b>	<b>Background</b>
2.1	Tullyvar Joint Committee is a formal Committee initially established in 1992 under the former constituent Councils of Dungannon & South Tyrone Borough Council and Omagh District Council under Section 19 of Local Government Act (NI) 1972. Five Councillor/representatives from Mid Ulster and Fermanagh & Omagh Councils now serve on the Joint Committee which is supported by senior Officers from each of the two Councils.
<b>3.0</b>	<b>Main Report</b>
3.1	The last meeting of the Joint Committee was held on 14 <sup>th</sup> October 2020. A copy of the associated agenda and a copy of the latest Committee report/papers including minutes of the previous meeting and AGM held on 8 <sup>th</sup> July 2020 (postponed from 24 <sup>th</sup> July 2020) are attached for members' information.
3.2	The next Joint Committee meeting is scheduled for Wednesday 10 <sup>th</sup> February 2021.
<b>4.0</b>	<b>Other Consideration</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management: None
<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	Members are asked to note the content of this report and associated papers.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Latest papers for Tullyvar Joint Committee.

7<sup>th</sup> October 2020



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

To: Councillor Gildernew )  
Councillor Graham )  
Councillor McAleer )  
Councillor McGuigan ) Mid Ulster District Council  
Councillor Robinson )

Mr A Cassells

Councillor Clarke )  
Councillor Fitzgerald )  
Councillor Garrity )  
Councillor Rainey ) Fermanagh & Omagh District  
Councillor Thompson )

Ms A McCullagh

Dear Sir/Madam

**Re: Tullyvar Landfill Site Joint Committee Meeting**

A meeting of the Management Committee for the development of Tullyvar Landfill Disposal Site will be held in the Tower Room, Ranfurly House, Market Square, Dungannon on **Wednesday 14<sup>th</sup> October 2020 at 10.30am**. The option to join the meeting remotely will also be made available. **A MS Teams link will be sent to Members to facilitate remote access.**

1. Confirmation of Minutes of the AGM and Ordinary Meeting held on Wednesday 24<sup>th</sup> June 2020 (copies herewith)
2. Matters Arising from the Minutes
3. Financial Matters
  - 3.1 Quarterly/6 monthly management report
4. Update from Head of Environmental Services/Site Manager's Report (copy herewith)
5. Any Other Business

6. Date of Next Meetings
- Wednesday 10<sup>th</sup> February 2021
  - Wednesday 9<sup>th</sup> June 2021
  - Wednesday 6<sup>th</sup> October 2021

Yours faithfully

**Andrew Cassells**

---

Director of Environment & Property

Copy: A McCreesh  
M Smith  
M McAdoo  
A McIlwrath  
K McGowan

**MINUTES OF TULLYVAR JOINT COMMITTEE AGM HELD ON WEDNESDAY 8<sup>TH</sup> JULY 2020 AT 10.30AM IN MID ULSTER DISTRICT COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

**PRESENT:**

**FERMANAGH & OMAGH:** Councillor Rainey (Chair)  
Councillors Clarke & Thompson

**MID ULSTER:** Councillors Gildernew (MS Teams)  
Councillors Graham, McAleer, McGuigan and Robinson

**OFFICERS:** A Cassells, M Kelso, M McAdoo, J McCullagh,  
K McGowan & A McIlwrath

**APOLOGIES:** Councillors Fitzgerald & Garrity

*Meeting commenced at 10.30am*

**1. OUTGOING CHAIR'S REMARKS**

The outgoing Chair welcomed everyone to the meeting making reference to the impact of Covid-19 upon daily lives. Councillor Rainey, paid tribute to Members and Officers for their support and direction during his time in Office.

**2. APOLOGIES**

Noted and agreed.

**3. ELECTION OF CHAIR**

Following discussion it was agreed that Councillor Rainey remain in the Chair for a further term of office.

Proposed by Councillor Thompson  
Seconded by Councillor Clarke and agreed.

**4. ELECTION OF VICE CHAIR**

Following discussion it was agreed that Councillor McAleer continue in the position of Vice Chair for a further term of office.

Proposed by Councillor McGuigan  
Seconded by Councillor Graham and agreed.

**5. ANNUAL FINANCIAL REVIEW**

Report as circulated was outlined by the Site Manager.

Following query from Councillor McGuigan, it was confirmed the figures were accurate and correct at time of going to press.

The Chair sought clarification on the expected duration of the gas income, the Site Manager confirming that gas generation would decrease over the next few years as anticipated, this being the 10<sup>th</sup> year of the contract. The Site Manager indicated the estimated income for this year was £262,000. It was noted that as gas production fell, the contractor may reduce the size of the gas engine. Tullyvar could consider other options such as importing gas. A Cassells referred to the valuable grid connection on site.

The Chair thanked the Site Manager and Officers for their contributions to operations and effective site management.

Proposed by Councillor Thompson  
Seconded by Councillor McAleer and agreed.

***Meeting ended at 10.45am***

**MINUTES OF TULLYVAR JOINT COMMITTEE HELD ON WEDNESDAY 8<sup>TH</sup> JULY 2020 AT 10.30AM IN MID ULSTER DISTRICT COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

**PRESENT:**

**FERMANAGH & OMAGH:** Councillor Rainey (Chair)  
Councillors Clarke & Thompson

**MID ULSTER:** Councillors Gildernew (MS Teams)  
Councillors Graham, McAleer, McGuigan and Robinson

**OFFICERS:** A Cassells, M Kelso, M McAdoo, J McCullagh,  
K McGowan & A McIlwrath

**APOLOGIES:** Councillors Fitzgerald & Garrity

***Meeting commenced at 10.45am***

**1. CONFIRMATION OF MINUTES – 12<sup>TH</sup> FEBRUARY 2020**

The minutes of the above meeting were adopted.

Proposed by Councillor Thompson  
Seconded by Councillor Rainey and agreed.

**2. MATTERS ARISING**

**2.1 Memorial Request**

The Site Manager confirmed progress had been deferred on above until a later date. Councillor Rainey confirmed that he had been contacted regarding the matter.

**3. FINANCIAL MATTERS**

As per the report previously tabled at the AGM.

**4. UPDATE REPORT FROM SITE MANAGER**

The Site Manager's report was considered, as previously circulated, reference being made to the undernoted:

#### **4.1 Capping Contract**

The Site Manager confirmed that seeding out of the capping contract should be completed prior to the end of the week.

#### **4.2 Chemical Analysis (issues raised in Fermanagh & Omagh Council)**

Councillor Clarke referred to issues being raised in F&O Council in relation to chemical analysis (lead, mercury etc.) on materials and any substantive impacts on landfill leachate/site operations. The Site Manager clarified that as Tullyvar was a non-hazardous waste site, predominantly accepting household waste, the impact of heavy metals on leachate with negligible. The Site Manager confirmed that he had provided a detailed analysis report to J McCullagh in F&O for responding to the issues raised.

#### **4.3 Landfill Tax Reclaim**

Following discussion and as per the Site Manager's report, Members agreed to move to the next stage in the process.

Proposed by Councillor McGuigan  
Seconded by Councillor Thompson and agreed.

#### **4.4 Wetlands Scheme**

Following query, the Site Manager confirmed that over 10,000 reeds were planted in the two new ponds. The established wetlands were densely populated with flora, fauna and were working successfully. It was confirmed the existing ponds were treated, managed and monitored regularly.

#### **4.5 Solar Panels**

Councillor Robinson sought an update on the feasibility of solar panels/wind turbines on site. A Cassells confirmed the project would be considered in light of the outcome of the landfill tax reclaim if monies were available to invest in the project.

In a follow up query on tree planting, the Member was advised that MUDC had availed of a DAERA fully funded project for tree planting across its three landfill sites.

#### **4.6 Adoption of Report**

The Site Manager's Report was adopted.

Proposed by Councillor McGuigan  
Seconded by Councillor Thompson and agreed.

#### **5.0 ANY OTHER BUSINESS**

## **5.1 Expression of Sympathy**

Councillor McGuigan referred to the recent death of A McIlwrath's Mother and extended condolences to the Officer. The Chair on behalf of the Committee expressed sympathy to the Officer and family circle.

## **6.0 DATE OF NEXT MEETING**

It was agreed that the next meeting be held on **Wednesday 14<sup>th</sup> October 2020 at 10.30am at Tullyvar Landfill Site.**

***Meeting ended at 11.15am***



## TULLYVAR JOINT COMMITTEE – 14<sup>th</sup> OCTOBER 2020

### SITE MANAGER'S REPORT

#### **1. Site Operational Update**

Between June and September 2020 approx. 220 tonnes of leachate per week was discharged to Cookstown Sewage Treatment Works. The NIWater compliance report for the first half of the year was received in August and Tullyvar was deemed compliant, the main results of which are detailed in the table below:

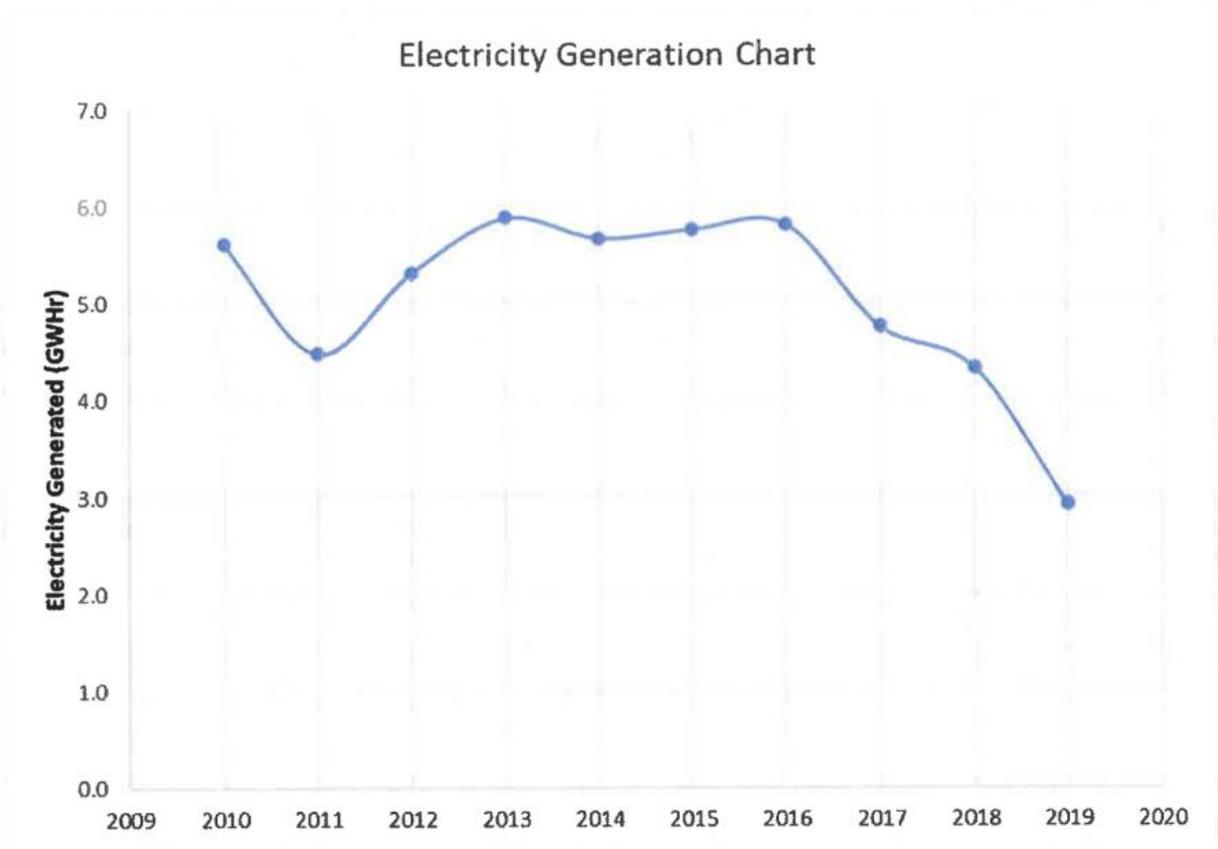
Parameter	Annual Average	Limit	Compliance Score
<b>Ammoniacal Nitrogen</b>	85 mg/l	400 mg/l	100%
<b>Chemical Oxygen Demand</b>	818 mg/l O <sub>2</sub>	2000 mg/l O <sub>2</sub>	100%
<b>Suspended Solids</b>	87 mg/l	500 mg/l	100%
<b>pH</b>	Min 5.40 / Max 6.89	Min 5 / Max 10	100%

Mothballing works completed over the last few months include further regrading works that will prepare Cell 4 for either lining or restoration while reducing erosion and eliminating any unsafe rock faces. Wildflower and wildgrass seed has now been sown by site staff on all newly capped areas. Other minor landscaping works to prepare the site for potential tree planting in May 2021 have also been started.

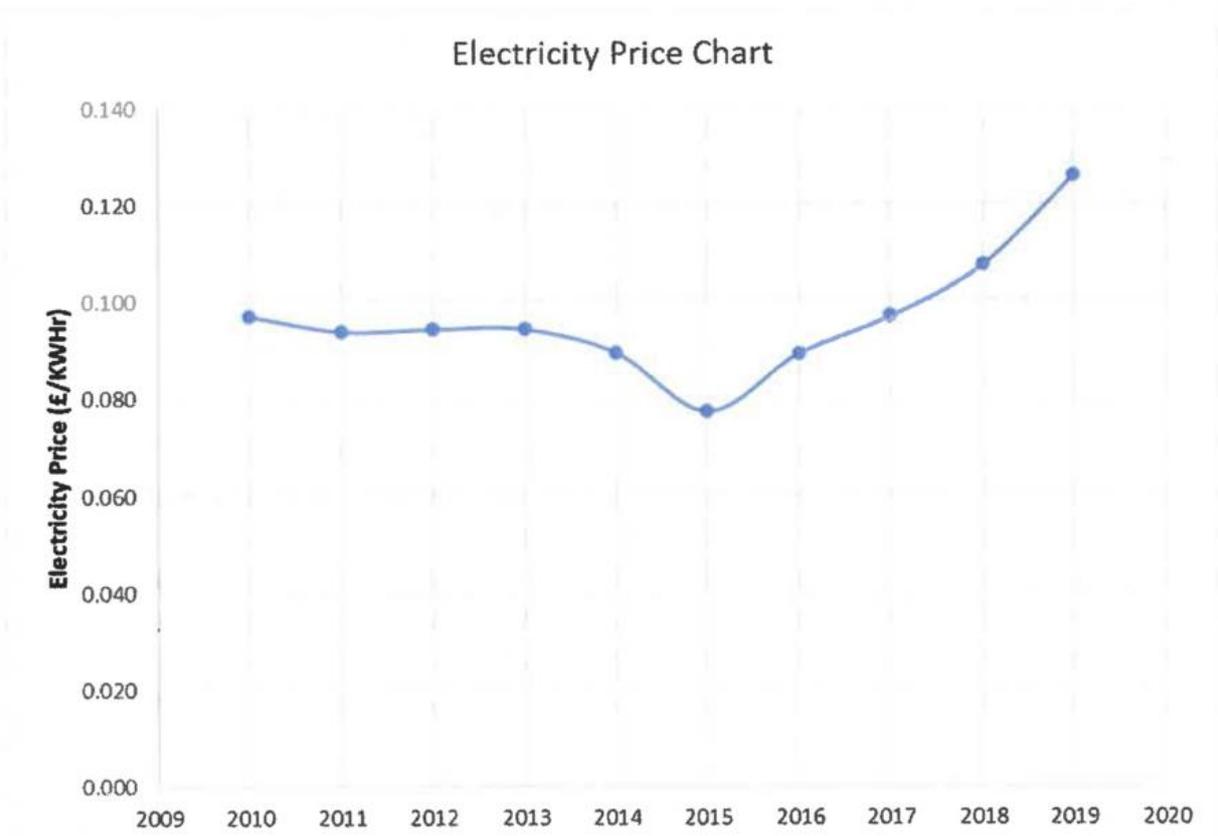
A contract has now been awarded for the crushing and screening of approx. 4,000 tonnes of stockpiled rock that was extracted during the capping and regrading works. These works were awarded at a cost of £9,920 to Contract Ground Services and the resulting aggregate shall be used on-site for the creation of site roads and paths to facilitate environmental aftercare monitoring and potential future public access to the proposed woodland. A further additional £9,950 may be spent on the regrading of the site slopes to facilitate the accelerated timescales of the Forest Expansion Scheme. These are works and expenditure brought forward from the 2021/22 financial year and will allow for planting in April and May 2021.

#### **2. Gas Generation Annual Report**

A further year of electricity generation was completed at the end of May 2020 and the annual generation statement has now been received. In the 2019/20 year the site generated 2.92 GWHrs of electricity, a fall of around 33% from the previous year. This can partially be attributed to the capping works which disrupted the gas collection system, however, a downward trend following the mothballing of the site in October 2018 was expected. The electricity generation plant is currently operating at approx. 480kW (60% Capacity). Electricity generation over the last 10 years is presented in the graph overleaf in which this downward trend is evident.



The trend in downward gas generation has been somewhat offset by an increasing electricity price which has been trending upwards since a low in 2015. Historical prices over the last 10 years are presented in the graph below:



Renewable power systems signed a 2 year contract for electricity in April 2020 for a fixed price within the all-island electricity market. This should insulate the site from any price fluctuations due to the COVID-19 disruptions until March 2022. Renewable Power Systems will now be invoiced for £222,568.68, bringing the total income to date from landfill gas to approx. £1,286M. Since it has now been 10 years since generation started this will be the final year in which back payments are made resulting in reduced payments in the future.

### **3. Tree Planting Grant Application**

It was proposed at the previous Joint Committee meeting to create a new native broadleaf woodland at the site using approx. 6,000 locally sown and grown trees. The site has partnered with the consultants Indiwoods who prepared an application for funding under the Forest Expansion Scheme. This was submitted at the end of September and if successful the scheme provides up to 100% of the approved woodland creation costs in addition to a further 2 years of maintenance costs.

The woodland will comprise of just almost 4 Hectares of woodland running along the North, East and Southern boundaries of the site. The area adds to existing areas of forest already on-site and the Integrated Constructed Wetlands. The proposed woodland will predominantly be comprised of the following species; Downy Birch, Silver Birch, Alder, Rowan, Wild Cherry, Aspen, Hazel, Crab Apple, Guelder Rose, Willow, Scots Pine, and Oak. The trees have been specifically chosen to have shallow roots so as to prevent damage to the capping membranes. The only exception is the Oak will only be planted outside the cap, to avoid penetration by the deep tap roots.

At the request of Fermanagh & Omagh District Council the use of alternative bio-safe weed control sprays are currently being investigated in place of Glyphosate, which had previously been proposed.

### **4. Phase 4 Capping**

Works were completed on the Phase 4 Capping of the site at the end of May 2020. The works consisted of the installation of a composite capping system over an area of approximately 17,000m<sup>2</sup>, a set of Integrated Constructed Wetlands to increase leachate treatment capacity and a groundwater drainage line in the floor of Cell 4.

The works were awarded to CivCo for a total price of £488,810.50 plus VAT and contingency. Approval was granted at the Joint Committee Meeting in February to increase the contingency to allow for a total projected expenditure of £579,620.12. The final account has now been agreed at a sum of £544,005.83.

Pictures of the finished cap are presented in the Appendix.

## Appendix – Phase 4 Capping Photos



Pictures showing a before (left) and after (right) comparison of the Western Flank of Cell 4 following capping and seeding with wild grasses.



Pictures showing a before (left) and after (right) comparison of the new wetlands following the planting of 10,000 reeds.



Pictures showing a before (left) and after (right) comparison of the finished cap following seeding with wild grasses on the Eastern flank of Cell 1 adjacent to the Site Office and Household Waste Recycling Centre.

<b>Report on</b>	Recycling Centre Opening Hours
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<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 provide members with an update on temporary closure dates and changes to opening hours at three Household Waste Recycling Centres (Tier D).
<b>2.0</b>	<b>Background</b>
2.1	The existing opening hours at Recycling Centres previously approved by Committee are as set out in the Waste Collection Service Policy adopted by Council on 24 <sup>th</sup> September.
2.2	Opening hours at Recycling Centres are currently based on the following tiered system:  Tier A: Cookstown, Drumcoo, Magherafelt Tier B: Coalisland, Moneymore Tier C: Maghera, Castledawson, Draperstown Tier D: Fivemiletown, Tullyvar, Ballymacombs
<b>3.0</b>	<b>Main Report</b>
3.1	This report relates only to the Tier D sites i.e. Ballymacombs, Fivemiletown and Tullyvar.
3.2	At the P&R Committee meeting on 3 <sup>rd</sup> September approval was granted to award a contract for the installation of an oil interceptor, drainage works and other civil works at Fivemiletown Recycling Centre. This work is due to commence on Monday 2 <sup>nd</sup> November and is scheduled to last for 6 weeks i.e. until Friday 11 <sup>th</sup> December 2020.
3.3	During the 6 week closure period at Fivemiletown the Recycling Centre at Tullyvar will open on Monday (the day it is normally closed) through to Saturdays so as to ensure a daily service provision for residents in the Clogher Valley area.
3.4	A request has also been received from a member of the Committee to reconsider the opening of Ballymacombs Recycling Centre on Saturdays (the site is currently open from 9:00am to 4:30pm from Monday to Friday)
3.5	It is therefore planned to trial Saturday opening at Ballymacombs Recycling Centre (from 8:30am to 1:30pm) for a 3 month period from 28 <sup>th</sup> November. During this period in order to prevent staff overtime costs the site will close on a Monday and be open from 9:00am

3.6	<p>to 5:00pm from Tuesday to Friday (to match the opening hours at Tullyvar - the other Tier D site co-located on a non-operational landfill).</p> <p>The longer term position can be reviewed after the end of 3 month trial i.e. in March 2021 when a decision can be taken as to whether make this a permanent change to the hours. Consideration can also be given at this time with regard to the potential of fully aligning the Saturday opening hours at the other Tier D site i.e. at Fivemiletown Recycling Centre.</p>
<b>4.0</b>	<b>Other Consideration</b>
<b>4.1</b>	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: The existing staff member at Ballymacombs will receive weekend enhancement for the five hours worked on Saturdays</p> <p>Human: The existing Recycling Centre attendant at Fivemiletown will be redeployed to Tullyvar Recycling Centre during the temporary site closure</p> <p>Risk Management: None</p>
<b>4.2</b>	<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	Members are asked to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	None

<b>Report on</b>	Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for April to June 2020.
<b>Date of Meeting</b>	10 November 2020
<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> If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

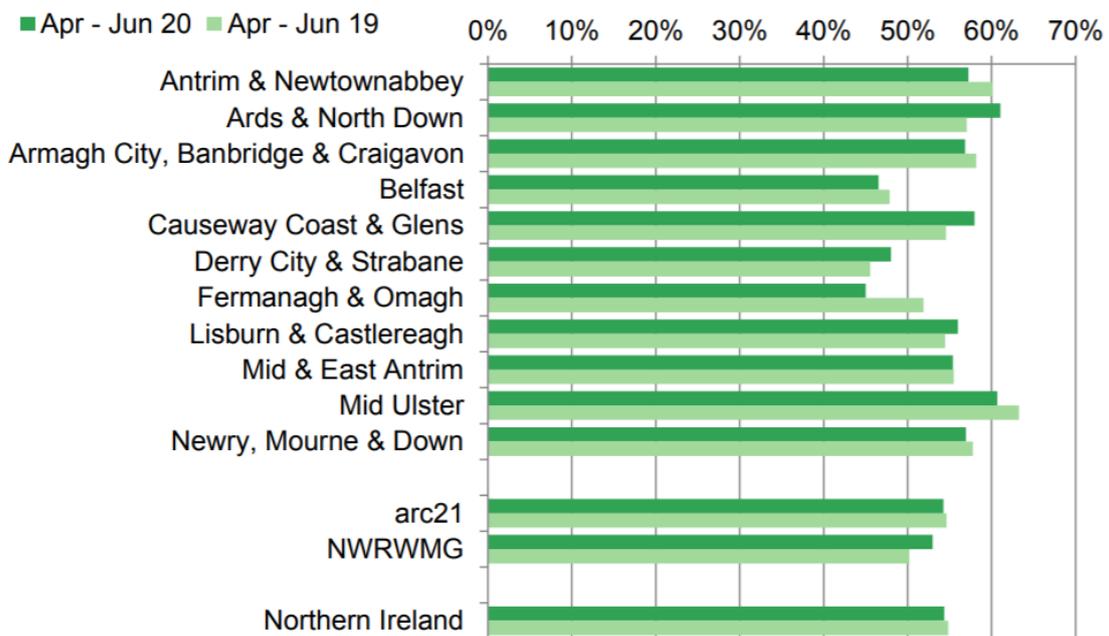
<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on the Council's performance in relation to recycling and landfill diversion targets as outlined in the NIEA Northern Ireland Local Authority Waste Management Statistics Report for Quarter 1 of 2020/21 from April to June 2020.
<b>2.0</b>	<b>Background</b>
2.1	<p>The above (provisional) report was published on 22<sup>nd</sup> October 2020 by the Department of Agriculture, Environment and Rural Affairs (DAERA). The data in the report is based on quarterly returns made to Wastedataflow, a web-based system, used by all local authorities throughout the UK to report on local authority collected municipal waste (LACMW). This publication provides information on local authority collected municipal waste from household and non-household sources and recycling and landfill rates in Northern Ireland.</p> <p>This is the first quarterly waste report covering the period when measures were introduced in response to the Covid-19 pandemic. Northern Ireland's councils collected 236,560 tonnes of waste during April to June 2020 which was 10.8 per cent lower than the same three months in 2019. This decrease is primarily due to the closure of Civic Amenity sites during the period, although an increase in the tonnage of waste collected at kerbside and bring sites was recorded. Other headline figures are shown in the attached infographic with the full report available via the below link:</p> <p><a href="https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-april-june-2020">https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-april-june-2020</a></p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p><b><u>Key Points:</u></b></p> <ul style="list-style-type: none"> <li>• During April to June 2020, 52.9 per cent of waste collected by councils was sent for recycling, 1.3 per cent lower than recycling rate for April to June 2019.</li> <li>• The landfill rate for waste collected by councils recorded a new low of 21.2 per cent in April to June 2020, a fall from 72.5 per cent in April to June 2006</li> </ul>

- Almost a quarter of waste arisings were sent for energy recovery in April to June 2020, compared to 18.7 per cent in April to June 2019, and 0.1 per cent during the same quarter 10 years ago.

- Household waste accounted for 92.9 per cent of all waste collected during this period. The recycling rate for household waste was 54.4 per cent. The landfill rate for household waste was 20.7 per cent

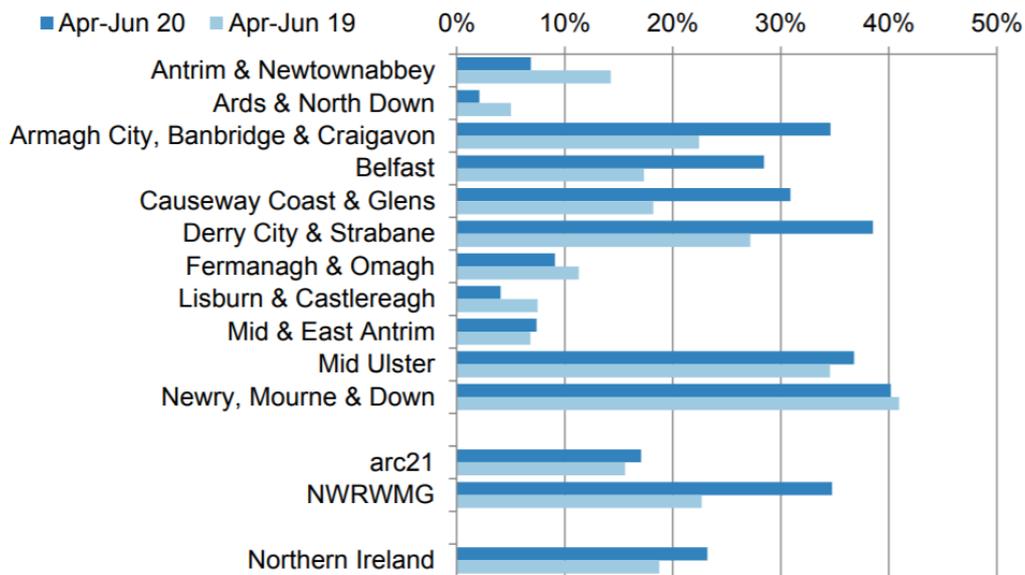
3.2 **Waste Recycling:**

- Six of the eleven councils reported decreased household recycling rates compared to April to June 2019 (as illustrated in the below graph).
- In Mid Ulster the recycling rate for the quarter was 60.7 per cent, a decrease of 2.5 per cent compared to April to June 2019 (representing a reduction of approximately 800 tonnes as a result of Recycling Centre closures due to Covid19 during the period).
- Only one Council, Ards and North Down, achieved a higher recycling rate (61.0 per cent) for the quarter. However Mid Ulster still has the highest recycling rate based on a rolling twelve-month period (58.5 per cent).



3.3 **Waste to Energy**

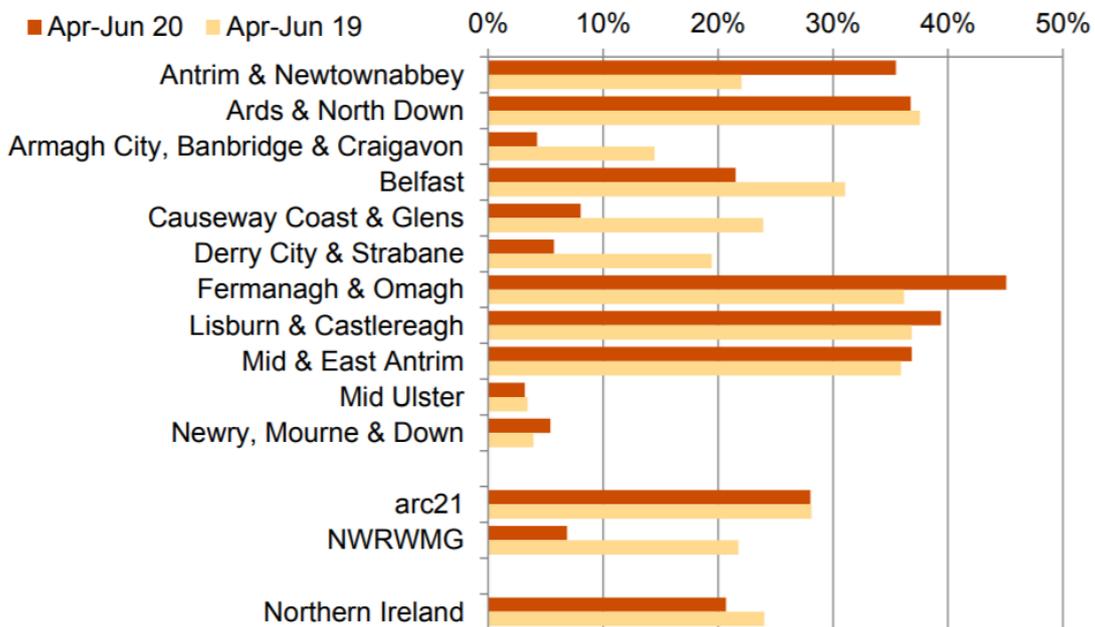
Between April and June 2020, 54,867 tonnes of waste arisings were sent for energy recovery. This gave a waste energy recovery rate of 23.2 per cent, higher than the 18.7 per cent rate reported for the same period in 2019. In each year, the majority was mixed residual waste with a smaller proportion from specific streams, e.g. wood. Mid Ulster had the third highest energy recovery rate at 36.8 per cent (as illustrated in below graph):



3.3

**Waste to Landfill:**

The landfill rate has now reached its lowest ever level for April to June. The long-term trend has seen the April to June household waste landfill rate fall consistently from 70.9 per cent in 2006 to the 20.7 per cent recorded in 2020. Mid Ulster again achieved the lowest landfill rate of all eleven Councils for the quarter, landfilling only 3.3 per cent of household waste (as illustrated below):



**4.0 Other Considerations**

**4.1 Financial, Human Resources & Risk Implications**

Financial:  
Failure to meet waste targets could result in NIEA fines and EU infringement proceedings.

Human: A significant amount of time is spent by the Recycling Officers in gathering, collating and submitting the necessary data for quarterly WDF returns.

	Risk Management: Failure to meet waste targets would result in reputational damage.
4.2	<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 content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Local Authority Collected Municipal Waste Infographic Q1 2020-21.

# Waste Collections by NI Councils

## April to June 2020

### Waste collected by NI Councils



### Recycling

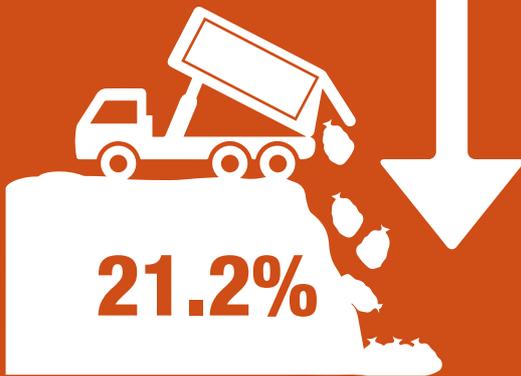


**52.9%**  
down from **54.2%**  
April - June 2019



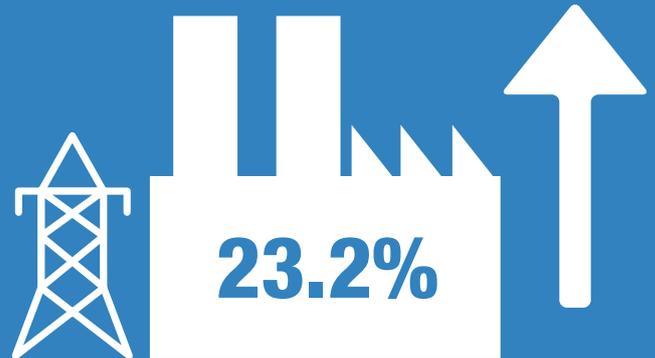
Recycling, energy recovery and landfill rates of LAC municipal waste April to June 2020 compared to April to June 2019.

### Landfill



down from **24.5%**  
April - June 2019

### Energy Recovery



up from **18.7%**  
April - June 2019

*Sustainability at the heart of a living, working, active landscape valued by everyone.*



Department of  
**Agriculture, Environment  
and Rural Affairs**

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



Northern Ireland  
**Environment  
Agency**



<b>Report on</b>	Completion of Mid Ulster is Growing from Home Project
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting Officer</b>	Raymond Lowry, Head of Technical Services

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on the completion of Council's 'Mid Ulster is Growing from Home' project and highlight the results of the End of Summer Virtual Show held as part of the project.
<b>2.0</b>	<b>Background</b>
2.1	Earlier this year, in response to the unexpected challenges posed by the Corona pandemic and associated lockdown restrictions, MUDC set up the 'Mid Ulster is growing from Home' project, which has been successfully running since the end of March as part of Council's district wide sustainability programme.
2.2.	The project has been successful in providing ongoing support and guidance to Mid Ulster's community gardening & allotment groups as many of them had to stop their regular group activities and were faced with the problem of how to keep their gardens going and their members motivated. Furthermore, the scheme attracted great interest among individual residents to start gardening and has helped them to grow fresh fruit and vegetables on their own at home during these difficult times.
<b>3.0</b>	<b>Main Report</b>
3.1	Since March the project has been growing incredibly strong with over 200 enthusiastic participants of all ages on board and has covered a multitude of topics from seed sowing, setting up vegetable patches, planting spuds, container planting, fruit & herb growing to late summer sowing, seed saving, harvesting and eating tips with lively feedback via photos/comments from participants a vital element of the project.
3.2	Important elements of the scheme were also to encourage the re-use of resources and wildlife friendly growing, avoiding the use of chemicals and making do with what's available.
3.3	The continuous support provided by Sustainability Officer has been mainly in the form of weekly emails with information sheets on various food growing and gardening activities at home to accompany the participating gardeners through

	<p>this growing season.</p>
3.4	<p>In addition, late summer sowing packs, funded by the Northern Healthy Lifestyles Partnership were sent out to 75 participants to provide them with additional vegetable seeds and information to extend their growing season. A summer sowing clinic for a limited number of gardeners with all necessary health &amp; safety arrangements in place was held in conjunction with TCV at Castledawson allotments in August.</p>
3.5	<p>To provide a finishing highlight to the project and provide everyone involved with an opportunity to show off what they have achieved over the last 6 months Council's Sustainability Officer organised an <b>'End of Summer Virtual Show'</b> during the month of September, supported by TCV and Council's Biodiversity Officer.</p>
3.6	<p>The virtual show has been a great success with 130 entries received, showing a huge variety, high quality and impressive quantity of fruit and vegetables grown by local households across Mid Ulster this year. Furthermore, local allotment &amp; gardening groups demonstrated that they were certainly not beaten by the challenges faced - they kept growing! Prizes have been awarded in 34 classes – for the full results of the show please see Appendix 1,2a, 2b, 3, 4 &amp; 5.</p>
3.7	<p>The Mid Ulster is Growing from Home scheme has now been completed with a final info sheet on 'Wrapping up the growing season' emailed out to all participants last week (see Appendix 6)</p>
3.8	<p>The ongoing enthusiastic participation by local groups and individuals and positive feedback received by participants throughout the project demonstrate the success of the scheme. There is certainly great potential for running a follow-up project based on a similar (mostly email based) format over the forthcoming winter months, when ongoing restrictions due to Corona are likely to continue to prevent regular events and face-to-face group activities from taking place.</p>
3.9	<p>A number of home growers have been shielding and deserve particular support to ensure that they can actually access the health &amp; wellbeing activities offered within their communities.</p>
3.10	<p>The corona pandemic has brought another very acute dimension to Council's sustainability work at community grassroots level: sustainable food growing, food poverty, community resilience, life skills and the need to re-connect with land and nature are only some of the issues tapped into.</p>
3.11	<p>A lot of media attention is focussing on people's mental health during this pandemic. People are stretched to their limits: lockdown, restrictions, social isolation, severe changes to people's daily lives and routines, job losses/business closures/financial hardship, existential fears &amp; increased stress. Practical community food growing initiatives can be one way of tackling these issues in a positive and tangible way.</p>

3.12	Evidence from the Mid Ulster is Growing from Home project (as well as similar reports from other organisations and the media) demonstrates that there has been a great uptake of gardening and food growing at home during the lockdown. Large numbers of people have turned to their own gardens to learn new skills, remain physically active and support their mental wellbeing during this phase of social isolation and crisis. Many of these newcomers to gardening would not have been active members of community gardening groups or allotments; some might want to join community gardening activities in the future, others may choose to keep gardening at home as part of their new 'normal'. These changes in habits towards healthier lifestyles can hopefully be maintained beyond the current crisis - especially if given a little bit of additional support in terms of resources and skills.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: None, this project has led to further opportunities to apply for external grants, which hopefully will allow the running of a follow-up scheme over the winter.</p> <p>Human: Considerable time commitment by Sustainability Officer.</p> <p>Risk Management: Project put in place to ensure continuation of community food growing support during lockdown in line with government rules &amp; restrictions.</p>
<b>4.2</b>	<p><b>Screening &amp; Impact Assessments</b></p> <p>Equality &amp; Good Relations Implications: None – open to all residents, catering for all abilities and social/economic backgrounds.</p> <p>Rural Needs Implications: None.</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1 6.2 6.3 6.4 6.5 6.6 6.7	<p><b>Results of 'End of Summer Virtual Show'</b></p> <p>Appendix 1 – Part 1: General Garden Setting</p> <p>Appendix 2a – Part 2 (a): Food produced</p> <p>Appendix 2b – Part 2 (b): Food produced</p> <p>Appendix 3 – Part 3: Food made from home-grown produce</p> <p>Appendix 4 – Part 4: Environmentally friendly gardening</p> <p>Appendix 5 – Part 5: Keeping up the community spirit</p> <p>Appendix 6 – Information Sheet – Wrapping up the growing season</p>



**Mid Ulster is Growing from Home**  
***End of Summer Virtual Show***  
***September 2020***



**130 entries received; Prizes awarded in 34 classes**

**Judging taken place on Monday, 12 October**

**Judges: Jenny McGetrick (TCV), Mark Edgar (MUDC), Yvonne Zellmann (MUDC)**

**Results – Part 1: General Garden Setting**

**Small food garden**

**1<sup>st</sup> - Jolanta Kulinska**

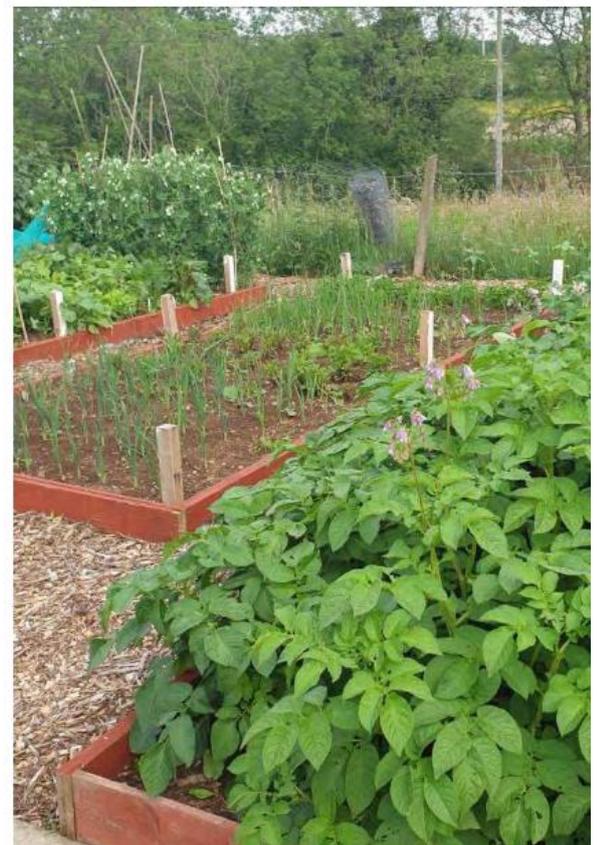


2<sup>nd</sup> – Sophie Atkinson



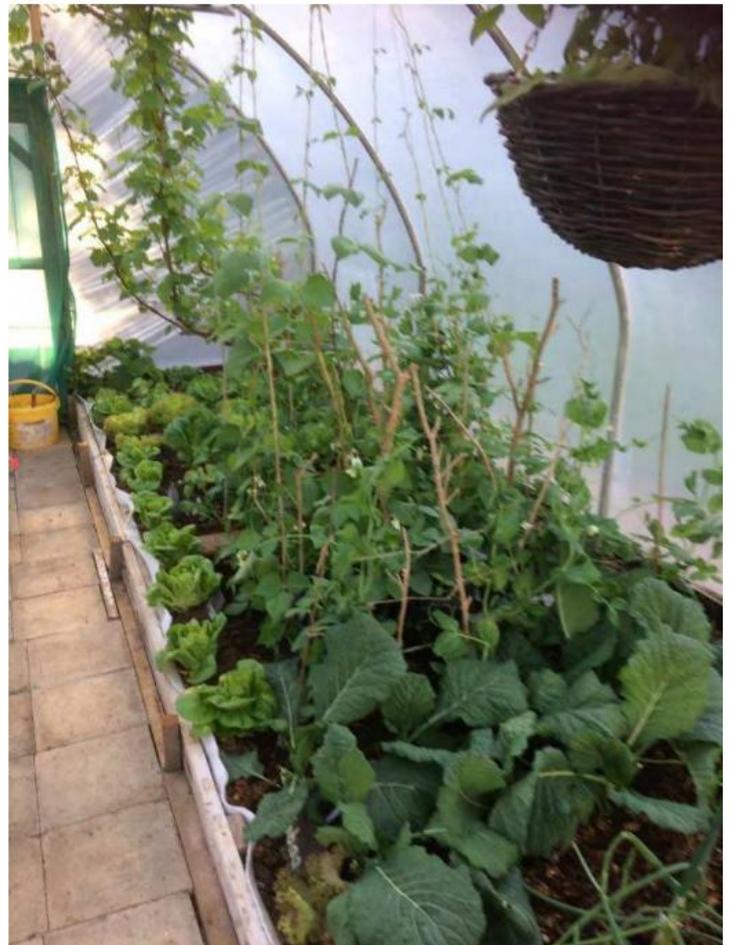
**Large vegetable plot**

1<sup>st</sup> – Frances Dobbin





2nd – Marie McKenna





**Variety of produce in a raised bed**

1<sup>st</sup> – Lorna Lammey

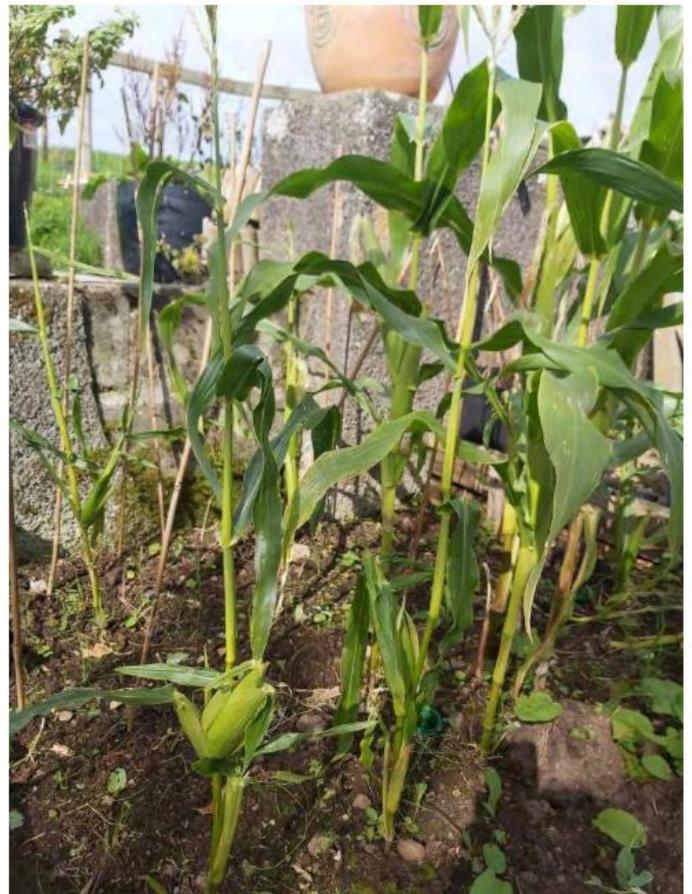


2<sup>nd</sup> – Katharine McGuckin



## Backyard gardening

1<sup>st</sup> – Kate & Wendy Helliwell





## Container growing

1<sup>st</sup> - Helen Andrews



2<sup>nd</sup> – Jean Reid



## Salad/herb bar on the windowsill

1<sup>st</sup> – Christine McGowan



2<sup>nd</sup> – Jolanta Kulinska



## Culinary herbs (in pots or bed)

1<sup>st</sup> – Sophie Atkinson



2<sup>nd</sup> – Marie McKenna



## Productive greenhouse/polytunnel

1<sup>st</sup> – Community Garden at an Ráth Dubh, Moneyneena



2<sup>nd</sup> – Donna Anderson





**Mid Ulster is Growing from Home**  
*End of Summer Virtual Show*  
*September 2020*



**Results – Part 2 (a): Food produced**

**An impressive harvest (of any variety)**

1<sup>st</sup> – Drumnaph Community Allotments (Grapes)



2<sup>nd</sup> – Maureen McKeever (Blackcurrants & Redcurrants)



## Any homegrown fruits

1<sup>st</sup> – Nichola Salley (Strawberries)



2<sup>nd</sup> – Ian Weir (Apples)



The apples Ian harvested from the apple tree in his garden were used to prepare stewed apple and apple crumble, which he sent to families that were and are shielding.

## Colourful vegetables

1<sup>st</sup> – Delia McPeake



2<sup>nd</sup> – Christine McFlynn



## Edible flowers

1<sup>st</sup> – Christine McGowan



Nasturtium flowers and seeds with Thyme flowers, chives and rosemary to add extra flavour displayed on a bed of home grown iceberg lettuce.

2<sup>nd</sup> – Drumnaph Community Allotments (Nasturtium Flowers)



**Plants/produce grown from groceries**

1<sup>st</sup> – Geraldine McElroy



Harvest of potatoes which Geraldine grew in a potato pot out of 3 shrivelled potatoes taken from her grocery basket



## Plants/produce grown from saved seed

1<sup>st</sup> – Conan O’Doherty



Conan grew his mini white pumpkins from a white pumpkin he got the year before. He dried the seeds and sowed them around June this year.



2<sup>nd</sup> – Donna Anderson (Faye’s Rose)



This was Donna’s first attempt of growing a stunning rose, which she got from fellow Nunnery Hill allotment holder Faye, who had taken cuttings from plants and potted this up for her.



**Mid Ulster is Growing from Home**  
*End of Summer Virtual Show*  
*September 2020*



**Results – Part 2 (b): Food produced**

**Homegrown spuds**

1<sup>st</sup> – Ian Weir



2<sup>nd</sup> – Helen Andrews (The Loup Women's Group)



**Peas/beans/mangetout**

1<sup>st</sup> – Tony McElroy



2<sup>nd</sup> – Frances Dobbin



## Tomatoes/cucumbers/peppers/chillies

1<sup>st</sup> – Emma Hegarty

Chillies grown by Emma and her children over lockdown



2<sup>nd</sup> – Anne Reid

Cucumbers & peppers grown by Anne and her family



## Cabbages/broccoli/kale etc

1<sup>st</sup> – Conan O-Doherty (Broccoli & Cauliflower)



2<sup>nd</sup> – Marie McKenna (Cabbages & Kale)



**Onions/garlic**

1<sup>st</sup> – Deirdre Bradley





2<sup>nd</sup> – Drumnaph Community Allotments



## Lettuce/salad crops

1<sup>st</sup> – Katharine McGuckin & Conall, Ruari and Finn



**Root vegetables (carrots/parsnips etc)**

1<sup>st</sup> – Nichola Salley



2<sup>nd</sup> – Tullymeadow Community Garden



## My most unusual vegetable grown

1<sup>st</sup> – Elizabeth Scott (Red Chard & Purple Peas)



2<sup>nd</sup> - Rose Mary Johnston (Kohlrabi)



**Biggest plant or vegetable**

1<sup>st</sup> – Lorna Lammey (Sunflower)



2<sup>nd</sup> – Damien & Fionn McElroy (Courgettes)

**Our family favourite veg**

1<sup>st</sup> – Conan O'Doherty (corn on the cob)





**Mid Ulster is Growing from Home**  
*End of Summer Virtual Show*  
*September 2020*



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

**Results – Part 3: Food made from homegrown produce**

Variety of homegrown soup/stew vegetables (at least 3 different ones)

1<sup>st</sup> – Anne Reid & Family (Veggie Soup)



## 2<sup>nd</sup> – Frances Dobbin (Potato and Leek Soup)

### Ingredients

Serves: 4

- 2 tablespoons olive oil
- 4 large leeks, chopped
- 1 medium onion, diced
- 5 medium potatoes, peeled and chopped
- 900ml boiling water
- 2 vegetable stock cubes
- salt and black pepper, to taste



Heat oil gently, add leeks and onion, then cook for 7 to 10 minutes until soft.

Add potatoes, cook for 2 to 3 minutes. Add water and stock cubes, and season well.

Bring to boil, lower heat, simmer for 20 to 30 minutes.

Cool slightly, puree, reheat gently. Serve in warm bowls.



## Cake/dessert made with homegrown fruit

1<sup>st</sup> – Jolanta Kulinska (Apple Crumble)



### Recipe:

- apples (enough to cover baking tin about halfway up) - peeled, cored, and sliced
- 2 tablespoons white sugar
- ½ teaspoon ground cinnamon
- 1 cup brown sugar
- ¾ cup old-fashioned oats
- ¾ cup all-purpose flour
- 1 teaspoon ground cinnamon
- ½ cup cold butter

Toss apples with white sugar and 1/2 teaspoon cinnamon in a medium bowl to coat; pour into a baking tin

Mix brown sugar, oats, flour, and 1 teaspoon cinnamon in a separate bowl. Mash cold butter into the oats mixture until the mixture resembles coarse crumbs; spread over the apples to the edges of the baking dish. Pat the topping gently until even.

Bake in preheated oven until golden brown and sides are bubbling, about 40 minutes



2<sup>nd</sup> – Maureen McKeever (variety of dishes using raspberries & currants)



sourdough banana loaf with fresh raspberries



## Freshly prepared healthy lunch/snack with produce from your garden

1<sup>st</sup> – Marie McKenna



2<sup>nd</sup> – Frances Dobbin – Red Pepper & Tomato Soup and Veggie boxes



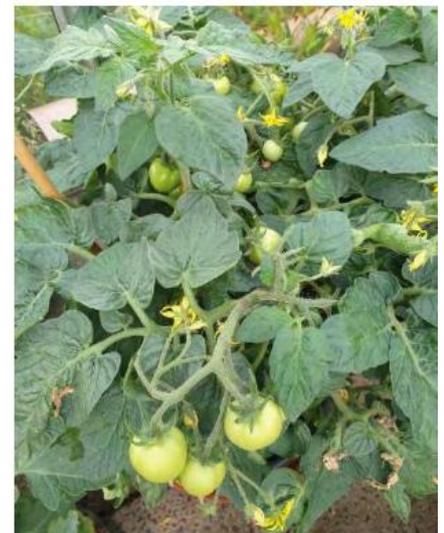
### Roasted Red Pepper and Tomato Soup

#### INGREDIENTS

- 2 red bell peppers, seeded and halved
- 15 tomatoes, chopped
- 1 medium onion, quartered
- 2 cloves garlic, peeled and halved
- 1/3 cup of Red lentils
- 1-2 tablespoon olive oil
- 1/4 teaspoon salt
- 1/4 teaspoon ground black pepper
- 2 cups vegetable broth
- 2 tablespoons tomato paste



- 1/4 cup fresh parsley, chopped
- 1/4 teaspoon ground paprika
- Cayenne pepper
- Salt
- Crème fraiche



## INSTRUCTIONS

1. Preheat oven to 200oc. Place red pepper, tomatoes, onion and garlic on a baking tray. Toss with olive oil, salt and pepper. Arrange the tomatoes and bell peppers with the cut-side up. Bake for 45 minutes, until vegetables are tender.
2. In a medium saucepan, heat the vegetable broth on medium heat, add lentils and simmer for 15 minutes. Add the roasted vegetables (remove skin from peppers) tomato paste, parsley, paprika and cayenne pepper. Stir to combine. Simmer for 15 minutes.
3. In a food processor or blender, purée the soup and transfer back into the pot. Cook on low heat for another 5 minutes. If you desire a thicker consistency, cook a few minutes longer. Add salt and pepper, to taste. Stir in some crème fraiche before serving.



Two lovely examples of the many home-produced veggie hampers, which Frances gave away to friends this year

**Any cooked meal (with some homegrown produce)**

1<sup>st</sup> – Emma Hegarty & children



Chilli con carne with home-grown chillies



2<sup>nd</sup> – Lorna Lammey



Tasty cooked dinner of homegrown potatoes, swedes, beetroot from Lorna's raised bed in her garden and red onions on fish

## Home made preserves (jams/jellies/cordials ...)

1<sup>st</sup> – Rose Mary Johnston (great variety of chutneys, pickles, etc)

### Rhubarb and Apple Chutney



#### Recipe

- 1.5kg Rhubarb
- 500g apples
- 500g onions
- 1 cup sultanas
- ½ cup prunes
- 1kg soft brown sugar
- 1.25l cider vinegar
- 4tsp salt
- 1 tsp cayenne
- 1tsp ground cloves
- 1 tsp ground cinnamon
- 2 tsp ground ginger



Thinly slice the onion. Core the apples – don't peel. Slice them thinly. Cut the rhubarb into chunks. Simmer all the ingredients for 2 hours, stirring every 15 minutes or so. Bottle in sterilised jars.

### Green Tomato Chutney



#### Recipe

- 910g green tomatoes
- 225g onions
- 225g apples, peeled and cored
- 225g sugar
- 285ml vinegar
- ½tsp salt
- 1tsp pickling spice



Chop the tomatoes, onions and apples. Simmer all ingredients gently until the ingredients are soft and the mixture thickens.

## Sauerkraut



## Diana Henry's Pickled Onions



### Recipe

- 1kg onions
- 1.2l distilled white vinegar
- 750g granulated sugar
- 2 cinnamon sticks, halved
- 6 cloves
- 8 allspice berries
- 2 small dried chillies
- 2 star anise



- 4 bay leaves
- 8 black peppercorns

- Cut the onions into 1cm slices and separate the slices into rings

- Put the other ingredients in a saucepan and bring to the boil, dissolving the sugar. Once boiling, add the onion rings in batches – as soon as the liquid begins to simmer again stir the batch of onions, take the pan off the heat, and remove the onions with a slotted spoon. Repeat for each batch.

- Repeat for all the onions twice more.

- Once the onions have been done the 3<sup>rd</sup> time boil the liquid until it has reduced by half, then cool completely.

- Put the onions in sterilised jars and cover with the vinegar solution.

2<sup>nd</sup> – Anne Reid & Family (cordials & Rhubarb & Ginger Syrup)





**Mid Ulster is Growing from Home**  
*End of Summer Virtual Show*  
*September 2020*



**Results – Part 4: Environmentally friendly gardening**

**Attracting pollinators/wildlife**

1<sup>st</sup> – Christelle Rankin



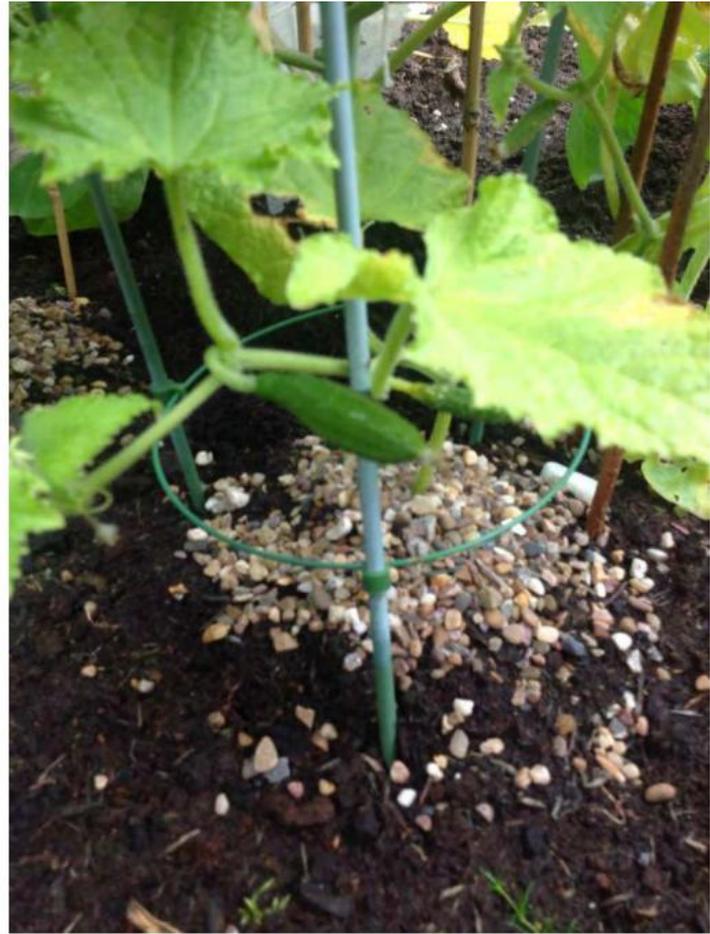
A beautiful butterfly enjoying the flowers on Christelle's cosmos plants growing in two large pots on the patio and have been a haven for bees, butterflies etc this summer

2<sup>nd</sup> – Marie McKenna



## Ideas for chemical free pest control

1<sup>st</sup> – Una Hughes



## Wildflowers in the garden

1<sup>st</sup> – Eilish Hackett (Tullymeadow Gardening Group)





Wildflower Meadow grown with wildflower seeds distributed by Tullymeadow Gardening Group

### Use of recycled/reused materials in the garden

1<sup>st</sup> – Christine McGowan



Christine has been recycling milk containers, as well as reusing salad containers from a local restaurant to re pot and grow her iceberg lettuce. It is important to insert holes for drainage in both types of container.





## Mid Ulster is Growing from Home

### *End of Summer Virtual Show*

*September 2020*



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

## **Results – Part 5: Keeping up the community spirit**

### **1<sup>st</sup> - Tullymeadow Community Allotments in Augher**

Even though group activities had to stop at the community garden, the group was able to keep a variety of crops growing this summer, thanks to attention by individual members. Furthermore, to keep spirit up and brighten the community Tullymeadow distributed lockdown gardening packs and free sunflower seeds for group members to sow in their gardens and spread a little sunshine during these difficult times. Below are some of the photos received:







## 2<sup>nd</sup> - Community Garden at an Ráth Dubh in Moneyneena

The Community Garden at an Ráth Dubh, Moneyneena supported by the Northern Ireland Rural Development Programme (administered by Mid Ulster Rural Development Partnership) and Mid Ulster District Council has provided a lifeline for up to 15 local gardeners during the Covid-19 lockdown. Gardeners of various ages and backgrounds have sought refuge and availed of physical exercise, tending to their allotments and raised beds, whilst at the same time experiencing the benefits of the great outdoors, aiding their mental health and wellbeing.

Socially distanced with appropriate measures in place, the gardeners through an agreed rota from 6.30am in the morning until 10.30pm at night were able to maintain the garden, happily planting, cultivating and harvesting their produce from May – September 2020.



The gardeners were ably assisted by the local Gardening group 'Greenfingers @an Rath Dubh' who have gone beyond the call of duty over the last 6 months, opening & closing Polytunnel doors, watering the plants, weeding and helping look after the community garden, ensuring that it is always left neat and tidy and well-presented.



**Highly commended** were also the entries submitted by

- **Drumnaph Community Allotments**
- **The Loup Women's Group**
- **Ballygawley Community Garden**

who despite the enormous difficulties faced by all groups this year successfully managed to keep fruit and vegetables, herbs and wildflowers growing in their community allotments and gardens.

***Well done everyone!***

## Mid Ulster is Growing from Home

2020 Growing Season



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

### Wrapping up the gardening season

End of October, we are well into autumn – temperatures are down and days are getting short – and as we are finding it much less pleasant to venture out into our gardens, it might be time to wrap up this growing season. There are still a few gardening tasks to complete, but don't worry if you don't feel like it or can't find the time during the shorter daylight hours. Most things in our gardens can now wait until next year, when you hopefully feel refreshed and energised to start the cycle of vegetable seed sowing and planting again ...

However, if you want to get out into the fresh air and clear your head from time to time, you might enjoy a few late autumn (or winter) activities in your garden:

#### Keep Harvesting



While tender plants such as courgettes, pumpkins and runner beans will have died with the first proper frost there are a lot of frost-hardy vegetable plants, which can withstand even snow and ice. So, **don't** cut off your well-established Brassica plants (e.g. cabbages, kale, cauliflower, brussel sprouts, broccoli) or feel pressurised to harvest them all in one go. They should hopefully continue to crop well into the winter months, the same is valid for leeks, chard and hardy salad crops, such as Lamb's Lettuce.



Carrots and parsnips can theoretically also be left growing in the ground, but often slugs and other pests start to eat into them at this time of the year, so it might be better to harvest them all now and store in a cold, dark place.

Don't forget about your herbs and fresh greens, such as rocket, mizuna and winter lettuces – if you find the daily trip to your vegetable patch too unpleasant in this weather, it might be a good idea to move some pots with herbs and late salad sowings close to the house, so you actually get the benefit of eating them!



#### Last sowings



You can just about still sow most of the seed from your late summer sowing packs e.g. oriental vegetables, hardy salad types or scallions to prolong your growing season, especially if you have a polytunnel, greenhouse or cold frame. Otherwise you might want to provide some form of fleece protection against very cold temperatures and severe stormy weather. If you are keen you can even already start some of next year's crops by sowing broad beans or planting garlic – I usually wait with these until spring as the success rate can be a bit sketchy.



# Mid Ulster is Growing from Home - 2020 Growing Season

As before you can sow directly in rows into the ground or start off seedlings in plug trays – make sure to keep these in a sheltered, bright place **outdoors** (or in the polytunnel if that's where you intend to grow them on) and plant out on a reasonably nice day as soon as possible.



And if you really can't be bothered to face the elements, there is always the option of sowing some pea shoots indoors in a tray on a sunny window sill, for some fresh sandwich toppings or side salads, quickly grown in a week or so!



## Protect young seedlings



When transplanting your seedlings started-off in seed trays from late summer sowings make sure to also protect the young plants from slugs, especially if you had a slug problem during the summer! This might even be a problem in greenhouses or tunnels! Used (cut-off) 2l plastic bottles work very well for individual young brassica seedlings, which otherwise might disappear quicker than you can plant them out!



## Clearing your plot

Now is also the time to tidy up and clear some areas in your garden by removing withered, diseased or rotten plants, unused crops and of course weeds! But don't go overboard and don't just throw everything away – **think of your garden as a resource** – your own food growing resource for next year and an important food resource for our wildlife to make it through the winter!

**So here are a few Do's and Don'ts:**

### Peas/Beans

- **Don't pull out spent pea/bean plants** – just cut the plants at ground level and dig in the roots, which contain valuable nitrogen for your soil.
- **Save some seed for next year**

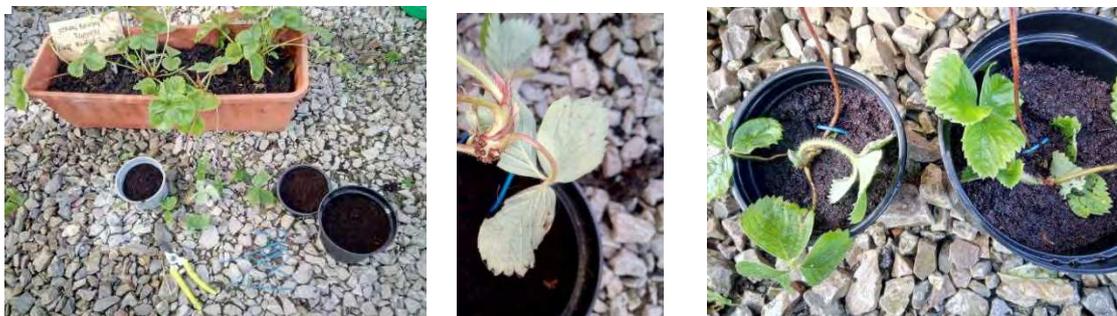
It's easy to **save some seeds from your pea plants** for next year's sowings: Leave a few plants that still have some pea pods on them until completely withered and brown/black – you want to hear the peas rattling in the pods – and harvest the peas for seed on a dry day. You can also take whole plants and dry them upside down in a shed. Fully dry the pea seeds for a week or two on a plate in a dark cupboard before storing them in paper bags/envelopes in a cool, dry place.



## Mid Ulster is Growing from Home - 2020 Growing Season

- **Strawberries**

**Take some strawberry runners** to increase your number of next year's plants before cutting back your strawberry plants. Simply choose a few strong runners and peg them down into the soil with a piece of wire bent into a u-shape (old wire coat hangers work well). For container grown strawberries use little pots filled with compost for your runners. Leave the strawberry plants and runners outside and just keep watering them if necessary – you can cut off the runners from their mother plants once they have rooted.



- **Never leave your soil bare** if you want to avoid nutrients being washed out by rain! If you don't intend to sow a green manure cover over winter, thickly cover any bare patches with organic matter. This process is called mulching and you can use old straw, grass clippings, sheep wool, even thick layers of cardboard/old paper weighed down with grass clippings or old twigs etc. I wouldn't use wood bark chip to mulch your veggie plot though, as it decomposes very slowly and might make the soil too acid.
- **Compost** any old plants/stems/vegetable matter from your garden – unless they are diseased. You can also collect leaves from your garden trees and store them in a wire mesh bin to start making leaf mould as a valuable addition to next years potting compost.
- **Re-use the spent compost from your pots, seed trays and container plantings** - either now as additional mulch around overwintering plants or store the full pots somewhere dry to be used next spring, when you can mix the contents with mature compost or leaf-mould to fill the bottom of large containers or window boxes. This will save on the cost for buying in multi-purpose compost!

### Wild Foods

- Right now many of our native shrubs and trees found in hedges, such as ilex, dogwood, hawthorn and blackthorn are still full of berries! If possible **wait with the cutting of your garden hedges and shrubs** until later into winter to allow the birds in your garden to make full use of this vital food resource.



- Similarly when cutting back herbs and flowers remember that sunflowers and other plants with seed heads (e.g. teasel, echinacea, rudbeckia) are an important food resource and also provide shelter for wildlife, so don't waste them just to have a tidy

## Mid Ulster is Growing from Home - 2020 Growing Season

looking garden. Leaving some of these plants uncut until late December or so might also come in handy if you are into crafts as many of them are useful materials for winter wreaths or seasonal crafts.

- Also remember to leave some untidy areas in your garden – some old wood piles, areas of nettles, high grass etc to provide overwintering areas for insects and other wildlife.
- And if you like to go foraging along the hedgerows for some wild foods to add to your own cooking you should still be able to find some rosehips for making syrup or sloe berries for sloe berry gin ...

*Hope you have enjoyed the project and will keep enjoying your gardens 😊*

*And don't forget for next year: KEEEEP GROWING!!!!*

---

This 'food growing info' concludes the Mid Ulster is Growing from Home project.

For queries and feedback please email [yvonne.zellmann@midulstercouncil.org](mailto:yvonne.zellmann@midulstercouncil.org)

<b>Report on</b>	Landlord Registration
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting 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 elected members of the proposal by the Department for Communities (DfC) to transfer the function of Landlord Registration to Councils.
<b>2.0</b>	<b>Background</b>
2.1	The current landlord registration scheme which was introduced in 2014 was set up to enable all private landlords to register and provide details of themselves and their properties, thereby creating a single database of Landlords. Landlords pay a £70 fee for a three-year registration. Once registered, Landlords receive an initial information pack and a quarterly newsletter. The information collected is available to Councils who use the data to help ensure that Landlords comply with the law.
2.2	The Landlord Registration Scheme Regulations (Northern Ireland) 2014 legislated for the appointment of a Registrar to establish and maintain the register. The Landlord Registrar manages the Scheme, including meeting any on-going costs through a registration fee paid by Landlords.
2.3	The scheme is currently administered by NIdirect on behalf of the DfC, including processing of applications by telephone and non-electronic postal applications. The service also includes providing advice to applicants through a contact centre. While the Landlord Registration Scheme went some way to professionalising the sector, it is the view from Councils that consideration should be given to strengthening the regulation prior to transferring to Councils. While it established a database which provides a useful source of information, there is little evidence to show it has effected change.
2.5	Councils have responsibilities for a wide range of housing related areas, including those contained in the Private Tenancies Order and the transfer of the Landlord Registration function could enhance and improve aspects of the Private Rented Sector.
<b>3.0</b>	<b>Main Report</b>
3.1	The Department for Communities is examining the potential of transferring the Landlord Registration function to Councils. DfC statistics dated February 2020 indicate that there are 3411 registered landlords and 4609 rented properties in the Mid Ulster area.

3.2	A regional working group has been established and had its initial meeting in March 2020. The terms of reference for the working group are attached at Appendix 1.
3.3	Council Chief Executives have stated their approval for an independent report to provide options for a suitable delivery model, examining the cost options for each delivery model.
3.4	<p>Consultants have been appointed and will be expected to produce an economic appraisal in accordance with NIGEAE guidance to establish:</p> <ul style="list-style-type: none"> <li>• The effectiveness of the current scheme in professionalising the sector and the evidence for enhanced regulation;</li> <li>• the best value for money delivery option for the transfer of the Landlord Registration functions to Councils;</li> <li>• the most cost effective delivery model for a revised registration scheme;</li> <li>• benchmarking those against other UK regions which already operate registration schemes; and</li> <li>• the fee required for full cost recovery.</li> </ul>
3.5	<p><b>Options for a suitable delivery model</b></p> <p><b>Approach 1</b> – the total costs for each individual council to deliver the registration scheme using an 11 council model with shared service;</p> <p><b>Approach 2</b> – the total costs for the delivery of the registration scheme with a 1 council model with shared service;</p> <p><b>Approach 3</b> – the total costs for the delivery of the registration scheme with a 2 and 3 council mode with shared service.</p>
3.6	Consultants will provide an independent robust business case which will access the full costs for the transfer to include the preferred value for money option for the effective delivery of the licensing scheme with the recommendation of a suitable delivery model. Further details are in the specification attached at Appendix 2.
3.7	The appointed consultants will undertake a detailed assessment of the total costings to provide the assurance for the Department, elected representatives and Council Chief Executives of the total financial support required for the transfer and for Councils to operate the registration scheme effectively.
3.8	The consultants have contacted each Council individually. EHNI have also prepared a collective response to the consultants which is attached at Appendix 3.
3.9	The consultant's report is expected in the autumn and will be brought to Committee for its consideration when available.

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Not yet known
	Human: Staff time
	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	Members to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Terms of Reference
6.2	Appendix 2 – Specification
6.3	Appendix 3 – EHNI correspondence dated 4 <sup>th</sup> September



**Terms of Reference to Explore the Potential for**

**Transfer of the**

**Landlord Registration Function**

**To Councils**

**March 2020**

## **1. PURPOSE OF THE GROUP**

Representatives from the Department for Communities (DfC) and Local Government will work to support and explore the potential for the transfer of the Landlord Registration regulatory function to Councils.

As a Group we will:

- look at the Landlord Registration Scheme (LRS) and what we want/need it to deliver;
- examine options for a suitable delivery model for Councils to administer the LRS and to agree the best value for money (VFM) delivery option for the transfer of the LRS to Councils;
- examine the fees required for Councils to operate and deliver the scheme;
- examine and agree timescales for any potential transfer;
- consider information sharing agreement to allow Councils to investigate and enforce registration;
- consider any legislative changes needed.

An independent due diligence assessment will examine and provide options and resources required for Councils to deliver a suitable VFM.

## **2. BACKGROUND**

The transfer of the LRS function to Councils will provide Councils with greater access to information on private landlords within their area whilst providing an additional income source to more proactively address Private Rented Sector (PRS) housing matters. This will lead to higher living standards in the PRS, housing meeting minimum health & safety standards, greater security and assurance for tenants and an opportunity to take enforcement action against rogue landlords. Income would need to be ring fenced for reinvestment in Private Rented Sector housing initiatives, such as promoting the sector and landlord/tenant advice.

## **3. MEMBERSHIP**

Working Group members have been nominated by local government and central government departments:

<b>Name</b>	<b>Council/Department</b>
Vanessa Hodgen	Antrim & Newtownabbey BC
Gareth Kinnear	Ards & North Down DC
Gillian Topping	Armagh City, Banbridge & Craigavon BC
Vivienne Donnelly	Belfast City Council
Bryan Edgar	Causeway Coast & Glens BC
Seamus Donaghy	Derry & Strabane DC
Fiona Douglas	Fermanagh & Omagh DC
Richard Harvey	Lisburn & Castlereagh CC
Nicola McCall	Mid & East Antrim BC
Anne Caldwell	Mid Ulster DC
James Campbell	Newry and Mourne DC
David Burns	SOLACE
Kieran Devlin	Department for Communities
Eilish O'Neill	Department for Communities
David Grimley	Department for Communities
Billy Crawford	Department for Communities
Rhonda McFall	Department for Communities
Sharon Allen	Department for Communities

5. Meetings will be jointly chaired by Kieran Devlin, Deputy Director, DfC and David Burns, SOLACE – *to be discussed*
6. Additional attendees may be invited to the meetings if required.

## **DEPUTIES**

7. In order to keep the meetings focussed, only identified members should attend. If a member is unavailable, a nominated Deputy may attend empowered with the authority to make decisions.

## **KEY ASSUMPTIONS**

The success of any Working Group will be dependent on the following assumptions:

- Working Group engagement at and between meetings;
- Sufficient access to key decision makers in order to meet key milestones;
- The work of the Group will contribute to delivering options for a suitable delivery model;
- The Group will examine the options for a suitable delivery model for Councils to administer the LRS and agree the best VFM delivery option for the transfer of the LRS to Councils.

## **FREQUENCY OF MEETINGS**

8. Working Group meetings to be determined by the Group at the initial meeting. The Group will meet on:-
  -

## **BUSINESS CASE**

9. Appointed consultants should provide an economic appraisal in accordance with NIGEAE guidance to establish the best VFM delivery option for the transfer of the Landlord Registration function to Councils to include the following:
  - (i) the total costs for each individual Council to deliver the registration scheme using an 11 Council model with shared service;
  - (ii) the total costs for the delivery of the registration scheme with a 1 Council model with shared service;
  - (iii) the total costs for the delivery of the LRS with a 2 and 3 Council mode with shared service;
  - (iv) provide a preferred VFM option;

- (v) examine the present fee structure and provide an accurate assessment of the resources required so DfC can be assured that Councils are equipped to implement LRS fully in compliance with legislation and scheme requirements;
- (vi) indicate the full costings for each option and the preferred VFM option required for the transfer and operation of LRS in line with the business case.

## **SECRETARIAT**

- 10. DfC Private Rented Branch will provide secretariat service for the Group, providing any necessary agenda, minutes and associated papers for members and will circulate these in advance of meeting.

DRAFT

DRAFT

**Department for Communities  
Community Regeneration & Housing Group**

**Tender Specification of requirements for  
consultants to assess the full costs of the  
transfer and operation of the Landlord  
Registration Scheme:**

**Specification Requirements**

**March 2020**

## 1. INTRODUCTION

The Department for Communities (DfC), intends to appoint consultants for the transfer of Landlord Registration functions from the Department to Councils. Consultants will be expected to produce an economic appraisal in accordance with NIGEAE guidance to establish:

- The effectiveness of the current scheme in professionalising the sector and the evidence for enhanced regulation;
- the best value for money delivery option for the transfer of the Landlord Registration functions to Councils;
- the most cost effective delivery model for a revised registration scheme;
- benchmarking those against other UK regions which already operate registration schemes; and
- the fee required for full cost recovery.

## 2. BACKGROUND / CONTEXT

The Private Rented Sector (PRS) is the fastest growing housing tenure in Northern Ireland (NI). At the turn of the century, 5% of the households in NI were in the PRS. The most recent figures show that the sector has 136,000 tenancies. It is likely that the population living in the PRS will continue to grow substantially. A recent PwC analysis has forecast that over 25% of households in NI will be in the PRS by 2025, due in part to rising house prices and lender deposit requirements discouraging first time buyers.

The 3 key strategic priorities for the Department are:

- To provide access to decent, affordable, sustainable homes and housing support services;
- To meet the needs of the most vulnerable by tackling disadvantage through a transformed social welfare system, the provision of focused support to the most disadvantaged areas and encouraging social responsibility; and
- To bring divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace.

Housing Group specifically has responsibility for a number of issues including:

- overall control and responsibility for preparing and directing social housing policy in Northern Ireland;
- working closely with the Northern Ireland Housing Executive and Registered Housing Associations in implementing social housing policies;
- regulatory powers over the Northern Ireland Housing Executive and Registered Housing Associations;
- oversight of the PRS;
- appoints the Board of the Northern Ireland Housing Executive and the Rent Assessment Panels;
- taking the lead in the Promoting Social Inclusion review of the difficulties faced by people who are homeless;
- taking the lead in tackling fuel poverty, a major element of which is the Warm Homes Scheme

The Department's vision for the PRS is one which is professional, well managed, affordable, and sustainable and which provides a viable housing option with security for both tenants and landlords.

One step towards this was the transfer of House in Multiple Occupation (HMO) licensing scheme to Councils on 1 April 2019. The transfer has been successful and goes some way to professionalising the sector and improving the quality of HMOs. The key aim of the HMO licensing scheme was to better protect tenants living in HMOs by ensuring that landlords and managing agents meet government regulations about the quality and safety of all HMO accommodation. Under the license, Councils have various functions under the 2016 Act in relation to the enforcement of the HMO licensing regime, ranging from powers to vary and revoke licensing to powers to impose Fixed Penalty Notices and summary conviction offences.

#### Current scheme

The Department is now looking at the potential of transferring the Landlord Registration functions to Councils. The current scheme was introduced in 2014 to enable all private landlords to register and provide details of themselves and their properties creating a single database of Landlords. Landlords pay a £70 fee for a three year registration. Once registered, Landlords receive an initial information pack and a quarterly newsletter. The information collected is available to Councils who use the data to make sure Landlords comply with the law, raise standards and where necessary improve

tenancy management within the sector. Councils, however, continue to raise the issue of funding they need to carry out the associated functions.

The Landlord Scheme Registration Regulations legislated for the appointment of a Registrar to establish and maintain the register. The Landlord Registrar manages the Scheme, including meeting any on-going costs through a registration fee paid by Landlords.

The scheme is administered by nidirect on behalf of the DfC, including processing of applications by telephone and non-electronic postal applications. The service also includes providing advice to applicants through the contact centre. While the Landlord Registration Scheme went some way of professionalising the sector, it is the view from Councils that consideration should be given to strengthen the regulation prior to transferring to Councils. While it established a database which provides a useful source of information, there is little evidence to show it has effected change.

Councils have responsibilities for a wide range of housing related areas, including those contained in the Private Tenancies Order and transfer of Landlord Registration function could enhance and improve the PRS and bring about real improvement to standards across the sector. An independent research project which will examine all aspects and impact of such a transfer is crucial to the successful outcome.

### **3. CONTRACT REQUIREMENTS**

This assignment is critical to the consideration of transfer of the Landlord Registration Scheme to Councils. A detailed assessment of the total costings will provide the assurance for the Department, elected representatives and Council Chief Executives of the total financial support required for the transfer and for Councils to operate the registration scheme effectively.

Appointed consultants should provide an economic appraisal in accordance with NIGEAE guidance to establish the best value for money delivery option for the transfer of the LRS to Councils to include the following:

- How this is delivered in other areas?
- What powers do Councils currently have?

- What changes to legislation will enhance Councils ability to deliver the landlord Registration Scheme?
- What changes do Councils think they need?
- Options for delivery of such a transfer
- What fee would be required for full cost delivery?

The following sections summarise the guidance which should be followed in the completion of the appraisal. Additional guidance on each section can be found on <https://www.dfpni.gov.uk/topics/finance/step-by-step-economic-appraisal-guidance>

### **Establish the need for intervention**

The Landlord Registration Scheme enables all private Landlords to register and provide details of themselves and their properties, creating a single database of Landlords. Landlords pay a £70 fee for a 3 year registration. Once registered, Landlords receive an initial information pack and a quarterly newsletter.

Councils also have the powers to take enforcement action against Landlords who refuse to comply with the law. Enforcement action takes the form of fixed penalty notices being issued and court action if Landlords continue to refuse to comply with Landlord registration and Private Tenancies Order legislation. Returns from Councils to the Department show that there have been limited fixed penalty notices issued since the introduction of the scheme which would either indicate that the majority of Landlords are complying with the law or that Councils are not actively pursuing Landlords in the first instance through encouraging them to comply with the law and follow this up by reminders until the Landlord complies. Councils also advise pursuing a Landlord through the courts is very costly and there is not always a positive outcome. At the end of February 2020, there were 45,557 Landlords with 81,088 properties registered with the scheme. On average 84% of Landlords rent out one or two properties.

The Proposals for Change in the PRS consultation published by the Department in January 2017 proposed an amendment to the Landlord Registration Regulations to incorporate a fitness declaration at the point of registration. It was proposed that the fee for registration could remain the same and the declaration would remain for the registration period. Sample checks would then be carried out by Councils on these declaration. The proposal received mixed responses on the consultation with some

looking for a mandatory licensing scheme with more regulation and others concerned that licensing would place an added financial and administrative burden on Landlords.

Council Chief Executives have stated their approval for an independent report to provide options for suitable delivery model, examining the cost options for each delivery model: 11 separate Council model with shared service model, 1, 2 or 3 separate centres which would mirror the current HMO structure delivered by Belfast City Council, Causeway Coast and Glens Council and Derry City and Strabane Council.

The Department is committed to considering the potential for transferring the Landlord Registration functions to Councils. In order to move the process forward the Department needs to appoint an external consultant to take forward the research and evaluation work.

#### **Define the objectives and constraints**

- define the options with expected costs for a suitable delivery model for the scheme with a breakdown of the total costs of the transfer.
- Provide options on how a new fee structure might support the future administration of the scheme.
- state any key constraints that may influence any future requirement for the operation of the registration scheme eg technical, financial, legal, timing.
- provide sufficient detailed financial assessment.

#### **Identify and describe the options**

- identify and describe the baseline requirement and a suitably wide range of alternative options including those options identified by the Department and any others meriting further consideration.
- choose a suitable number of options as requested for full appraisal.
- where some are rejected before full appraisal, explain reasons for rejection.

#### **Identify and quantify the monetary costs and benefits of options**

- detail the costs and benefits of all options taken to full appraisal.
- express costings in total taking account of deferred income from the Landlord Registration Scheme renewals to expose full resource consequences including opportunity costs.

- assess displacement, and adjust costings accordingly.
- adjust for inflation.
- where cost savings or efficiency improvements are projected, indicate whether they will represent financial savings or redeployment of resources.
- consider any other costs and benefits .

#### **Appraise risks & adjust for optimism bias**

- prepare a risk log identifying and quantifying the main risks associated with the proposal.
- consider how risks compare under the different options.
- adjust costs, benefits and timing assumptions for optimism bias.
- develop suitable risk management and risk reduction strategies.

#### **Weigh up non monetary cost and benefits**

- identify all relevant non-monetary costs and benefits - economic, social, environmental and others.
- quantify them in suitable units where possible.
- show how they compare under the different options - for example, 'list and describe' in simpler cases and use 'impact statement' or 'weighted scoring method' in others.
- consider opportunity costs be they non monetary or otherwise.
- consider need to screen for and/or assess in detail sustainability, equality and lifetime opportunities.
- decide whether any specific types of impact assessment are required- for example, health, environmental, transport, equality or integrated impact assessment.
- explain assumptions clearly. Where employed, weights and scores should be explained individually.
- interpret the results of the non-monetary analysis.

#### **Calculate Net Present Values (NPVs) and assess uncertainties**

- identify phasing of monetary costs and benefits in real terms over a suitable time period, adjusted for optimism bias and (where relevant) relative inflation, displacement and tax differences.

- calculate NPV (or NPC) for each option, using correct discount rate (usually 3.5% pa in real terms).
- Provide a list of assumptions used on which you have based your projections.
- include spreadsheets detailing the calculations, including disaggregation of cost/benefit items.
- show, for each year, the discount factors used, the total NPV for the year, and the cumulative NPV to that year.
- identify the price basis and base year for discounting.
- test and interpret the sensitivity of the NPVs (or NPCs) to changes in important assumptions, and explain choice of variations covered.
- interpret the results - for example, estimate the probability of various possible outcomes and implications for option ranking.
- provide sufficient detail to enable checking of calculations.

**Assess affordability and record arrangements for funding, management, procurement, marketing, benefits realisation, monitoring and ex post evaluation:**

- **affordability** - include budget, cash flow and funding statements, phased over time.
- **management** - provide details of proposed personnel, procurement method, timetable, benefits realisation plan, accommodation needs, staffing issues.
- **procurement** - assess alternative procurement options.
- **marketing** - provide market assessment and marketing plan as appropriate
- **benefits realisation** - include draft BRP. .
- **monitoring** - Indicate how the proposed option should be monitored during and after implementation.
- **evaluation** - record pre-implementation levels of resource use and service provision - indicate factors to be evaluated, when, how and by whom.

**Assess the balance of advantage between the options and present the results and conclusions**

- write up the steps of the appraisal in the order shown here.
- give details of assumptions and calculations, using appropriate appendices.
- include summary of main results (that is, NPVs/NPCs, unquantifiables and uncertainties) for each option.
- draw out the balance of advantage among options, assess VFM and affordability, and record conclusions and recommendations.

#### **4. RESEARCH METHODOLOGY**

Tenderers should provide details of their proposed methodology to develop the economic appraisal. The successful tenderers will be expected to liaise closely with the Department project team to identify the key assumptions in relation to the proposed options on which the economic appraisal will be based.

The Department will provide data in relation to cost analysis of the present LRS which can be used to benchmark and provide the consultant with a cost comparison. This will assist the consultant in providing analysis and comment on the full range of options under consideration.

It is expected that any financial analysis undertaken will provide examples of benchmarking financial options against those registration schemes already operating in other parts of the United Kingdom.

#### **5. PAYMENT SCHEDULE AND TIMESCALES**

The assignment must be completed no later than **June 2020**?

The following payment schedule will apply:

- 30% on receipt of PID
- 30% on completion of draft report
- 40% on acceptance of the final report.

The Department makes prompt payments in line with the Northern Ireland Executive's commitment to pay suppliers as quickly as possible, whereby payment will ideally be made in respect of a validated invoice within the 10 working days best practice target and certainly within the statutory 30 day target.

#### **6. CONFLICT OF INTEREST**

The service provider will be required to adhere to high standards of propriety, including impartiality, integrity and objectivity. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the Department

should be declared. Both real and perceived conflicts of interest must be declared, as the appearance of a conflict could be as damaging as the existence of an actual conflict.

All submissions will be assessed on merit and not treated more or less advantageously because of an actual or perceived conflict of interest. Tenderers are advised that the quality of tender documentation will be the primary consideration in the evaluation process. Tenderers are required to highlight relevant previous experience in similar contracts. While this will be taken into account, where appropriate, the Department **will not attribute any ability not stated in the tender submission**. Any accreditations held by tenderers should be detailed in their tender submission.

DRAFT

### **Options for a suitable delivery model**

**Approach 1** - the total costs for each individual council to deliver the registration scheme using an 11 council model with shared service;

**Approach 2** - the total costs for the delivery of the registration scheme with a 1 council model with shared service;

**Approach 3** the total costs for the delivery of the registration scheme with a 2 and 3 council mode with shared service;

Consultants will provide an independent robust business case which will access the full costs for the transfer to include the preferred value for money option for the effective delivery of the licensing scheme with the recommendation of a suitable delivery model.

### **Options for new fee structure**

Provide options on how a new fee structure might support the future administration of the registration scheme taking consideration to ensure future compliance. Research to access future costs of the registration fee should be benchmarked against other UK regions already operating similar schemes.

Indicate the full costings for each option and the preferred VFM option required for the transfer and operation of the registration scheme by councils in line with the business case.

### **Overall assessment for entire costs**

Provide an overall assessment for the full costs of the transfer LRS from the Department (to include potential set up costs and the staffing requirement) and the future options for the operation of Landlord Registration by councils.



FAO Donna Doherty

[Donna.Doherty@asmmagherafelt.com](mailto:Donna.Doherty@asmmagherafelt.com)

ASM Chartered Accountants (Magherafelt),

Unit 12 The Diamond Centre,

Market Street,

Magherafelt.

County Derry/Londonderry.

BT45 6ED

4<sup>th</sup> September 2020

Dear Ms Doherty,

**Potential Transfer of the Landlord Registration Scheme from Department for Communities (DFC) to Councils**

Representatives from Environmental Health Northern Ireland (EHNI) met with the Department for Communities (DFC) officers on 12<sup>th</sup> March 2020 at Lough Neagh Discovery Centre, to discuss the potential transfer of the Landlord Registration Scheme from DFC to Councils.

Subsequent to the above mentioned meeting, colleagues from DFC have informed Councils that they have appointed your company to assess potential delivery model options and costs of the transfer of the Landlord Registration Scheme to Councils. I understand that you are contacting each Council to seek views and discuss options around the transfer of the Landlord Registration function.

Whilst each Council will provide you with feedback, EHNI members would like to collectively highlight the following comments in relation to the proposed transfer:

- Councils are currently facing increasing pressures with limited resources to deal with the impact of delivering services under the current Covid restrictions as well as responding to the requirement to enforce new powers under The Health Protection (Coronavirus Restrictions) Regulations. The feasibility and timing of any proposed transfer of this function must be to the forefront of such any deliberations.
- During the initial meeting (on 12<sup>th</sup> March) Councils indicated the collective view that the current registration system provides an administrative landlord database but that it has limited scope to improve the overall standards of private

rented sector accommodation, should the transfer to Councils proceed in the current configuration.

- Any transfer of the scheme must ensure that the outcomes for overall regulatory services are improved by allowing Council officers to access the database to deal with wider issues. Currently, Councils cannot use the information held on the database for other issues such as noise, anti-social behaviour, animal welfare, Clean Neighbourhoods enforcement or Building Control enforcement.
- Any changes to the Landlord Registration Scheme needs to be underpinned by a change in the Fitness Standard, otherwise the standard of properties in the privately rented sector will not improve. The current statutory fitness standard is nearly 40 years old, is not fit for purpose and must be reviewed as part of this process. Furthermore, standards will not improve unless rented properties undergo a regulatory inspection or landlords make a declaration of fitness at the point of registration. Any such scheme linked to the registration will need to be sufficiently funded so that there are no additional costs to Councils arising from its implementation and administration.
- Any new proposed model (be it one regional model, 11 Council model or cluster model) must be delivered in a consistent way and have a clear and simplified presence to the public and to landlords. The HMO function has a separate brand and provides visibility and distinction to agents, landlords and tenants. Councils are concerned that moving away from a single regional model will become an administrative burden for landlords and may result in a more fragmented system for Councils to administer bearing in mind that there are multiple landlords with multiple tenancies across different Council areas.

EHNI members are supportive of the need to introduce measures which will ultimately improve that overall standard of the private rented housing stock, however, the transfer of the function in its current format will result in the transfer of an administrative function which will not afford any scope for intervention to improve the housing stock and therefore affords no appreciable benefits to Councils.

EHNI members wish to highlight these comments for your consideration as part of the current scoping exercise and we look forward to further engagement when the options have been fully considered.

Yours sincerely,



Vivienne Donnelly  
Chair of EHNI



<b>Report on</b>	Building Control Workload
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	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	Building Control applications are received in three different forms:-  a Full Applications - submitted with detailed working drawings.  b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc.  c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval.				
<b>3.0</b>	<b>Main Report</b>				
<b>3.1</b>	<b>Workload Analysis</b>	<b>October 2020</b>	<b>October 2019</b>	<b>Accum. 2020/21</b>	<b>Accum. 2019/20</b>
	Total number of Applications	<b>135</b>	<b>177</b>	<b>784</b>	<b>1179</b>
	Full plans applications received	<b>59</b>	<b>68</b>	<b>405</b>	<b>487</b>
	Building Notices applications received	<b>58</b>	<b>91</b>	<b>311</b>	<b>557</b>
	Regularisation applications received	<b>18</b>	<b>18</b>	<b>68</b>	<b>135</b>
	Estimated value of works submitted	<b>£15,050,256</b>	<b>£7,445,805</b>	<b>86,226,467</b>	<b>£112,301,838</b>
	Number of inspections carried out by Building Control Officers	<b>697</b>	<b>885</b>	<b>3492</b>	<b>5854</b>

	Commencements	<b>164</b>	<b>219</b>	<b>766</b>	<b>1311</b>
	Domestic Dwellings	<b>53</b>	<b>55</b>	<b>368</b>	<b>419</b>
	Domestic alterations and Extensions	<b>92</b>	<b>133</b>	<b>329</b>	<b>759</b>
	Non-Domestic work	<b>19</b>	<b>31</b>	<b>69</b>	<b>133</b>
	Completions	<b>128</b>	<b>187</b>	<b>530</b>	<b>1071</b>
	Domestic Dwellings	<b>59</b>	<b>68</b>	<b>279</b>	<b>433</b>
	Domestic alterations and Extensions	<b>67</b>	<b>100</b>	<b>216</b>	<b>564</b>
	Non-Domestic work	<b>2</b>	<b>19</b>	<b>35</b>	<b>74</b>
	Property Certificates Received	<b>257</b>	<b>193</b>	<b>962</b>	<b>1262</b>
<b>3.2</b>	As previously indicated, the Building Control Department have continued to provide a full service to the Public as required during the Covid-19 Pandemic.				
<b>3.3</b>	It should be noted from the Workload Analysis in 3.1, that the full range of applications are still being received and administered in accordance with our procedures and performance criteria.				
<b>3.4</b>	During the initial stages of Covid-19, the number of applications submitted and requested inspections reduced considerably as the result of the initial lockdown. However, it should be noted that the demand for the service has recovered considerably to the point where plans submitted for full plan applications as well as work on site for non-domestic works and new dwellings is now closely aligned with 2019/20.				
<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 October 2020**

<b>Applicant</b>	<b>Location of Development</b>	<b>Details of Development</b>	<b>Estimated value of development</b>
Newpark Developments Ltd	Off Old Eglish Road, Dungannon.	Erection of 49 Dwellings (Ave Floor Area 86m2) B.C. fee - £7,805	£2,663,825
FP McCann Ltd	Blackberry Hill, Maghera.	Erection of 26 Dwellings B.C. fee - £4,765	£2,500,000
West Division Developments Ltd	Kiltagh Manor, Ardboe.	Erection of 14 Dwellings (Ave Floor Area 105m2) B.C. fee - £2,987	£833,602
W Drennan	Unit E, 24a Lisgorgan Lane, Upperlands.	Erection of an Industrial Unit (Floor Area 3657 m2) B.C. fee - £2,930	£497,480
S McGeary	Lurgylea Road, Galbally.	Erection of a Storage Building (Floor Area 912 m2) B.C. fee - £2,770	£465,408
SK Group	45 Killymoon Street, Cookstown.	Alterations & Refit of Existing Drive Through Restaurant. B.C. fee - £2440	£400,000



<b>Report on</b>	Entertainment Licensing Applications
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	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.
<b>2.0</b>	<b>Background</b>
2.1	The Council has responsibility for licensing places of entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985.
2.2	Entertainment Licensing applications are received on a continued basis across the District.
2.3	Statutory consultations are carried out with PSNI and NIFRS for each Entertainment Licence application (grant or renewal) submitted.
<b>3.0</b>	<b>Main Report</b>
3.1	As previously agreed a list of applications for all grant/renewal of Entertainment Licences in Mid Ulster District Council is attached (see Appendix 1). The number of applications received on a monthly basis will vary depending on the date of expiry of the current licence.
3.2	Each application is accompanied by the following documentation: <ul style="list-style-type: none"> <li>1 A current Fire Risk Assessment detailing the following: <ul 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> </ul> <p>The fire risk assessment submitted is audited by the inspecting officer.</p> </li> <li>2 Electrical certification is required for the following: <ul style="list-style-type: none"> <li>(a) General electrical installation</li> <li>(b) Emergency lighting system</li> <li>(c) Fire alarm system</li> </ul> </li> <li>3 Details of current public liability insurance for premises</li> </ul>

<p>3.3</p>	<p>4 Copy of public advertisement in local press</p> <p>Following the application for the Grant/Renewal of an Entertainment Licence being submitted and validated, an inspection is carried out to ensure that the premises are in compliance with all relevant guidance and legislation. 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> <p>3.4 Entertainment licensing applications have continued to be processed where possible including statutory consultations with external Bodies as required by legislation.</p> <p>3.5 Licences have been issued where inspections had been completed and all points requiring attention have been addressed.</p> <p>3.6 Inspection of venues have re-commenced where it is possible to do so and specifically where issues in relation to the current Covid-19 Guidance can be achieved.</p> <p>3.7 In addition, within the correspondence to all licensees which accompanies newly issued licences, it is highlighted that on re-opening of their premises, the numbers permitted will be reduced in line with current Government Guidance regarding Covid-19.</p>
<p><b>4.0</b></p>	<p><b>Other Considerations</b></p>
<p><b>4.1</b></p>	<p><b>Financial, Human Resources &amp; Risk Implications</b></p> <p>Financial: Within Current Resources</p> <p>Human: Within Current Resources</p> <p>Risk Management: None</p>
<p><b>4.2</b></p>	<p><b>Screening &amp; Impact Assessments</b></p> <p>Equality &amp; Good Relations Implications: None</p> <p>Rural Needs Implications: None</p>

<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 October 2020**

<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 Number of Patrons</b>
P Toner	The Thatch Bar	19 Molesworth Street, Cookstown	Annual	Monday To Saturday From: 11.30 To: 01.30  Sunday From: 12.30 To: 24.30	50
M Carolan	CRAIC Theatre	Dungannon Road, Coalisland	Annual	Monday To Sunday From: 09.00 To: 22.00	379
B Heron	Evergreen Social Club	27 Moss Road, Cookstown	Annual	Monday To Saturday From: 19.30 To: 23.30  Sunday From: 11.30 To: 22.30	75

<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 Number of Patrons</b>
F Lavery	PB's BAR	1 Dungannon Street, Moy	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 24.00	82
Ardboe Parish Centre		105 Mullanahoe Road, Dungannon	Annual	Monday To Sunday From: 11.00 To: 24.00	1000
C McCausland	The Lower House	38 Main Street, Donaghmore	Annual	Monday To Saturday From: 11.00 To: 01.00  Sunday From: 11.00 To: 01.00	200
C Eastwood	Dunleath Bar	58-66 Church Street, Cookstown		Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 24.00	135

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max Number of Patrons
U Corr	Ma Quinns	65 James Street, Cookstown	Annual	Monday To Saturday From: 11.30 To: 01.00  From: 12.30 To: 01.00	60
J Lamont	Cookstown Royal British Legion Club Ltd	19 Burn Road, Cookstown	Annual	Monday To Thursday & Sunday From: 11.30 To: 23.00  Friday & Saturday From: 11.30 To: 01.00  Sunday From: 11.30 To: 23.00	300

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max Number of Patrons
C Sheeran	Bottle Of Benburb	241-247 Derryfubble Road, Benburb	Annual	Monday To Wednesday From: 12.00 To: 24.00  Thursday to Saturday From: 12.00 To: 01.00  Sunday From: 12.00 To: 24.30	90
C McAleer	McAleer's Bar	5-11 Donaghmore Road, Dungannon	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 11.30 To: 24.00	330

<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 Number of Patrons</b>
O Mulligan	Mulligans Club INF	33 Chapel Street, Cookstown	Annual	Monday to Thursday From: 12.00 To: 23.00  Friday & Saturday From: 12.00 To: 01.00  Sunday From: 12.00 To: 24.00	160
E Cassidy	Gormley's Bar	3 Church Street, Ballygawley	Annual	Monday to Saturday From: 11.30 To: 24.30  Sunday From: 12.00 To: 24.30	80
G McCulloch	St Swithin's Church Hall	47 Church Street, Magherafelt	14 Unspecified Days	Monday To Sunday From: 18.00 To: 24.00	380

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours proposed	Max Number of Patrons
S Thom	Royal Hotel	64-72 Coagh Street, Cookstown	Annual	Monday To Saturday From: 11.00 To: 01.00  From: 11.00 To: 24.00	759
B Cleary	The Ceili House	48 Main Street, Coalisland	Annual	Monday To Saturday From: 11.30 To: 01.30  Sunday From: 12.30 To: 24.30	50

Appendix 2

**Schedule of applications Issued for the Grant/Renewal of Entertainment Licences in October 2020**

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
R Paul	Maghera Presbyterian Church Hall	7 Meeting House Avenue, Maghera	14 Unspecified Days	Monday To Saturday From: 17.00 To: 24.00
P Gervin	Gervin's Bar	1 Barrack Square, Coalisland	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.00 To: 24.00
K McNally	Dan's Bar	35 North Street, Stewartstown	Annual	Monday to Friday From: 11.30 To: 23.30  Saturday From: 12.30 To: 23.30  Sunday From: 12.30 To: 22.30

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
D McGuckin	Michael Davitts GAC	37 Garvagh Road, Swatragh	14 Unspecified Days	Monday – Friday From: 11.00 To: 23.00  Saturday From: 11.00 To: 01.00  Sunday From: 11.00 To: 23.00
Glasgowbury	Cornstore Creative Hub	20a High Street, Draperstown	14 Unspecified Days	Monday To Thursday From: 19.00 To: 23.00  Friday & Saturday From: 19.00 To: 01.00  Sunday From: 19.00 To: 22.00
Desertmartin Select Vestry (S Hudson)	Desertmartin Parish Hall	19 Dromore Road, Desertmartin	14 Unspecified Days	Monday To Sunday From: 12.00 To: 24.00

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
J Devlin	Drummullan Parish Hall	81 Moneyhaw Road, Moneymore	14 Unspecified Days	Monday To Sunday From: 10.00 To: 24.00
H & T McGlone	Mary's Bar	10 Market Street Magherafelt	Annual	Monday To Saturday From: 11.30 To: 02.00  Sunday From: 12.30 To: 24.00
M Marcus	Parkanaur Manor House	57 Parkanaur Road, Dungannon	Annual	Monday to Sunday From: 08.00 To: 01.00

Name of Applicant	Name of Premises	Address of Premises	Type of Licence	Days and Hours Granted
F Hall	Royal British Legion	54b Scotch Street, Dungannon	Annual	Monday To Wednesday From: 18.00 To: 22.30  Thursday From: 15:00 To: 22.30  Friday From: 17.00 To: 23.00  Saturday From: 12.00 To: 23.00

<b>Report on</b>	Dual Language Signage Surveys
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	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	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.
2.2	The Policy for Dual Language Nameplate Signage – as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, all occupiers as listed on the Electoral Register residing on the streets/roads as noted below were canvassed, by post seeking their views on the request to erect dual-language street nameplates in the Irish Language as requested in each case.
<b>3.0</b>	<b>Main Report</b>
3.1	The Building Control Service within the Public Health and Infrastructure Directorate issued occupiers of the undernoted streets, correspondence seeking their views on the request to erect a dual-language street nameplate.  Completed surveys were received by the return date and the outcome is as follows in each case:

3.2

Name of Street	Keeran Braye
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	13/10/2020
Surveys Issued	25/08/2020
Surveys returned by	22/09/2020
Survey Letters Issued	34
Survey Letters Returned	5
Replies in Favour	5
Replies not in Favour	0
Invalid	0
Valid Returns	5
Percentage in Favour	100%

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

3.3

Name of Street	Cadian Road
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	13/10/2020
Surveys Issued	25/08/2020
Surveys returned by	22/09/2020
Survey Letters Issued	159
Survey Letters Returned	57
Replies in Favour	28
Replies not in Favour	27
Invalid	2
Valid Returns	55
Percentage in Favour	51%

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

.  
.

3.4

Name of Street	Finnobar
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	13/10/2020
Surveys Issued	25/08/2020
Surveys returned by	22/09/2020
Survey Letters Issued	31
Survey Letters Returned	8
Replies in Favour	5
Replies not in Favour	0
Invalid	3
Valid Returns	5
Percentage in Favour	100%

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

3.5

Name of Street	Lovedale
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	13/10/2020
Surveys Issued	25/08/2020
Surveys returned by	22/09/2020
Survey Letters Issued	20
Survey Letters Returned	0
Replies in Favour	0
Replies not in Favour	0
Invalid	0
Valid Returns	0
Percentage in Favour	N/A

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers did not indicate that they were in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Lovedale, Ballyronan will not be approved or erected.

3.6

Name of Street	Lisacclare Road
Language Requested	Irish
Date Request Validated	15/06/2020
Environment Committee informed of survey request	13/10/2020
Surveys Issued	25/08/2020
Surveys returned by	22/09/2020
Survey Letters Issued	102
Survey Letters Returned	34
Replies in Favour	23
Replies not in Favour	11
Invalid	0
Valid Returns	34
Percentage in Favour	68%

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

3.7

Name of Street	Fallylea Lane
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	13/10/2020
Surveys Issued	25/08/2020
Surveys returned by	22/09/2020
Survey Letters Issued	49
Survey Letters Returned	26
Replies in Favour	26
Replies not in Favour	0
Invalid	0
Valid Returns	26
Percentage in Favour	100%

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

3.8

Name of Street	Fairmount Park
Language Requested	Irish
Date Request Validated	16/06/2020
Environment Committee informed of survey request	07/07/2020
Surveys Issued	01/09/2020
Surveys returned by	01/09/2020
Survey Letters Issued	89
Survey Letters Returned	16
Replies in Favour	13
Replies not in Favour	2
Invalid	1
Valid Returns	15
Percentage in Favour	87%

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

3.9

Name of Street	The Quays
Language Requested	Irish
Date Request Validated	29/06/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	01/09/2020
Surveys returned by	29/09/2020
Survey Letters Issued	30
Survey Letters Returned	6
Replies in Favour	6
Replies not in Favour	0
Invalid	0
Valid Returns	6
Percentage in Favour	100%

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

3.10

Name of Street	Springdale
Language Requested	Irish
Date Request Validated	17/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	01/09/2020
Surveys returned by	29/09/2020
Survey Letters Issued	111
Survey Letters Returned	22
Replies in Favour	18
Replies not in Favour	0
Invalid	4
Valid Returns	18
Percentage in Favour	100%

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

3.11

Name of Street	Lisnahull Road
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	01/09/2020
Surveys returned by	29/09/2020
Survey Letters Issued	64
Survey Letters Returned	11
Replies in Favour	8
Replies not in Favour	3
Invalid	0
Valid Returns	11
Percentage in Favour	73%

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

3.12

Name of Street	Torrent Glen
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	01/09/2020
Surveys returned by	29/09/2020
Survey Letters Issued	16
Survey Letters Returned	9
Replies in Favour	4
Replies not in Favour	5
Invalid	0
Valid Returns	9
Percentage in Favour	44%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers did not indicate that they were in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Torrent Glen, Castlecaulfield will not be approved or erected.

3.13

Name of Street	Derryvale Grove
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	01/09/2020
Surveys returned by	29/09/2020
Survey Letters Issued	15
Survey Letters Returned	6
Replies in Favour	6
Replies not in Favour	0
Invalid	0
Valid Returns	6
Percentage in Favour	100%

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

3.14

Name of Street	Killymaddy Hill
Language Requested	Irish
Date Request Validated	06/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	02/09/2020
Surveys returned by	30/09/2020
Survey Letters Issued	20
Survey Letters Returned	4
Replies in Favour	1
Replies not in Favour	1
Invalid	2
Valid Returns	2
Percentage in Favour	50%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers did not indicate that they were in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Killymaddy Hill, Dungannon will not be approved or erected.

3.15

Name of Street	Ballysaggart Park
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	02/09/2020
Surveys returned by	30/09/2020
Survey Letters Issued	102
Survey Letters Returned	38
Replies in Favour	35
Replies not in Favour	0
Invalid	3
Valid Returns	35
Percentage in Favour	100%

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

3.16

Name of Street	Lisnahull Terrace
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	02/09/2020
Surveys returned by	30/09/2020
Survey Letters Issued	7
Survey Letters Returned	3
Replies in Favour	3
Replies not in Favour	0
Invalid	0
Valid Returns	3
Percentage in Favour	100%

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

3.17

Name of Street	Annaghmore Meadows
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	02/09/2020
Surveys returned by	30/09/2020
Survey Letters Issued	26
Survey Letters Returned	11
Replies in Favour	10
Replies not in Favour	0
Invalid	1
Valid Returns	10
Percentage in Favour	100%

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

3.18

Name of Street	Davagh Road
Language Requested	Irish
Date Request Validated	16/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	02/09/2020
Surveys returned by	30/09/2020
Survey Letters Issued	28
Survey Letters Returned	16
Replies in Favour	14
Replies not in Favour	0
Invalid	2
Valid Returns	14
Percentage in Favour	100%

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

3.19

Name of Street	Lismore Drive
Language Requested	Irish
Date Request Validated	30/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	02/09/2020
Surveys returned by	30/09/2020
Survey Letters Issued	53
Survey Letters Returned	13
Replies in Favour	12
Replies not in Favour	0
Invalid	1
Valid Returns	12
Percentage in Favour	100%

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

3.20

Name of Street	Tullyaran Road
Language Requested	Irish
Date Request Validated	30/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	15/09/2020
Surveys returned by	13/10/2020
Survey Letters Issued	55
Survey Letters Returned	44
Replies in Favour	19
Replies not in Favour	24
Invalid	1
Valid Returns	43
Percentage in Favour	44%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers did not indicate that they were in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Tullyaran Road, Dungannon will not be approved or erected.

3.21

Name of Street	Broughderg Road
Language Requested	Irish
Date Request Validated	30/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	15/09/2020
Surveys returned by	13/10/2020
Survey Letters Issued	14
Survey Letters Returned	13
Replies in Favour	9
Replies not in Favour	0
Invalid	4
Valid Returns	9
Percentage in Favour	100%

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

3.22

Name of Street	Foxborough
Language Requested	Irish
Date Request Validated	22/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	15/09/2020
Surveys returned by	13/10/2020
Survey Letters Issued	110
Survey Letters Returned	42
Replies in Favour	42
Replies not in Favour	0
Invalid	0
Valid Returns	42
Percentage in Favour	100%

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

3.23

Name of Street	Cloneen
Language Requested	Irish
Date Request Validated	23/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	15/09/2020
Surveys returned by	13/10/2020
Survey Letters Issued	95
Survey Letters Returned	16
Replies in Favour	14
Replies not in Favour	0
Invalid	2
Valid Returns	14
Percentage in Favour	100%

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

3.24

Name of Street	Main Street
Language Requested	Irish
Date Request Validated	30/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	15/09/2020
Surveys returned by	13/10/2020
Survey Letters Issued	22
Survey Letters Returned	12
Replies in Favour	3
Replies not in Favour	7
Invalid	2
Valid Returns	10
Percentage in Favour	30%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers did not indicate that they were in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Main Street, Donaghmore will not be approved or erected.

3.25

Name of Street	Keerin Road
Language Requested	Irish
Date Request Validated	30/07/2020
Environment Committee informed of survey request	08/09/2020
Surveys Issued	15/09/2020
Surveys returned by	13/10/2020
Survey Letters Issued	52
Survey Letters Returned	30
Replies in Favour	28
Replies not in Favour	0
Invalid	2
Valid Returns	28
Percentage in Favour	100%

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

<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 results of the surveys for application of Dual Language Nameplates in Irish for the streets/roads as detailed below.
5.2	Where more than 51 % of occupiers of the streets as noted below, responded to indicate that they were in favour of the erection of a dual language signage, nameplates will be erected.
	<ol style="list-style-type: none"> <li>1 Keeran Braye, Pomeroy</li> <li>2 Cadian Road, Dungannon</li> <li>3 Finnobar, Coagh</li> <li>4 Lisaclare Road, Stewartstown</li> <li>5 Fallylea Lane, Maghera</li> <li>6 Fairmount Park, Dungannon</li> <li>7 The Quays, Moy</li> <li>8 Springdale, Dungannon</li> <li>9 Lisnahull Road, Dungannon</li> <li>10 Derryvale Grove, Coalisland</li> <li>11 Ballysaggart Park, Dungannon</li> <li>12 Lisnahull Terrace, Dungannon</li> </ol>

5.3	<p><b>13 Annaghmore Meadows, Coalisland</b></p> <p><b>14 Davagh Road, Omagh</b></p> <p><b>15 Lismore Drive, Donaghmore</b></p> <p><b>16 Broughderg Road, Omagh</b></p> <p><b>17 Foxborough, Dungannon</b></p> <p><b>18 Cloneen, Dungannon</b></p> <p><b>19 Keerin Road, Cookstown</b></p> <p>Where more than 51 % of occupiers of the street as noted below did not respond to indicate that they were in favour of the erection of a dual-language street nameplate, then the dual language nameplate will not be erected.</p> <ol style="list-style-type: none"> <li><b>1. Lovedale, Ballyronan</b></li> <li><b>2. Torrent Glen, Castlecaulfield</b></li> <li><b>3. Killymaddy Hill, Dungannon</b></li> <li><b>4. Tullyaran Road, Dungannon</b></li> <li><b>5. Main Street, Donaghmore</b></li> </ol>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Dual Language Nameplate Translation for each street/road.



Appendix 1

**Dual Language Nameplates**

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Keeran Braye</b>	<b>Brí an Chaorthainn</b>
<b>Townlands</b>	<b>Cavanakeeran</b>	<b>Cabhán an Chaorthainn</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Cadian Road</b>	<b>Bóthar an Chéidín</b>
<b>Townland</b>	<b>Cadian</b> <b>Derrylattinee</b>	<b>An Céidín</b> <b>Doire Leachtán Aodha</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Finnobar</b>	<b>Fionndhobhar</b>
<b>Townland</b>	<b>Sessia</b>	<b>Seisíoch</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Lisacclare Road</b>	<b>Bóthar Lios an Chláir</b>
<b>Townland</b>	<b>Gortatray</b>	<b>Gort an tSrae</b>
	<b>Mullantain</b>	<b>Mullach an tSiáin</b>
	<b>Aughrimderg</b>	<b>Achadh Dhroim Dearg</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Fallylea Lane</b>	<b>Bóithrín Fháladh Fhleadha</b>
<b>Townlands</b>	<b>Fallagloon</b>	<b>Fáladh Ghlún</b>
	<b>Fallylea</b>	<b>Fáladh Fhleadha</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Fairmount Park</b>	<b>Páirc Chnocán an Aonaigh</b>
<b>Townland</b>	<b>Drumcoo</b>	<b>Droim Cuach</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>The Quays</b>	<b>Na Céanna</b>
<b>Townland</b>	<b>Moy</b>	<b>An Mhaigh</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Springdale</b>	<b>Gleann an Tobair</b>
<b>Townland</b>	<b>Drumcoo</b>	<b>Droim Cuach</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Lisnahull Road</b>	<b>Bóthar Lios an Choill</b>
<b>Townland</b>	<b>Drumcoo</b> <b>Lisnahull</b>	<b>Droim Cuach</b> <b>Lios an Choill</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Derryvale Grove</b>	<b>Garrán Ghleann an Doire</b>
<b>Townland</b>	<b>Farlough</b>	<b>Forloch</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Ballysaggart Park</b>	<b>Páirc Bhaile na Sagart</b>
<b>Townlands</b>	<b>Lisnahull</b>	<b>Lios an Choill</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Lisnahull Terrace</b>	<b>Ardán Lios an Choill</b>
<b>Townland</b>	<b>Lisnahull</b>	<b>Lios an Choill</b>
	<b>Drumcoo</b>	<b>Droim Cuach</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Annaghmore Meadows</b>	<b>Cluainte Eanach Mór</b>
<b>Townland</b>	<b>Annaghmore</b>	<b>Eanach Mór</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Davagh Road</b>	<b>Bóthar Dhabhcha</b>
<b>Townland</b>	<b>Broughderg</b>	<b>Bruach Dearg</b>
	<b>Tullybrick</b>	<b>An Tulaigh Bhric</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Lismore Drive</b>	<b>Céide Lios Mór</b>
<b>Townlands</b>	<b>Donaghmore</b>	<b>Domhnach Mór</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Broughderg Road</b>	<b>Bóthar Bhruach Dearg</b>
<b>Townland</b>	<b>Broughderg</b>	<b>Bruach Dearg</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Foxborough</b>	<b>Baile an tSionnaigh</b>
<b>Townlands</b>	<b>Lisnahull</b> <b>Mullaghmore</b>	<b>Lios an Choill</b> <b>An Mullach Mór</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Cloneen</b>	<b>Cluainín</b>
<b>Townland</b>	<b>Killymaddy (Knox)</b>	<b>Coill na Madadh (Cnoc)</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Keerin Road</b>	<b>Bóthar an Chaoráin</b>
<b>Townland</b>	<b>Meenascallagh</b> <b>Broughderg</b>	<b>Mín na Sceallach</b> <b>Bruach Dearg</b>



<b>Report on</b>	Dual Language Signage Requests
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	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	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.
2.2	The Policy for Dual Language Nameplate Signage as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, the Environment Committee will be informed of requests which have been validated and are proceeding to survey.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Building Control Service within the Public Health and Infrastructure Directorate 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> <ol style="list-style-type: none"> <li>1. Church View, Coalisland (see Appendix 1)</li> <li>2. Woodlawn Drive, Dungannon (see Appendix 2)</li> <li>3. Hillview Avenue, Donaghmore (see Appendix 3)</li> <li>4. Lambfield Court, Dungannon (see Appendix 4)</li> <li>5. Annagole, Dungannon (see Appendix 5)</li> <li>6. Eskragh Road, Dungannon (see Appendix 6)</li> <li>7. Gortlenaghan Road, Dungannon (see Appendix 7)</li> <li>8. Maplebrook Court, Coalisland (see Appendix 8)</li> <li>9. The Vale, Dungannon(see Appendix 9)</li> <li>10. Doan Place, Dungannon (see Appendix 10)</li> <li>11. Hunters Chase, Moy (see Appendix 11)</li> </ol>

3.2	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 letters of request attached in Appendices 1-11.
<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.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Letter received from a resident of Church View, Coalisland
6.2	Appendix 2 – Letter received from a resident of Woodlawn Drive, Dungannon
6.3	Appendix 3 – Letter received from a resident of Hillview Avenue, Donaghmore
6.4	Appendix 4 – Letter received from a resident of Lambfield Court, Dungannon
6.5	Appendix 5 – Letter received from a resident of Annagole, Dungannon
6.6	Appendix 6 – Letter received from a resident of Eskragh Road, Dungannon
6.7	Appendix 7 – Letter received from a resident of Gortlenaghan Road, Dungannon
6.8	Appendix 8 – Letter received from a resident of Maplebrook Court, Coalisland
6.9	Appendix 9 – Letter received from a resident of The Vale, Dungannon
6.10	Appendix 10 – Letter received from a resident of Doan Place, Dungannon
6.11	Appendix 11 – Letter received from a resident of Hunters Chase, Moy

Church View  
Coalisland  
Co. Tyrone  
Northern Ireland  
BT71 4HS

Building Control Service  
Mid Ulster Council  
Ballyronan Road  
Magherafelt  
BT45 6EN

10th February 2020

Dear Sirs,

**Re: Dual Language Signage Request for Church View, Coalisland**

We refer to the above matter and your Street Naming and Dual Language Signage Policy.

We are residents of the aforementioned address and are writing to request the installation of dual language signage (Irish/English) at Church View.

We look forward to hearing from you in due course in respect of this matter.

Kind regards,

Mid Ulster District Council  
10 FEB 2020  
Building Control Department  
(Magherafelt Office)

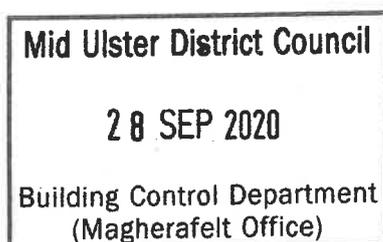
Woodlawn Drive  
Dungannon  
Tyrone  
BT70 1AJ

1<sup>st</sup> September 2020

Willie Wilkinson  
Building Control Service,  
Mid Ulster Council  
Ballyronan Road,  
Magherafelt,  
BT45 6EN

I request dual language signage (Irish/English) for Woodlawn Drive,  
Dungannon.

Yours



Hillview Avenue  
Donaghmore  
Co Tyrone  
BT70 3DL

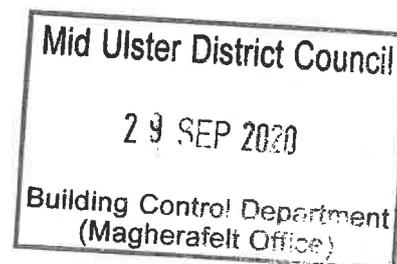
Dear Mid-Ulster Council/Comhairle Ceantair Lár Uladh,

I would like to make a request to Building Control Services within the Public Health and Infrastructure Department regarding the putting up of dual language signage (Irish-English) at Hillview Avenue, Donaghmore, Co Tyrone, BT70 3DL.

I am an occupier of the address above and appear on the Electoral Register as maintained for the Electoral Office for NI.

If you wish to contact me regarding my request you can reach me at the address stated above or via e-mail at

Yours sincerely/Is mise le meas,



Appendix 4

Lambfield Court  
Dungannon  
Tyrone  
BT71 6GB

30<sup>th</sup> September 2020

Willie Wilkinson  
Building Control Service,  
Mid Ulster Council  
Ballyronan Road,  
Magherafelt,  
BT45 6EN

I request dual language signage (Irish/English) for Lambfield Court,  
Dungannon.

Mid Ulster District Council  
- 2 OCT 2020  
Building Control Department  
(Magherafelt Office)

Yours

Annagole  
Dungannon  
Tyrone  
BT70 1UA

30<sup>th</sup> September 2020

Willie Wilkinson  
Building Control Service,  
Mid Ulster Council  
Ballyronan Road,  
Magherafelt,  
BT45 6EN

I request dual language signage (Irish/English) for Annagole,  
Dungannon.

Yours

Mid Ulster District Council  
- 7 OCT 2020  
Building Control Department  
(Magherafelt Office)

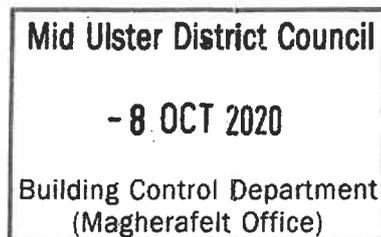
Eskragh Road  
Dungannon  
Tyrone  
BT70 1NN

2<sup>nd</sup> October 2020

Willie Wilkinson  
Building Control Service,  
Mid Ulster Council  
Ballyronan Road,  
Magherafelt,  
BT45 6EN

I request dual language signage (Irish/English) for Eskragh Road,  
Dungannon.

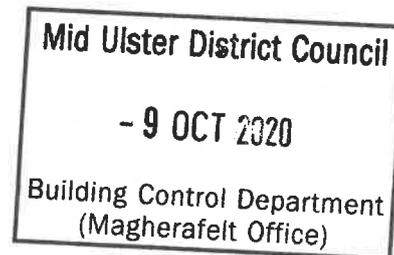
Yours



Gortlenaghan Road  
Clonavaddy  
Dungannon  
Tyrone  
BT71 6GB

30<sup>th</sup> September 2020

Willie Wilkinson  
Building Control Service,  
Mid Ulster Council  
Ballyronan Road,  
Magherafelt,  
BT45 6EN



I request dual language signage (Irish/English) for Gortlenaghan Road,  
Dungannon.

Yours

[redacted]  
Maplebrook Court  
Coalisland  
BT71 4TF

Dear Sir Madam,

I am writing to ask about a dual Irish Language sign for my estate. My family and various neighbours, are Irish speaking people.

I live at,

[redacted] Maplebrook Court  
Coalisland  
Co. Tyrone  
BT 71 4TF

And I would be more than grateful for this to happen. If you wish to confirm my request, you can contact me via my home address which is stated above or my email as follows: [redacted]

Kind Regards,  
[redacted]

Mid Ulster District Council  
13 OCT 2020  
Building Control Department  
(Magherafelt Office)

the Vale  
Derryvale  
Coolisland  
Co. Tyrone  
BT71 4TH

9<sup>th</sup> October 2020

Building Control Service  
Mid-Ulster Council  
Ballyronan Road  
Magherafelt  
Co. Derry  
BT45 6EN

Dear Sir/Madam,

I am writing to request the erection of dual language signs at the entrance of the housing development I live in. At the moment there are no signs at all to identify this development. I feel it would be a benefit to the local community to have our developments name displayed in Irish + English.

Thank you for your time.

yours Faithfully,



Doan Place,  
Derraghadoan Road  
Derraghadoan  
Dungannon  
Co. Tyrone  
BT71 4BD

To Mr Willie Wilkinson or whom it may concern,

We would like an Irish Dual language sign on the road we live on,  
Derraghadoan Road  
Derraghadoan

Yours sincerely

Contact,

12/10/2020

12-10, 2020

Mid Ulster District Council  
14 OCT 2020  
Building Control Department  
(Magherafelt Office)

15 October 2020

Dear Willie Wilkinson,

I am writing to request that my street sign is displayed as a dual language street sign, in the Irish Language. I reside in, Hunters Chase, Moy Co. Tyrone BT71 7FD.

Mid Ulster District Council

19 OCT 2020

Building Control Department  
(Magherafelt Office)

Many thanks,



<b>Report on</b>	Dual Language Signage – Derry Road
<b>Date of Meeting</b>	10 <sup>th</sup> November 2020
<b>Reporting Officer</b>	William Wilkinson

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members on the costs of administering the dual language application request for Derry Road as well as associated issues in relation to the application.
<b>2.0</b>	<b>Background</b>
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets – see Appendix 1.
2.3	In each case where a request is received for dual language nameplate signage, the process as detailed in Appendix 3 is followed. It should be noted that the Council has access to the publically available version of the Electoral Register which does not contain all the names. Where the name of a requester does not appear on the Public Electoral Register, an officer must check the full Electoral Register which is only available by visiting the Electoral Office in Belfast.
2.4	Dual language nameplate signage requests have been considered for erection across the District by Mid Ulster District Council since the adoption of the Dual Language Policy in 2017. Formerly, the legacy Magherafelt District Council had erected dual language signage and a comprehensive list of all signage erected is available. There was no such Policy in the legacy Cookstown or Dungannon and South Tyrone Borough Council areas although there was a small number of new streets/roads named in Irish.
<b>3.0</b>	<b>Main Report</b>
3.1	Correspondence was received by Mid Ulster District Council from a resident of Derry Road on 9 <sup>th</sup> March 2020 (see Appendix 2) requesting dual language nameplate signage at Derry Road, Coalisland and subsequently verified on the same date as the name of the resident appeared on the public assessable Electoral Register.

3.2	Name of Street	Derry Road								
	Language Requested	Irish								
	Date Request Validated	09/03/2020								
	Survey Request Approved by Environment Committee	09/06/2020								
	Surveys Issued	13/08/2020								
	Surveys returned by	10/09/2020								
	Survey Letters Issued	19								
	Survey Letters Returned	0								
	Replies in Favour	0								
	Replies not in Favour	0								
	Invalid	0								
	Valid Returns	0								
	Percentage in Favour	N/A								
	<p>Following the survey being completed with all applicable residents, no responses were received and therefore the information forwarded to the Environment Committee on 13<sup>th</sup> October 2020 was as detailed above.</p>									
3.3	<p>The cost of processing the application for Derry Road was as detailed below:</p> <table border="0"> <tr> <td>i. Verification cost including Administration</td> <td>£25</td> </tr> <tr> <td>ii. Preparation of Survey</td> <td>£40</td> </tr> <tr> <td>iii. Completion of survey</td> <td>£25</td> </tr> <tr> <td><b>TOTAL cost of Administration of Request</b></td> <td><b>£90</b></td> </tr> </table>		i. Verification cost including Administration	£25	ii. Preparation of Survey	£40	iii. Completion of survey	£25	<b>TOTAL cost of Administration of Request</b>	<b>£90</b>
i. Verification cost including Administration	£25									
ii. Preparation of Survey	£40									
iii. Completion of survey	£25									
<b>TOTAL cost of Administration of Request</b>	<b>£90</b>									
3.4	<p>It should be noted that the cost of each dual language nameplate signage request does vary in cost depending on the availability of information either in the office or requiring one or more visits to the Electoral Office in Belfast, number of dwellings on the road and the number of occupants in each dwelling.</p>									
3.5	<p>In the case of Derry Road, there were eight households and nineteen residents which appear on the Electoral Register and hence can be considered one of the smaller streets to be processed in relation to a Dual Language Nameplate Signage request.</p>									
3.6	<p>Due to an issue raised in relation to dual language signage being in place, the Property Services Department was liaised with as well as ascertaining if there was any information which was available from the legacy Dungannon and South Tyrone Borough Council regarding signage on this road. There was no information regarding dual language nameplate signage being erected either by MUDC or the legacy Council.</p>									
3.7	<p>In addition, an inspection of signage visible in the vicinity of either end of the Derry Road was carried out following the meeting and as detailed by photographs in Appendix 4, no signage was apparent.</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: All applications are processed in accordance with the Policy for Dual Language Nameplate Signage as adopted
<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	It is recommended that Members note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Policy for Dual Language Nameplate Signage
6.2	Appendix 2 – Copy of verified letter of request for dual language signage at Derry Road
6.3	Appendix 3 – Process for dual language signage requests
6.4	Appendix 4 – Photographs of Derry Road (at junction of Derryvale Road and Railway View)



## Policy on Dual Language Nameplate Signage

Document Control			
<b>Policy Owner</b>	Director of Public Health & Infrastructure		
<b>Policy Author</b>	Director of Public Health & Infrastructure		
<b>Version</b>	Version 1		
<b>Consultation</b>	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
<b>Equality Screened by</b>	Principal Building Control Officer	<b>Date</b>	20/02/2019
<b>Equality Impact Assessment</b>	N/A	<b>Date</b>	
<b>Good Relations</b>	N/A		
<b>Approved By</b>	Environment Committee	<b>Date</b>	12/03/2019
<b>Adopted By</b>	Council	<b>Date</b>	28/03/2019
<b>Review Date</b>		<b>By Whom</b>	
<b>Circulation</b>	Councillors, Staff		
<b>Document Linkages</b>			

## CONTENTS PAGE

Paragraph	Description	Page Number
1.0	Introduction	
2.0	Policy Aim & Objectives	
3.0	Policy Scope	
4.0	Linkage to Corporate Plan	
5.0	Dual Language Signage Nameplates	
6.0	Roles & Responsibilities	
7.0	Impact Assessment <ul style="list-style-type: none"> <li>• Equality Screening &amp; Impact</li> <li>• Staff &amp; Financial Resources</li> </ul>	
8.0	Support & Advice	
9.0	Communication	
10.0	Monitoring & Review Arrangements	

Appendices	Description	Page Number
A	Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995	
B	Dual Language Signage Nameplates: <i>Procedure</i>	
C	Name Plate Layout	
D	Accessibility Statement	
E	Sample of correspondence	

## 1.0 **Introduction**

1.1 Mid Ulster District Council resolved that a policy and associated procedures be developed to guide the Council in accordance with the provisions of Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 (“the 1995 Order”), referenced in Appendix A to this policy, on;

- (i) Erection of dual language Street signage

## 2.0 **Policy Aim & Objectives**

2.1 **Policy Aim:** To ensure that requests for the erection of dual language nameplate signage for existing streets are delivered in a fair, equitable and consistent manner.

### 2.2 **Policy Objectives:**

- To facilitate Mid Ulster District Council in meeting its statutory obligations with regard to local government Street Signage requirements.
- To lay out and facilitate a process whereby residents may request that their street be named in any other language other than English.
- To facilitate a process that considers requests from residents to have their street sign displayed in their chosen language as well as in English.

## 3.0 **Policy Scope and Legislative Framework**

3.1 This policy relates specifically to the naming of the erection of nameplates expressing the name of the street in a language other than English. The statutory basis for this policy is contained within Article 11 of the 1995 Order.

3.2 This legislation empowers Council to authorise the naming of streets within its respective District. It also provides the Council with a discretionary power to erect dual language street signs or second nameplates in a language other than English via Section 1a and 1b. A copy of the relevant statute is included in Appendix A.

3.3 For purposes of this Policy, the following interpretation/ definitions apply as set out within the 1995 Order:

- Nameplate - defined as a means of 'signifying a name in writing'
- Street - defined as 'any road, square, court, alley, passage or lane'.

#### **4.0 Linkage to Corporate Plan**

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 1 *Delivering for Our People*.

#### **5.0 Dual Language Signage Nameplates**

- 5.1 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.
- 5.2 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.
- 5.3 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, surveys will be issued to all occupiers (the age of 18 or over) of each dwelling where any person resides in a dwelling, including a house, flat, maisonette or house in multiple occupancy and which is numbered directly off the adjoining street, hereafter referred to as 'property'. Only the views of the occupiers aged 18 or over for 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.

5.4 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.

5.5 Where an applicant does not have English as their first language, information in relation to this policy can be provided in an alternative language. Applications can be accepted in alternative languages if required by the applicant. Please see Appendix D for details.

5.6 Applications for Dual Language Signage will be processed in accordance with the Procedure as outlined in Appendix B

## **6.0 Roles and Responsibilities**

6.1 **Director of Public Health and Infrastructure:** shall have responsibility for implementation of this policy by Mid Ulster District Council, through the Building Control Service.

6.2 **Building Control Service:** shall be responsible for implementing arrangements to administer requests to have an existing name of a Street erected in a language other than English;

## **7.0 IMPACT ASSESSMENTS**

### **7.1 Equality Screening & Impact**

7.1.1 This policy has been subject to equality screening in accordance with the Council's equality scheme screening process. It has been 'screened out' for an Equality Impact Assessment.

### **7.2 Rural Needs Impact**

7.2.1 This policy has been subjected to a rural needs impact assessment and thus can demonstrate regard to rural needs when delivering this public service.

### **7.3 Staff & Financial Resources**

7.3.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

## **8.0 Support and Advice**

8.1 Advice and guidance on the implementation of this should be sought from the Head of Building Control

## **9.0 Communication**

- 9.1 The Building Control Service within the Public Health & Infrastructure Department of Council is responsible for the communication, delivery and adherence to this policy

## **10.0 Monitoring and Review Arrangements**

- 10.1 Implementation of this policy will be routinely monitored and a formal review undertaken 24 months from its effective commencement date.

**Appendix A**  
**Article 11, Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995**

*Street names and numbering of buildings*

**Powers of councils in relation to street names and numbering of buildings**

11.—(1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—

- (a) the address of any person; or
- (b) the description of any land; for

the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who—

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.

(10) In this Article—  
“nameplate” includes any means of signifying a name in writing; “street” includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power—

- (a) to erect it on any building or in such other manner as the council thinks fit; and
- (b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely—

- (a) sections 64 and 65 of the Towns Improvement Clauses Act 1847<sup>F6</sup>;
- (b) in section 38 of the Towns Improvement (Ireland) Act 1854<sup>F7</sup> the words “naming the streets and numbering the houses and also so much thereof as relates to”;
- (c) section 21 of the Public Health Acts Amendment Act 1907<sup>F8</sup>;
- (d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949<sup>F9</sup>; and
- (e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings

## **Appendix B**

### **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 letter, signed by an occupier of the street must be made to Council to enable this matter to be considered. Requests should be made to the Building Control Service within the Public Health and Infrastructure Department. A letter of 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 applicant's address is referenced on the letter and; the individual's name is clearly stated and the letter has been signed by the petitioner (who must be an occupier of premises on the street). A 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 letters as referenced at 1, above. A letter will be deemed to be valid where it is submitted by a minimum of one householder on that street. The Environment Committee will be informed of requests which have been validated and are proceeding to survey.
3. Following validation, the Council will canvass, by post, each occupier within a household as listed on the Electoral Register; seeking their views on the request to erect a dual-language street nameplate. Each household will receive a letter accompanied by survey forms based on the number of occupiers listed on the Electoral Register. The requisite number of survey forms for individuals registered at that address will be forwarded to each household (See Appendix E)
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 which has been signed and name printed as required, 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 occupiers that respond indicate that they are in favour of the erection of a dual language street nameplate, then the results of the survey will be forwarded to the Environment Committee for information confirming that the dual language nameplate will be erected

6. For purposes of assessment where 51 % (rounded to nearest whole number) of occupiers that respond indicate that they are not in favour of the erection of a dual-language street nameplate, then the results of the survey will be forwarded to the Environment Committee for information confirming that the dual language nameplate will not be approved or erected
7. In specific circumstances a report may be brought to the Environment Committee to determine an application where there are particular issues requiring the Members consideration
8. 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.
9. Where a request for Irish Language signage, the Irish Language Section within Department of Culture and Arts and/or an approved translator will provide the translation 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 second language will not be used to express the name of the street for statutory purposes.
10. The layout, font and size of lettering of the second language shall be in accordance with that as shown in Appendix C.
11. 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. Where requested, written confirmation of the decision will be forwarded to relevant households.
12. 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 C Name Plate Layout

**AGREED:** 11<sup>th</sup> September 2018 Environment Committee  
23<sup>rd</sup> September 2018 Full Council

### Mono-Lingual New Road / Street Signage



#### Example signage

##### Specification

- Name Plate Dimensions: 200mm x length to suit road name
- Background Colour: White
- Font & Colour: Transport Medium; Black
- Road Name font size: Upper case; 70mm Lower case; 50mm
- Townland font size: Upper case; 30mm Lower case; 22mm
- Text Justification: Left hand

### Dual Language Street Signage



#### Example signage

##### Specification

- Name Plate Dimensions: 460mm x length to suit road name
- Background Colour: Dark Grey Value; C:77 M:63 Y:64 K:69  
Light Grey Value; C:0 M:0 Y:0 K:10
- Font Type: Transport Medium
- Font Colour: Dark Grey Value; C:77 M:63 Y:64 K:69  
Standard White
- Road Name font size: Upper case; 63mm Lower case; 50mm
- Townland font size: Upper case; 40mm Lower case; 30mm
- Text Justification: Left hand

## **Appendix D- Accessibility Statement**

The information included in this policy can be made available in alternative formats, such as audio, braille, easy read or large print and may be provided in alternative languages, upon request. Please contact Mid Ulster District Council's Corporate Policy & Equality Officer on 03000 132 132 Ex 24612 or via [ann.mcaleer@midulstercouncil.org](mailto:ann.mcaleer@midulstercouncil.org)



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

Appendix E

18 February 2019

Our Ref:- «Ref»

The Occupier  
50 Ballyronan Road  
Townparks of Magherafelt  
Magherafelt  
BT45 6EN

Ref: Application for Dual Language signs at Name of Street/Development

Dear Sir/Madam

Mid Ulster District Council have received an application to erect street nameplates in ??? in addition to the current name for the street as indicated above.

The Council's Policy on Street Naming & Dual Language Signage outlines that individuals who meet the following criteria are eligible to register their preference on this matter:

A person who resides on the street in question and appears on the Electoral Register as maintained by the Electoral Office for Northern Ireland.

Our records would indicate that you meet the above criteria.

In accordance with these arrangements I would be grateful if you would complete the attached survey form and indicate your preference in this matter. The completed survey form should be returned to these offices in the addressed envelope provided by **Tuesday 19 March 2019**. Survey forms received after this date will not be considered.

On completion of this survey Council will provide a determination on this request on the basis of the majority preference as submitted. For approval to be considered, at least 51% of respondents must be in favour of the proposal (i.e. street nameplates being erected in ???, in addition to English for Name of Street/Development).

If you have any queries on the above please contact Willie Wilkinson in the Magherafelt Office by either:

Tel: 03000 132 132 (Ext 22208)

Email: [willie.wilkinson@midulstercouncil.org](mailto:willie.wilkinson@midulstercouncil.org)

Yours faithfully

W Wilkinson  
Head of Building Control

Enc

Cookstown Office  
Bun Buidé  
Cookstown  
BT80 8DT

Dungannon Office  
Ulster St Road  
Dungannon  
BT17 6L0

Magherafelt Office  
Ballyronan Road  
Magherafelt  
BT45 6EN

Telephone 03000 132 132  
[willie.wilkinson@midulstercouncil.org](mailto:willie.wilkinson@midulstercouncil.org)  
[www.midulstercouncil.org](http://www.midulstercouncil.org)

19 February 2019

Our Ref:- MUDL0078

The Occupier (1)  
50 Ballyronan Road  
Townparks of Magherafelt  
Magherafelt  
BT45 6EN

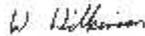
Ref: Application for Dual Language signs at Name of Street/Development

Dear Sir/Madam

Please read the following statements below carefully. Tick your preferred option in the appropriate box, print your name and address and sign the document. Then return this letter which has your reply in the addressed envelope provided by 19 March 2019.

Thank you for your time completing this survey.

Yours faithfully



W Wilkinson

Head of Building Control

### Options

---

1. I WISH to have a Dual Language nameplate erected at Name of Street/Development, the additional language being ???

2. I DO NOT WISH to have a Dual Language nameplate erected at Name of Street/Development, the additional language being ???

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

The results of this survey will be available to view on [www.midulstercouncil.org](http://www.midulstercouncil.org) but should you wish to receive written correspondence detailing the outcome of the survey please tick this box.

[redacted]  
Derry RD  
Coalsland  
BT 71442

Tel: [redacted]

Dear Sir/Madam

I am writing to request  
an Irish language sign for  
my street of housing, Derry  
Road, Coalsland, BT 71442.

For confirmation or further  
information I can be contacted  
on the address above

Regards  
[redacted]

Mid Ulster District Council  
- 9 MAR 2020  
Building Control Department  
(Magherafelt Office)

## Process for Dual Language

1	Request received by a Resident living in development/street/road
2	This request has to be verified to ensure that the Requester is on the Electoral Register as being a resident of the street in accordance with the Policy as adopted. There are two means by which verification of the request can be completed (a) if the Requester's name appears on the Public Register, the verification takes place in the Office or (b) if the Requester's name is not on the Public Register a visit is made to the Electoral Office in Belfast to view the full Register for the verification.
3	Acknowledgement letter is then sent to requester
4	Details of the verified request is forwarded to the Environment Committee for information
5	The number of residents at each address on the street are identified initially from the Public Register within the office. As all residents are not noted on the Public accessible Register, a visit is required to the Electoral Office in Belfast to identify the number of all Residents living at each dwelling on the street/road in question.
6	The information gained is recorded onto a Database to allow the Licensing Support Officer to prepare the necessary survey information to be forwarded to all applicable Residents.
7	The survey information is then prepared and placed into envelopes accompanied by a self-addressed envelope and subsequently issued to all applicable residents.
8	The completed survey is returned within the allocated time frame. On receiving the completed surveys, the results are recorded onto the database.
9	Where survey results indicate that they are in favour of the erection of dual language signage, the Irish Language Officer (or other language if applicable) is requested to forward the applicable translation.
10	After the closing date for the returned survey another report is prepared for presentation to the Environment Committee of Council detailing the results of all surveys for information.
11	Following the presentation of the report, correspondence is prepared for Residents who have requested to receive written confirmation of the survey result. The Council's website is also updated.
12	Details of approved Dual Language Nameplate signage is forwarded to Property Services and Technical Services for procurement and installation on site.

Appendix 4

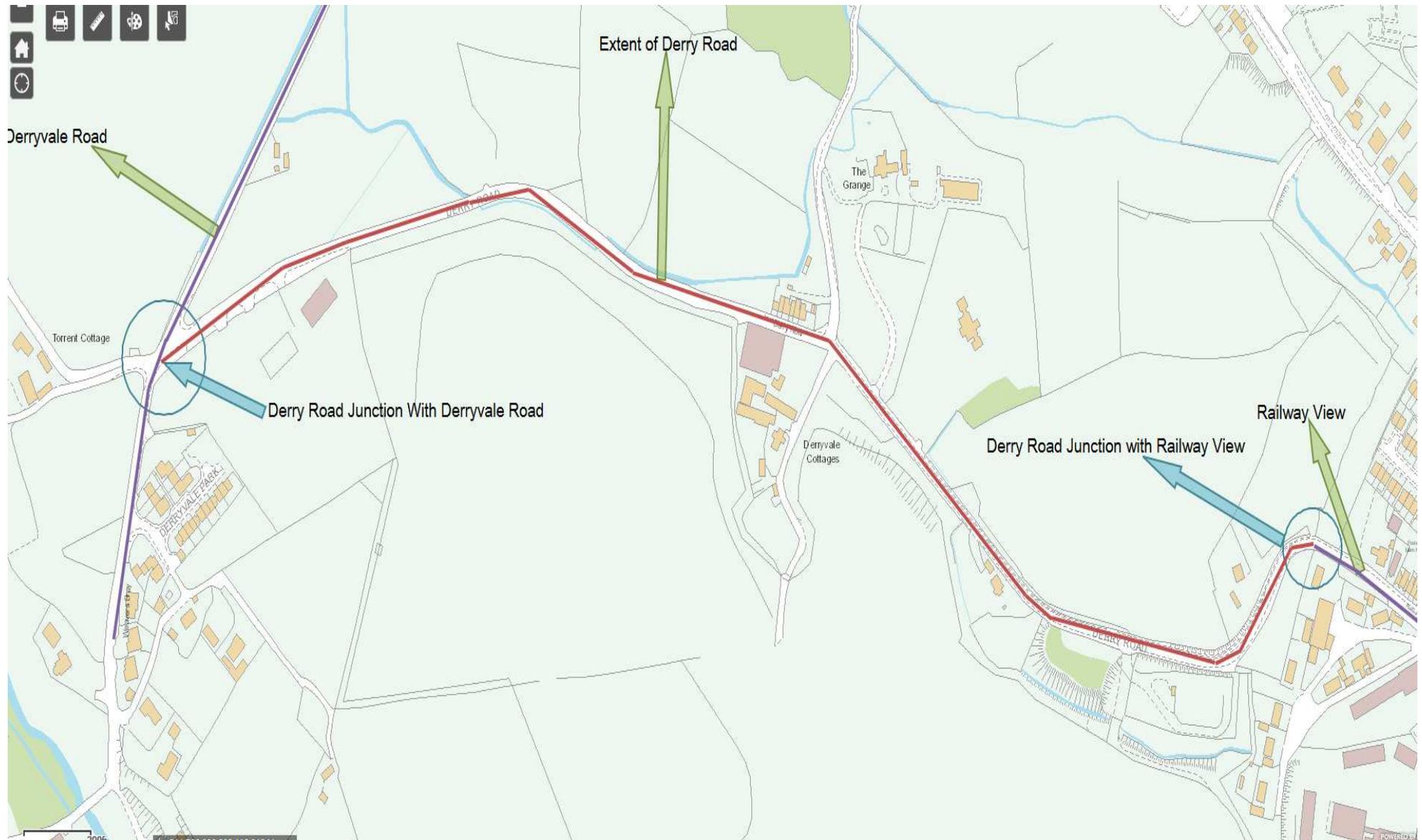


Fig 1 – Derry Road, Coalisland



**Fig 2: Derry Road Junction with Derryvale Road (No Signage Evident)**



**Fig 3 Derry Road Junction with Derryvale Road (No Signage Evident)**



**Fig 4 Derry Road Junction with Railway View (No Signage Evident)**



**Fig 5 Derry Road Junction with Railway View (No Signage Evident)**

