

March 28th, 2023

**Notice Of Meeting**

You are requested to attend the meeting to be held on **Wednesday, 29th March 2023 at 7:00 pm** in **Hybrid - City Hall, Bangor & via Zoom.**

# Agenda

## Virtual Meeting Guidance

📄 *Guidance for virtual Council meetings.pdf*

*Not included*

## Agenda

📄 *C 29.03.2023 Agenda.pdf*

*Page 1*

**1. Prayer**

**2. Apologies**

**3. Declarations of Interest**

**4 Mayor's Business**

**5 Mayor and Deputy Mayor Engagements for the Month (Report attached)**

📄 *5. March 2023.pdf*

*Not included*

**6. Deputation**

**6.1. Deputation – South Eastern Health and Social Care Trust (Report attached)**

📄 *6.1 Cover report - Deputation on South Eastern Health and Social Care Trust.pdf*

*Not included*

📄 *6.1 Appendix 1- SR to Roisin Coulter Chief Executive - Public Consultation on closure of MIU.pdf*

*Not included*

📄 *6.1 Appendix 2 - 20230310 letter Stephen Reid.pdf*

*Not included*

**7. Minutes of Council Meeting held on 22 February 2023 (Copy attached)**

📄 *C 22.02.23 Minutes.pdf*

*Not included*

📄 *C 22.02.23 MinutesPM.pdf*

*Not included*

**7.1. Matters Arising from Minutes of Council meeting dated 22**

## February- Invite to Musical Tribute to HM Queen Elizabeth II

Report attached

📎 *7.1 Matters Arising from Minutes of Council meeting dated 22 February- Invite to Musical Tribute to HM Queen Elizabeth II.pdf* *Not included*

📎 *7.1. Appendix QEII Letter of invitation.pdf* *Not included*

### 8. Minutes of Committees

#### 8.1 Planning Committee dated 7 March 2023 (Copy attached)

📎 *230307 PC Minutes PM.pdf* *Not included*

📎 *230307 PC Minutes.pdf* *Not included*

#### 8.2 Environment Committee dated 8 March 2023 (Copy attached)

📎 *EC.08.03.23 Minutes.pdf* *Not included*

📎 *EC.08.03.23 Minutes PM.pdf* *Not included*

#### 8.3 Place & Prosperity Committee dated 9 March 2023 (Copy attached)

📎 *PP 09.03.2023 Minutes.pdf* *Not included*

📎 *PP 09.03.2023 MinutesPM.pdf* *Not included*

#### 8.4 Corporate Services Committee dated 14 March 2023 (Copy attached)

📎 *CS 14.03.2023 Minutes.pdf* *Not included*

📎 *CS 14.03.2023 Minutes PM.pdf* *Not included*

#### 8.5 Community and Wellbeing Committee dated 15 March 2023 (Copy attached)

📎 *230315 CWB Minutes.pdf* *Not included*

📎 *230315 CWB MinutesPM.pdf* *Not included*

#### 8.6. Minutes of Meeting of Audit Committee dated 20 March 2023

## **(Copy attached)**

[AC 20.03.2023 Minutes.pdf](#)

*Not included*

[AC 20.03.2023 MinutesPM.pdf](#)

*Not included*

## **9. Conferences and Invitations**

### **9.1. NAC UK Conference Learning Weekend 14th–16th April 2023 Scarborough – Mental Health & Wellbeing**

Report attached

[9.1. NAC Conference Report.pdf](#)

*Page 5*

[9.1. NAC UK Conf Details 14th 16th April 2023 Scarborough.pdf](#)

*Page 6*

[9.1. NAC UK Booking form 14-16 April 23 Scarborough.pdf](#)

*Page 7*

## **10. Resolutions**

### **10.1. Fermanagh & Omagh District Council - South West Acute Hospital**

Correspondence attached

[10.1. Resolution - South West Acute Hospital.pdf](#)

*Page 8*

### **10.2. Newry, Mourne & Down District Council - Reduction in Voting Age**

Correspondence attached

[10.2. Resolution - Reduction in Voting Age.pdf](#)

*Page 9*

### **10.3. Armagh City, Banbridge & Craigavon Borough Council – Energy Company Profits**

Correspondence attached

[10.3. Resolution - Energy Company Profits.pdf](#)

*Page 10*

## **11. Grant of Entertainment Licence**

Report attached

[11. Grant of Entertainment Licence.pdf](#)

*Page 11*

## **12. Grant of Outdoor Entertainment Licence**

Report attached

[12. Grant of Outdoor Entertainment Licences.pdf](#) Page 12

## **13. Approval of Grants for Kings Coronation**

Report attached

[13. Approval of Grants for Coronation of King Charles III.pdf](#) Page 14

[13. Appendix 1 - Collective CA Letter re Coronation Funding - signed.pdf](#) Page 19

[13. Appendix 2 - 2023-03-22 Jan Nixey to Community Volunteers - Coronation of King Charles III - Grant Scheme \(003\).pdf](#) Page 21

## **14. Service Level Agreement between the Department of Justice and District Councils for Warranted Officers**

Report attached

[14. Service Level Agreement between the Department of Justice and District Councils for Warranted Officers .pdf](#) Page 23

[14. Appendix - SLA between DoJ and District Councils.pdf](#) Page 25

## **15. Battle of the Somme Pilgrimage**

Report attached

[15. The Battle of the Somme Pilgrimage 2023.pdf](#) Page 36

## **16. Scheme of Allowances of Councillors (Report attached)**

Report attached

[16. Scheme of Allowances of Councillors.pdf](#) Page 38

[16. AND Scheme of Allowances v11 2023-24 Draft.pdf](#) Page 40

## **17. Request from Market Fresh to use the former Hamilton House site, Hamilton Road, Bangor**

Report attached

[17. Request from Market Fresh.pdf](#) Page 53

## 18. Consultation

### 18.1. Department for Energy Security & Net Zero – Stakeholder Letter on UK Policy on management of radioactive substances and nuclear decommissioning

Stakeholder Letter on UK Policy on Management of Radioactive Substances and Nuclear Decommissioning - The Consultation will close on 24 May 2023

(Correspondence attached)

18.1. UK Policy Consultation - stakeholder letter.pdf

Page 57

## 19. Sealing Documents

## 20. Transfer of Rights of Burial

## 21. Notice of Motion Status Report

Report attached

21. NOM Covering Report - March.pdf

Page 59

21. NOM Tracker March 2023.pdf

Page 60

## 22. Notices of Motion

### 22.1. Notice of Motion submitted by Councillors Smart and Irvine

In acknowledging the many negative impacts of long term commercial and residential dereliction, officers are tasked with reviewing current powers and how Council could best effect positive change.

As part of this review officers would investigate using part or all of Newtownards town centre as a pilot scheme to tackle dereliction, which could then be broadened across the Borough if successful. The review may form a working group which would consider what incentives could be provided through, DFC whom hold regeneration powers, the Planning system, Building Control, or by other means, to encourage the re-use or redevelopment of local derelict buildings to provide new business opportunities or homes. Consideration would also be given to what limitations can be placed on public and private property owners who are not willing to work in partnership for regeneration and the public good.

Any potential pilot would have relevance for all of the Ards and North Down Borough and may highlight the need for additional powers for Council or new partnerships with central government departments. The

research of officers would be expected within a reasonable timeframe but would not be time limited. Should other professional expertise be required for elements of this research, a report seeking consent to spend would be returned to committee for consideration.

## **22.2. Notice of Motion submitted by Councillors Gilmour & Cathcart**

That this Council explores the possibility of supporting the Bookstart Early Years Pilot across Ards and North Down. A report is brought back detailing information about the programme, how it could be supported across the Borough, including cost and potential delivery partners.

## **22.3. Notice of Motion submitted by Councillors Thompson & Adair**

That this Council recognises the issues and concerns detailed in the letter sent to the Chief Executive by The Kircubbin Harbour Action Group and agrees to write to the Permanent Secretaries of the Departments of Infrastructure and Communities, asking them to provide details of the responsibility they have in ensuring the public safety of the harbour and listing any details of dealings their departments have had with the owner.

## **Circulated for Information**

- a) a) Census 2021 Further results released (Correspondence attached)
- b) b) Department of Justice - Publication of a new draft protocol governing the use of restorative interventions in the criminal justice system in Northern Ireland (Correspondence attached)
- c) March Housing Council Bulletin & February Housing Council Minutes (Correspondence attached)

<a href="#">a) Census 2021.pdf</a>	<i>Page 88</i>
<a href="#">b) Dept for Justice Consultation Info.pdf</a>	<i>Page 89</i>
<a href="#">c) Members Bulletin - 9 March 2023.pdf</a>	<i>Page 90</i>
<a href="#">c) Housing Council Minutes - 9th February 2023.pdf</a>	<i>Page 92</i>

**\*\*\* IN CONFIDENCE \*\*\***

### **23. Portaferry Environmental Improvement Scheme - Appointment of Integrated Construction Team**

Report attached

<a href="#">23. Portaferry EIS Appointment of ICT.pdf</a>	<i>Not included</i>
<a href="#">23. Appendix Portaferry PR EA Report 270422.pdf</a>	<i>Not included</i>

### **24. SEAFLAG – Portavogie Harbour EIS – Project Update**

Report attached

<a href="#">24. SEAFLAG - Portavogie Harbour EIS Update.pdf</a>	<i>Not included</i>
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 **24. Appendix A - AECOM Mural Design.pdf** **Not included**

 **24. Appendix B - Local Community Mural.png** **Not included**

## **25. Call-In of the Council Decision on the EQIA on the Flying of the Union Flag**

Report attached

 **25. Call in of motion on the EQIA on Flying of the Union Flag.pdf** **Not included**

 **25. Appendix 1 - Call-In requisition form 2022 - Item 18 EQIA on the flying of the Union Flag Council meeting 26 January 2023.pdf** **Not included**

 **25. Appendix 2 - Legal Advice from Philip McAteer BL (final opinion).pdf** **Not included**

 **25. Appendix 3 - Legal advice from Fiona Cassidy.pdf** **Not included**

 **25. Appendix 4a - Draft Public Questionnaire (1).pdf** **Not included**

 **25. Appendix 4b Draft Staff Questionnaire (1).pdf** **Not included**

 **25. Appendix 4c Draft Equality Impact Assessment Final Decision Report.pdf** **Not included**

## **ARDS AND NORTH DOWN BOROUGH COUNCIL**

22 March 2023

Dear Sir/Madam

You are hereby invited to attend a hybrid Meeting (in person and via Zoom) of Ards and North Down Borough Council which will be held at the City Hall, The Castle, Bangor on **Wednesday, 29 March 2023 at 7.00pm.**

Yours faithfully

Stephen Reid  
Chief Executive  
Ards and North Down Borough Council

### **A G E N D A**

1. Prayer
2. Apologies
3. Declarations of Interest
4. Mayor's Business
5. Mayor and Deputy Mayor Engagements for the Month of March 2023 (Copy attached)
6. Deputation
  - 6.1. South Eastern Health and Social Care Trust (Report attached)
7. Minutes of Council meeting dated 22 February 2023 (Copy attached)
  - 7.1 Matters Arising from Minutes of Council meeting dated 22 February-Invite to Musical Tribute to HM Queen Elizabeth II (Report attached)
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  - 8.5. Minutes of Meeting of Community and Wellbeing Committee dated 15 March 2023 (Copy to follow)
  - 8.6. Minutes of Audit Committee dated 20 March 2023 (Copy to follow)
9. Conferences and Invitations
- 9.1. NAC UK Conference Learning Weekend 14th–16th April 2023  
Scarborough – Mental Health & Wellbeing (Report attached)
10. Resolutions
- 10.1. Fermanagh & Omagh District Council - South West Acute Hospital (Correspondence attached)
  - 10.2. Newry, Mourne & Down District Council - Reduction in Voting Age (Correspondence attached)
  - 10.3. Armagh City, Banbridge & Craigavon Borough Council – Energy Company Profits (Correspondence attached)
11. Grant of Entertainment Licence (Report attached)
12. Grant of Outdoor Entertainment Licence (Report attached)
13. Approval of Grants for Coronation of King Charles III (Report attached)
14. Service Level Agreement between the Department of Justice and District Councils for Warranted Officers (Report attached)
15. The Battle of the Somme Pilgrimage 2023 (Report attached)
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17. Request from Market Fresh to use the former Hamilton House site, Hamilton Road, Bangor (Report attached)
18. Consultation
- 18.1. Department for Energy Security & Net Zero – Stakeholder Letter on UK Policy on management of radioactive substances and nuclear decommissioning - The consultation will close on the 24<sup>th</sup> of May 2023 and can be accessed at the following link:  
[www.gov.uk/government/consultations/managing-radioactive-substances-and-nuclear-decommissioning](https://www.gov.uk/government/consultations/managing-radioactive-substances-and-nuclear-decommissioning) (Correspondence attached)
19. Sealing Documents
20. Transfer of Rights of Burial

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22.1. Notice of Motion submitted by Councillors Smart and Irvine

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**\*\*\*IN CONFIDENCE\*\*\***

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24. SEAFLAG – Portavogie Harbour EIS Project Update (Report attached)
25. Call-In of the Council Decision on the EQIA on the Flying of the Union Flag (Report attached)

**MEMBERSHIP OF ARDS AND NORTH DOWN BOROUGH COUNCIL**

Alderman Armstrong-Cotter	Councillor Gilmour
Alderman Carson	Councillor Greer
Alderman Gibson	Councillor Irvine
Alderman Irvine	Councillor Irwin
Alderman Keery	Councillor Johnson
Alderman McDowell	Councillor Kennedy
Alderman McIlveen	Councillor MacArthur
Alderman Smith	Councillor McAlpine
Alderman Wilson	Councillor McClean
Councillor Adair	Councillor McKee
Councillor Blaney ( <b>Deputy Mayor</b> )	Councillor McKimm
Councillor Boyle	Councillor McRandal
Councillor Brooks	Councillor Moore
Councillor Cathcart	Councillor Morgan
Councillor Chambers	Councillor Smart
Councillor Cooper	Councillor P Smith
Councillor Cummings	Councillor T Smith
Councillor Douglas ( <b>Mayor</b> )	Councillor Thompson
Councillor S Dunlop	Councillor Walker
Councillor Edmund	Councillor Woods

Unclassified

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**ITEM 9.1****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	14 March 2023
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	NAC UK Learning Weekend 14–16 April 2023 Scarborough – Mental Health & Wellbeing
Attachments	Correspondence and booking form

The National Secretary of the NAC has invited members to its NAC UK Learning Weekend 14–16 April 2023 in Scarborough on Mental Health & Wellbeing.

Information on the event is included in the attached correspondence and booking form. Delegate fees are £350 + VAT, accommodation is £85+VAT per night, plus there would be costs associated with flights and travel.

**RECOMMENDATION**

It is recommended that Council considers whether it wishes to nominate a Member(s) to attend the NAC Learning Weekend – Mental Health & Wellbeing.



05/03/2023

## National Association of Councillors Learning Weekend

@The Royal Hotel, Scarborough 14<sup>th</sup> – 16<sup>th</sup> April 2023

### Mental Health & Wellbeing

Dear Colleagues,

In recent years there has been an increasing awareness of mental health problems in our society. This affects people in all walks of life and can have a major effect in our communities.

Our mental health influences our physical health, as well as our capability to lead a healthy lifestyle and to manage and recover from physical health conditions.

People with physical health problems, especially long-term conditions, are at increased risk of poor mental health - particularly depression and anxiety. Around 30% of people with any long-term physical health condition also have a mental health problem. Poor mental health, in turn, exacerbates some long-term conditions, such as chronic pain.

This conference will look at ways local authorities can help their own staff, councillors, individuals and groups to combat the effects of poor mental health.

This event will provide opportunities to hear quality speakers, participate in Q&A sessions and contribute to conference workshops. The conference will benefit elected members from every tier of local government.

Please complete the Booking Form to attend.

Yours Faithfully

*B. Nelson*

Councillor Brian Nelson  
National Secretary  
National Association of Councillors  
0191 3789947 office  
0779 1574879 mobile

# NATIONAL ASSOCIATION OF COUNCILLORS

## Learning Weekend

### *Mental Health and Wellbeing*

The Royal Hotel, Scarborough

14<sup>th</sup>-16<sup>th</sup> April 2023

#### Delegate Booking Form

Name of Delegate.....

Organisation .....

Delegate's Email .....

Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....

Position.....Organisation.....

**INVOICE**, email address for invoice.....

To Register – Complete the delegate details above, and either: -Email a copy of this form to  
Generalsecretary@nationalassociationofcouncillors.org

or Post form to NAC Bookings, Council Offices, 6 Goatbeck Terrace, Langley Moor, Co. Durham DH7 6JJ

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £85 plus VAT per night. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)

**Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.**



Alison McCullagh  
Chief Executive



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

8

Our Ref: Democratic Services

Date: 28 February 2023

Email: [democratic.services@fermanaghomaghs.com](mailto:democratic.services@fermanaghomaghs.com)

Mr Stephen Reid  
Chief Executive  
Ards & North Down Borough Council  
Townhall  
The Castle  
BANGOR  
BT20 4BT

Dear Chief Executive,

**Re: South West Acute Hospital**

At the Policy and Resources Committee meeting held on 15 February 2023, Members asked that I write to you with regard to the WHSCT Public Consultation on the South West Acute Hospital (SWAH) and ask that your Council respond to the consultation in a positive manner and argue for the retention of the full suite of services at the Hospital.

The Council trusts you will give this issue due consideration and looks forward to receiving your response.

Yours sincerely

A handwritten signature in blue ink that reads "Alison McCullagh".

**Alison McCullagh**  
Chief Executive

Marie Ward  
Chief Executive



Comhairle Ceantair  
an Iúir, Mhúrn  
agus an Dúin  
Newry, Mourne  
and Down  
District Council

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Our ref: C/075/2023

15 March 2023

Dear Chief Executive

**Re: Notice of Motion – Reduction in Voting Age**

At a Meeting of Newry, Mourne and Down District Council held on 6 March 2023 the following motion was agreed:

*"Newry Mourne and Down District Council calls for the voting age of 18 to be reduced to 16 and if this motion is adopted seeks the support of the remaining councils in Northern Ireland to write to the Secretary of State calling him to amend the necessary legislation to enable 16 year old and upwards to vote."*

On speaking to the motion, many Members agreed this would be a positive way forward and would encourage young people, who are the future, to engage more fully in political life.

The proposer of the motion asked that the motion be circulated to the other 10 Council Chief Executives asking them to table at a future meeting of their Council.

Yours faithfully

**Marie Ward**  
**Chief Executive**

Roger Wilson  
Chief Executive



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

10

13 March 2023

Mr Stephen Reid  
Chief Executive  
Ards and North Down Borough Council  
City Hall  
The Castle  
BANGOR  
BT20 4BT



Dear Stephen

**NOTICE OF MOTION – ENERGY COMPANY PROFITS**

The Council at its meeting held on 27 February 2023 agreed the following Notice of Motion –

*“That this Council notes the obscene profits recently announced by energy companies such as BP who have announced profits for 2022 of £22bn. At a time when families are facing the worst cost of living crisis in living memory these profits and the resultant increasing dividends for wealthy investors are an affront.*

*That this Council writes to the Chancellor of the Exchequer, Jeremy Hunt MP, requesting that he look as a matter of urgency at a meaningful windfall tax on the profits of energy companies so that the money can be diverted to help workers and families during the challenging times we all face.*

*Also, that this Council writes to the Chief Executives of the other Councils asking them to also write to the Chancellor in similar terms.”*

The Council would ask that your Council would send a letter to the Chancellor of the Exchequer in similar terms.

Yours sincerely

**Roger Wilson**  
**Chief Executive**

Armagh Office  
The Palace Demesne  
Friary Road  
Armagh  
BT60 4EL

Banbridge Office  
Civic Building  
Downshire Road  
Banbridge  
BT22 3JY

Craigavon Office  
Craigavon Civic &  
Conference Centre  
Lakeview Road  
Craigavon  
BT16 1AL

0300 0300 900

info@armaghibanbridgecraigavon.gov.uk  
armaghibanbridgecraigavon.gov.uk

Unclassified

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**ITEM 11****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	08 March 2023
File Reference	LR 100
Legislation	The Local Government (Miscellaneous Provisions) (NI) Order 1985
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Grant of Entertainment Licence
Attachments	

An application has been received for the grant of entertainment licence as follows:

**Barn, Adjacent to 3 Lisbane Road, Kircubbin**

**Applicant:** Mr Brian McCarthy, 46 Rowreagh Road, Kircubbin

**Days and Hours:** 16<sup>th</sup> & 17<sup>th</sup> June 2023

**Type of entertainment:** Indoor dancing, singing and music or any other entertainment of a like kind.

The Environmental Health, PSNI and NIFRS have been consulted and there are no objections.

**RECOMMENDATION**

It is recommended that Council grant the application.

Unclassified

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## ITEM 12

## Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	07 March 2023
File Reference	LR 100
Legislation	The Local Government (Miscellaneous Provisions) (NI) Order 1985
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Grant of Outdoor Entertainment Licence
Attachments	

Applications for outdoor entertainment licences have been received from:

**1. Let's Rock Northern Ireland**

**Applicant:** UK Live Limited, 14a Spittal Street, Marlow, Bucks, SL7 1DB

The event is proposed for 5<sup>th</sup> August 2023 and will be similar to the event held by them in August 2021.

The proposal is for an audience of over 19,999.

**2. Parkway Outdoor Concerts**

**Applicant:** Roy Murray, 29 Dermott Avenue, Comber BT23 5JE

The events are proposed for 23<sup>rd</sup> June 2023 & 2<sup>nd</sup> September 2023

The proposal is for an audience approximately 3000.

Unclassified

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### **RECOMMENDATION**

It is recommended that the Council approve the applications subject to the following:

- 1 The applications being completed satisfactorily with all the Council's requirements being met.
- 2 The PSNI, Northern Ireland Fire and Rescue Service or members of the public not objecting to the issue of the licence.
- 3 The applicant foregoing his right to appear before and be heard by the Council.

Unclassified

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**ITEM 13****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	16 March 2023
File Reference	CW-157
Legislation	Recreation and Youth Services Order (NI) 1989
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Approval of Grants for Coronation of King Charles III
Attachments	Appendix 1 - Letter from Collective Community Associations to Members Appendix 2 - Reply from Head of Community and Culture

Council agreed in January 2023 to put in place a simplified grants scheme to mark the Coronation of King Charles III in May 2023. The scheme enables locally constituted community organisations within the Borough to avail of grant assistance from the Council to celebrate the King's Coronation, with grants to the value of £500 being made available to local constituted community /voluntary groups and residents associations.

The purpose of the grant scheme is to enable groups to mark the Coronation with a street party or organising volunteering events around the Coronation weekend.

A total of £30,000 was allocated to the grant scheme and a further £3,000 was made available for part packs for groups who were deemed ineligible to apply for more substantial funding for example, un-constituted groups etc.

## Unclassified

Applications were considered by an officer panel and their recommendations are detailed in Tables 1 and 2 below.

<b>Table 1 Successful applications - pass mark 45%</b>					
<b>#</b>	<b>Name Of Group</b>	<b>Score mark</b>	<b>Score %</b>	<b>Eligible Amount</b>	<b>Amount Awarded</b>
1	1st Newtownards Somme & Historical Society	9	45%	£500.00	£500.00
2	Ards Local Voluntary Welfare Group	10	50%	£500.00	£500.00
3	Ards Rangers Football Club	10	50%	£500.00	£500.00
4	Ballycrochan Presbyterian Church	12	60%	£500.00	£500.00
5	Ballygowan & District CA	14	70%	£500.00	£500.00
6	Ballygowan Ulster Scots Association	12	60%	£500.00	£500.00
7	Ballyhalbert & District Community Association	15	75%	£500.00	£500.00
8	Ballywalter Community Action Group	15	75%	£500.00	£500.00
9	Bangor District LOL No 18	12	60%	£500.00	£500.00
10	Bangor Ex Services Club	12	60%	£500.00	£500.00
11	Bangor Free Presbyterian Church	13	65%	£500.00	£500.00
12	Bees Nees Early Years	12	60%	£500.00	£500.00
13	Bowtown Community Development Group	12	60%	£500.00	£500.00
14	Bowtown Friendship Community Association	9	45%	£500.00	£500.00
15	Branch Out Community Group Ltd	12	60%	£200.00	£200.00
16	Carrowdore & District CA	13	65%	£500.00	£500.00
17	Comber Chamber of Commerce	10	50%	£500.00	£500.00
18	Comber District LOL15	13	65%	£500.00	£500.00
19	Comber Regeneration Community Partnership	11	55%	£500.00	£500.00
20	Conlig Community Regeneration Group	14	70%	£500.00	£500.00
21	Cottown LOL 1029	12	60%	£450.00	£450.00
22	Crawfordsburn LOL 1091	10	50%	£500.00	£500.00
23	Discover Groomsport	17	85%	£500.00	£500.00
24	Donaghadee Community Development association	13	65%	£500.00	£500.00
25	Donaghadee Primary PTA	10	50%	£500.00	£500.00
26	Donaghadee Youth for Christ	10	50%	£500.00	£500.00



## Unclassified

27	Eastend Residents association	14	70%	£500.00	£500.00
28	First Bangor Presbyterian	15	75%	£500.00	£500.00
29	Friends of West Winds Primary School	13	65%	£461.00	£461.00
30	Glen Ward Community Development Association	9	45%	£500.00	£500.00
31	Greyabbey PS PTA	14	70%	£500.00	£500.00
32	Harmoni	13	65%	£500.00	£500.00
33	Helens Bay & Crawfordsburn Residents Association	14	70%	£500.00	£500.00
34	Hollywood Shared Town	15	75%	£500.00	£500.00
35	Kilcooley Community Forum	12	60%	£500.00	£500.00
36	Kilcooley Womens Centre	16	80%	£500.00	£500.00
37	Kirkistown Primary PTFA	10	50%	£400.00	£400.00
38	Ladybird Childcare Services	13	65%	£500.00	£500.00
39	Lisbarnett & Lisbane CA Ltd	13	65%	£500.00	£500.00
40	Loughries Men's Shed	14	70%	£488.07	£488.07
41	Millisle and Ballycopeland Presbyterian	12	60%	£440.00	£440.00
42	Millisle & District Community Association	14	70%	£500.00	£500.00
43	Millisle British Legion	11	55%	£500.00	£500.00
44	Millisle Health & Wellbeing Group	12	60%	£500.00	£500.00
45	Millilse Regeneration	14	70%	£500.00	£500.00
46	Movilla Abbey Brownies and Guides	13	65%	£500.00	£500.00
47	Newtownards Melody Flute Band	12	60%	£500.00	£500.00
48	Newtownards Royal British Legion	9	45%	£500.00	£500.00
49	Newtownards Salvation Army	12	60%	£500.00	£500.00
50	Parish of Greyabbey and Kircubbin	14	70%	£400.00	£400.00
51	Portaferry Sailing Club	14	70%	£500.00	£500.00
52	Portaferry WI	10	50%	£500.00	£500.00
53	Portavogie Trinity Free Presbyterian	12	60%	£500.00	£500.00
54	Portavogie PTA	15	75%	£500.00	£500.00
55	Seahaven Park homes Residents Association	11	55%	£500.00	£500.00
56	Somme Memorial Flute Band	11	55%	£500.00	£500.00
57	St Andrew's Presbyterian Bangor	11	55%	£500.00	£500.00

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<b>58</b>	<b>The Regimental Association of the Ulster Defence Regiment (Bangor Branch</b>	<b>11</b>	<b>55%</b>	<b>£500.00</b>	<b>£500.00</b>
<b>59</b>	<b>Towerview Church</b>	<b>11</b>	<b>55%</b>	<b>£465.00</b>	<b>£465.00</b>
		<b>Totals</b>		<b>£28,804.07</b>	<b>£28,804.07</b>

<b>Table 2 Ineligible applications</b>
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	<b>Name of Group</b>	<b>Score mark</b>	<b>Score %</b>	<b>Reason for unsuccessful application</b>
<b>1</b>	<b>Bangor Abbey Parish</b>	<b>N/A</b>	<b>N/A</b>	<b>No essential documents submitted</b>
<b>2</b>	<b>Killard Residents Association</b>	<b>N/A</b>	<b>N/A</b>	<b>Not all of requested essential documents submitted (Bank Statements and audited accounts)</b>
<b>3</b>	<b>Killinchy Parish Union</b>	<b>N/A</b>	<b>N/A</b>	<b>No essential documents submitted</b>

Of the 62 organisations which applied for funding, 59 were deemed eligible and 3 applications could not be scored as they did not supply the required essential documentation.

A budget of £30,000 was ringfenced for the fund and subject to Council approval £28,804.07 will be awarded, leaving a small underspend of £1,195.93.

Members will be aware that the Coronation Grant Scheme is one element of the Coronation programme of events and activities approved by Council. A number of the approved events and activities were being delivered with a reduced budget, so that the total expenditure did not exceed the total Coronation budget of £50,000 It is therefore recommended that the slight underspend in the grants scheme, is reallocated across the existing approved Coronation programme.

It is further recommended that those groups who were not recommended for funding in Table 2 above are prioritised to receive Party Packs, following which the availability of the Party Packs will be advertised for distribution on a first come first served basis.

Members should also be aware that the Community Development (CD) Team have been contacted by a representative of the Eden Project, of which the Queen Consort is the patron of the Eden Project's biggest community outreach initiative The Big Lunch. Representatives from the Eden Project along with officers from the CD Team, will be at Hamilton Road HUB on Friday 14 April between 10.00hrs-14.00hrs to discuss sustainable ideas for celebrating the Kings Coronation weekend as well as

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distributing party packs, supplied by the Eden Project, to non-constituted community groups.

A joint letter from a number of Community Associations dated 20 March was received by all Members with regard to concerns about the adequacy of the size of the available grants. The letter and its response are attached at appendix 1 and 2 respectively, for information.

### **RECOMMENDATION**

It is recommended that Council approve:

1. The eligible and ineligible applications detailed in Tables 1 and 2 above.
2. The underspend in the grants scheme, is reallocated across the existing approved Coronation programme.
3. Those groups who were not recommended for funding in Table 2 above are prioritised to receive Party Packs, following which the remaining Party Packs will be advertised for distribution on a first come first served basis.

20<sup>th</sup> March 2023

Dear Elected Representatives,

You may have seen the recent post that we, the community volunteers, of Whitehill Community Association, Breezemount Community Association, Clandeboye Village Community Association and Bloomfield Community Association shared on our social media pages, regarding our decision not to apply for the funding available from Ards & North Down Borough Council for the King's Coronation. We wanted to write to you directly to help you understand clearly the reasoning for this decision.

As you know, funding is available from Ards & North Down Borough Council for the Kings Coronation, with ANDBC allocating £500 for 60 groups across the entire borough to run events, so a total allocation of £30k for communities and a further £20K for council to run their own events.

Our Community Associations gave careful consideration to applying for up to £500 from Ards and North Down Borough Council to run a Kings Coronation event in the areas we serve, speaking to each of our committees and wider communities, as well as each other collectively about the challenges and pressure we face as voluntary-led groups with limited funds and resources. Although we are disappointed and frustrated, we have concluded that it is not possible to deliver anything close to a valuable event with such a small amount of funding. The only event we could have delivered would have been for a select few and this is not something we are prepared to do, as all members of our communities matter equally to us. To help you understand the reality of how much £500 would need to stretch to run an event, we have broken it down below, and as you can see, it's an impossible reach, especially given the increased costs of suppliers for events such as catering and inflatables. We have found that £1,000 available under other ANDBC Community Development Grants such as the Community Festivals Fund and Christmas Festivals Fund is already a stretch (having stayed the same amount for many years, rather than increasing to reflect increased costs) so £500 truly is impossible.

***Whitehill area – 900 households so 55p per household***  
***Breezemount area - 250 households so £2 per household***  
***Clandeboye area –2750 households so 18p per household***  
***Bloomfield area – 600 households so 83p per household***

We think that this offer of funding is a sad reflection of the lack of understanding by ANDBC of what it takes for community volunteers to run as inclusive, accessible and family friendly event of the quality deserved to mark such a momentous occasion as the Coronation of King Charles III. As you can see from the breakdown above, our Associations are all catering to a different number of residents, yet the same amount of funding of £500 is available to all of us. I am sure you would agree that this is not proportional or fair, and we continue to advocate to ANDBC to logically consider and change this. We hope you join us in trying to finally change this and use your powers as Councillors to speak for the communities you are elected to serve, as unfortunately despite many years of campaigning, our voices as community volunteers and residents are not being considered, and are in fact being dismissed, given the latest offer of funding.

We are exploring other options, and will keep the residents we serve informed, but given the legacy of COVID and the cost-of-living challenges, the most vulnerable people in our communities are facing, our priority has to be the referrals for people to practical support such as food, heat, mental health etc., and ensuring we have the vital running costs needed to run our services.

Yours sincerely,



**Cindy Moore**  
**Chair of Whitehill Community Association**



**Sharon Davison**  
**Chair of Breezemount Community Association**



**Aaron McMahon**  
**Chair of Clandeboye Village Community Association**



**Isobelle Hamilton**  
**Chair of Bloomfield Community Association**



22 March 2023

Sent via email only: [pcdw@ndcn.co.uk](mailto:pcdw@ndcn.co.uk)

Dear Community Association Chairs,

**Re: Coronation of King Charles III – Grant Scheme**

Thank you for your correspondence passed to me by the Mayor and dated 20 March 2023.

As you are aware, in November 2022 the Council agreed to make provision for community celebrations across Ards and North Down Borough Council and a budget of £50,000 was ring fenced through the rates setting process. Over 50% of this budget i.e. £30,000 was allocated for Coronation Community Grants, allowing up to 60 community and voluntary groups to avail of a £500 grants towards street parties or volunteering activities during the Coronation weekend.

Unlike the grant budgets for the Councils Events and Festivals Fund and Community Development Grants, the Coronation Grants scheme has not received matched funding from Government Departments, therefore the total budget is restricted.

Also, unlike the Community Development Grants, which this year have been both increased and restricted to grass roots community organisations to ensure community houses and organisations remain operational during the cost of living crisis, the Coronation Grants were open to a wide range of constituted groups including Churches, PTA's, Lodges, Chambers of Commerce, Men's Sheds and Community Associations, to ensure as many groups as possible could be assisted to celebrate the Coronation in their own areas.

A Cross Party Working Group of Elected Members was established in February 2023 consider possible events and activities which could be delivered by Council, within the remaining budget of £20,000. The agreed programme will provide activities for all interest groups including residents, communities, schools, younger and older people.

The Coronation Grant scheme was modelled on similar grants designed to celebrate Royal events including the late Queen's 90<sup>th</sup> Birthday with a total budget of £15,000 and individual grants of £300 and the Royal Wedding with a total budget of £10,000 and individual grants of £250. Community volunteers from Whitehill, Breezemount, Bloomfield and Clondeboyne successfully applied to one or both of these schemes. By contrast, the agreed Coronation grant scheme budgets reflects a significant increase in both the total budget and individuals grants for Community and Voluntary Groups.



I would also advise you that funding is available through other sources such as the Big Lunch and support is also available from the Councils Community Development team and the three local Networks for those wishing to apply for these additional funds.

The Coronation Grant scheme was opened for applications on 2 February 2023 with an original closing date of 23 February 2023. The closing date was then extended for 2 weeks to allow as many eligible groups as possible to apply. The scheme was widely advertised through the press and on social media and has been very well received. At the closing date 62 applications from a wide range of constituted community and voluntary groups across the Borough had been submitted. Officers' recommendations are due to be considered by Council at the end of this month and subject to Council approval, the £30,000 ring-fenced for the grant scheme will enable approximately 60 community and voluntary groups to celebrate the Coronation in their local areas.

As is normal practice the Coronation Grant scheme will be monitored and evaluated and feedback from both successful and unsuccessful applicants will inform the roll out of future grants schemes, your views will be considered as part of this process.

I trust that this letter has been of assistance in responding to your concerns.

Yours faithfully,

A rectangular image showing a handwritten signature in black ink on a light-colored background.

**Jan Nixey**  
Head of Community and Culture  
Ards and North Down Borough Council

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**ITEM 14****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development.
Date of Report	21 March 2023
File Reference	EHPD-FWK/MSER-CR-22-23
Legislation	The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 (as amended) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 (as amended)
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Service level agreement between the Department of Justice and District Councils for Warranted Officers
Attachments	Service Level Agreement attached

**Purpose**

The purpose of this report is to seek Council agreement to the updated Service Level Agreement between the Department of Justice and District Councils.

**Background**

This Service Level Agreement (SLA) is between the Department of Justice (the Department) and District Councils. It concerns Environmental Health Officers acting as Warranted Officers (WOs) on behalf of the Department of Justice, enforcing -

- a) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 and
- b) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 in relation to the licensing of fireworks displays.



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The Service Level Agreement is an existing arrangement, and the current version updates the previous agreement dated 2016. The agreement has been updated to increase the costs payable to the Council in respect of inspections completed under The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 (as amended).

Other details in relation to Firework Display Inspections, MSER and Fireworks Training and warranting, Meetings, Review and Termination remain unchanged.

As with other similar documents, due to the increased scrutiny of governance arrangements, it was agreed by EHNI that when the agreement was reviewed, each Council should agree to it with individual Chief Executive's signing the document, rather than it being signed off by EHNI.

A copy of the Service Level Agreement between the Department of Justice and District Councils is attached as Appendix 1.

### **RECOMMENDATION**

It is recommended that Council agrees to the Service Level Agreement between the Department of Justice and District Councils, which shall be signed by the Chief Executive.

## Appendix 1

### SERVICE LEVEL AGREEMENT BETWEEN THE DEPARTMENT OF JUSTICE AND DISTRICT COUNCILS FOR WARRANTED OFFICERS IN RESPECT OF:

- A) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 (as amended) in respect of persons registered to store hazard type 3 & 4 explosives as defined in Service Schedule 1; and
- B) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 (as amended) in respect of fireworks displays.

#### Introduction

1. This Service Level Agreement (SLA) is between the Department of Justice (the Department) and District Councils hereafter referred to as "the Council". The Department and the Council will be known jointly as "the parties".
2. It concerns Council Warranted Officers (WOs) enforcing -
  - a) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 on behalf of the Department in respect of the items listed in Service Schedule 1; and
  - b) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 in relation to the licensing of fireworks displays.

#### MSER Health and Safety Prosecution Checks

3. On receipt of a request in writing from the Department, WO<sup>1</sup> will check if the named MSER applicant has any previous or ongoing formal Council enforcement action (e.g. formal cautions, improvement notices or prosecutions) which has not previously been notified<sup>2</sup> to the Department. A reply should be made in writing within 2 weeks of the date of issue of the request.

#### MSER Inspections

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<sup>1</sup> WO<sup>s</sup> can only respond in relation to actions taken in their own council area

<sup>2</sup> Since the last inspection, as previous enforcement action should have been notified to the Department at time of initial application/interim/renewal inspections

4. WOs will carry out an **initial** site inspection to ensure that the storage complies with the guidance and to assess the applicant's knowledge of their responsibilities contained in the "Approved Code of Practice and Guidance on the Manufacture and Storage of Explosives in Northern Ireland" (the ACoP)<sup>3</sup> and submit a report, using the agreed MSER inspection checklist, to the Department within 3 weeks of the date of issue of the request.
5. If a WO is unable to complete the initial inspection within 3 weeks, they should notify the Department in writing. Where minor improvements are needed to meet the requirements of the guidance contained in the ACoP, the WO should first liaise with the applicant to resolve such issues, giving an appropriate period of time for completion of the works, and notify the Department accordingly. Once this period has elapsed, the WO should submit their report and recommendations to the Department.
6. Thereafter WOs will carry out 2 **interim** inspections for each site during the 5-year duration of the registration (typically in years 2 and 4) and confirm whether or not the site remains suitable and that the registered person remains fit on each occasion. The WO should complete an interim inspection report, which should be signed by the applicant/their representative and the WO, and send it to the Department within 6 weeks from date of notification that an interim inspection is due (see 7 below also). If appropriate, a reduced interim inspection schedule for a site can be agreed with the Department.
7. If a WO recommends a registration period shorter than five years, they will provide the Department with written justification. An appropriate inspection schedule will be agreed and inspection costs adjusted accordingly.
8. If the registration is to keep **fireworks**, interim inspections will be carried out at a time when the fireworks are likely to be present. This may require agreeing a suitable alternative inspection date with the Department.
9. For audit purposes, the Department may verify with registered persons that interim inspections have taken place.

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<sup>3</sup> [Manufacture and storage of explosives in Northern Ireland | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](https://www.hseni.gov.uk)

10. The Department will provide advance notification of all registration **renewal** requests and WOs will carry out a renewal inspection and submit a report using the agreed MSER checklist to the Department as soon as possible, and no later than one week prior to the expiry date of the registration. If the registration is to keep fireworks, renewal inspections will be carried out at a time when the fireworks are likely to be present. This may require agreeing a suitable alternative inspection date with the Department.
11. If a WO recommends that a person should not be registered, or that a registration should not be renewed, or that one should be revoked, a detailed report justifying the recommendation and appropriate evidence must be provided to the Department as soon as possible.
12. The Department will share copies of certificates of registration; renewal reminder and expiry notification letters; notifications when interim inspections are due; and notifications of businesses ceasing or due to cease trading.

### **Fireworks Display Inspections**

13. The Department, where possible, will provide the WO with a complete fireworks display application at least 4 weeks before the date of the fireworks display. Where the applicant gives less than 2 weeks' notice, the Department will contact the WO to confirm whether or not the application can be assessed.
14. WOs will carry out an inspection and risk assessment of a site for Category F3 & F4 fireworks displays to assess whether or not it is safe for a fireworks licence to be issued. For a frequently used site, with a known firer, a desk assessment is considered suitable.
15. WOs will also be requested to carry out a desk assessment if possible and/or an inspection for some Category F2 fireworks displays, to ensure site suitability. This will typically be in relation to applications for a new site, new firer or community events but will be requested on a case-by-case basis.
16. Should monitoring of the display itself be recommended, an explanation should be provided when the WO is submitting their Fireworks Display Site Checklist. For audit

purposes, the monitoring WO must submit a report on the adherence to the conditions of the licence and general competence of the applicant/firer as soon as is practicable after the display. In situations where the need to monitor a display has been identified after the checklist has been submitted to the Department, the WO should inform the Department (email is acceptable) as soon as possible.

17. The completed Fireworks Display Site Checklist should be submitted to the Department as soon as possible to allow time to consider the WO's recommendations and process the licence or advise the applicant that their application has been refused.

### **Enforcement**

18. WOs will ensure that, when enforcing the provisions of the Regulations, their approach is consistent with the council's enforcement policy, and in accordance with any instructions from the Department.

19. If the WO identifies minor breaches, they should inform the Department as soon as possible. The Department will consider issuing a warning letter under Regulation 17 of MSER. If the WO identifies more serious breaches requiring immediate attention, they may issue an enforcement notice and/or consider prosecution. The Department must be informed immediately and will consider issue of a Regulation 17 letter under MSER. Failure to remedy the breaches may lead to the Department revoking the Certificate of Registration.

### **Meetings**

20. Twice yearly meetings will be held between the Department and Council representatives to review processes and to share information on current registrations and fireworks displays. Ad hoc meetings can be arranged if necessary.

### **MSER Costs**

21. Costs, as per Service Schedule 2, relate to individual registrations and not to the number of inspection visits.
22. On the Department's request to carry out an initial or renewal inspection, the Council, on completion of the inspection, will invoice the Department, in accordance with Service

Schedule 2, for up to two interim inspections to be undertaken during the term of the registration, one of which may be an inspection on the ending of the registration. The invoice will include the registration reference number and the Purchase Order Number supplied by the Department.

23. The Department will review the MSER costs annually with any increase coming into effect from 1st April.

### **Fireworks Costs**

24. Costs, as per Service Schedule 3, relate to the inspection and risk assessment of all requested fireworks displays.

25. On the Department's request to carry out an inspection/assessment, the Council will invoice the Department in accordance with Service Schedule 3, for work completed. The invoice will include each Fireworks Licence Number, the Fireworks Display Site Inspection Timesheet and the Purchase Order Number (supplied by the Department on receipt of the Fireworks Display Site Inspection Timesheet).

26. The Department will review the fireworks costs annually with any increase coming into effect from 1st April.

### **MSER & Fireworks Training and Warranting**

27. The Department will determine and provide appropriate training on all relevant Regulations.

28. Thereafter, the Department and the Council will co-ordinate arrangements for training of WOs to perform their functions under this SLA. Formal training for new WOs and refresher training for existing WOs will be provided where there are sufficient numbers or should a specific training need merit it, to enable WOs to fulfil their obligations under this SLA.

29. Upon receipt of a request from the Council and evidence that training has been received/completed, the Department will warrant officers and issue them with a letter of

indemnification to perform their functions under the Regulations. Where an officer no longer requires their warrant, it should be returned to the Department in a timely manner.

30. WOs should be able to produce their Department of Justice-issued Warrant, on request, when carrying out MSER and fireworks display site inspections.
31. The Department shall discharge all claims made by any person in respect of any liability of the Council for injuries sustained by a WO while carrying out their duties (or services) under this Agreement.

### **Review and Termination**

32. This SLA will take effect from the date of signing. It should be reviewed every two years or at any time at the request of either party.
33. This SLA shall terminate on the expiry of six months' written notice given by either party to the other or on the production of a newly agreed SLA.

Signed

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Justice

Signed

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Council \_\_\_\_\_



## Service Schedule 1

### Hazard Type 3 & 4 Explosives

#### Arrangements for enforcement of Regulations 10(2) and 13 on behalf of the Department of Justice

Police	Warranted Officers from each Council area		
	Generic description	UN Number	Hazard Type
Any explosives within the meaning of MSER except when ONLY those specifically mentioned opposite are subject to the provisions in Reg. 13 <b>And</b> All explosives when they are subject to the provisions in Reg. 10(2)	Air Bag Inflators, Air Bag Modules, Seat-Belt Pre-tensioners	0503	4
	Articles, Pyrotechnic for technical purposes	0430	3
	Articles, Pyrotechnic for technical purposes	0431 & 0432	4
	Cartridges, Power device	0275	3
	Cartridges, Power device	0276 & 0323	4
	Cartridges, Signal	0054	3
	Cartridges, Signal	0312	4
	Fireworks	0335	3
	Fireworks	0336 & 0337	4
	Flares, Aerial	0403 & 0404	4
	Rockets, Line-Throwing	0240	3
	Rockets, Line-Throwing	0453	4
	Signal Devices, Hand	0191 & 0373	4
	Signals, Distress, ship	0195	3
	Signals, Railway Track, Explosive	0193	4
Signals, Smoke	0507 & 0197	4	

U.N. No.	Name and Description	Glossary
0503	Air Bag Inflators, Air Bag Modules, Seat-Belt Pre-tensioners	Articles which contain pyrotechnic substances and are used as life-saving vehicle airbags or seat-belts.
0430, 0431 & 0432	Articles, Pyrotechnic for technical purposes	Articles which contain pyrotechnic substances and are used for technical purposes such as heat generation, gas generation, theatrical effects, etc.
0275, 0276 & 0323	Cartridges, Power device	Articles designed to accomplish mechanical actions. They consist of a casing with a charge of deflagrating explosive and a means of ignition. The gaseous products of the deflagration produce inflation, linear or rotary motion or activate

		diaphragms, valves or switches or project fastening devices or extinguishing agents.
0054 & 0312	Cartridges, Signal	
0335, 0336 & 0337	Fireworks	Pyrotechnic articles designed for entertainment.
0403 & 0404	Flares, Aerial	Articles containing pyrotechnic substances which are designed to be dropped from an aircraft to illuminate, identify, signal or warn.
0240 & 0453	Rockets, Line-Throwing	
0191 & 0373	Signal Devices, Hand	Portable articles containing pyrotechnic substances which produce visual signals or warnings. The term includes small surface flares such as highway or railway flares and small distress flares.
0195	Signals, Distress, ship	
0193	Signals, Railway Track, Explosive	Articles containing a pyrotechnic substance which explodes with a loud report when the article is crushed. They are designed to be placed on a rail.
0507 & 0197	Signals, Smoke	Articles containing pyrotechnic substances which emit smoke. In addition they may contain devices for emitting audible signals.

## Service Schedule 2

### MSER Inspection Costs for the period from 1 April 2023

The Department will pay the Council £300 for work performed in relation to an initial registration and £270 for a renewal<sup>4</sup>.

If a reduced inspection schedule is agreed for a site, the inspection costs will be adjusted accordingly.

If an additional inspection is required, it will be agreed with the Department in advance and the Department will pay the Council £90.

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<sup>4</sup> For Initial Registration, 8 hours at £30 per hour on time spent on initial inspection and two interim inspections and £60 mileage for 3 journeys. For Renewal of Registration, 7 hours for renewal inspection and two interim inspections and £60 mileage for 3 journeys.

### **Service Schedule 3**

#### **Firework Display Site Inspection Costs for the period from 1 April 2023**

The Department will pay the Council for the time spent by a WO assessing a fireworks display application (either site visit assessment or desktop only assessment), including the WO's completion of the Display checklist and associated timesheet.

The Department will pay the Council for mileage incurred by the WO for their mileage to and from the fireworks display site (in line with the revised Motor Car Allowances which have been agreed by the National Joint Council (NJC) for Local Government Services employees with effect from 1 April 2010 without exception) where a site visit was required.

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**ITEM 15****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	13 March 2023
File Reference	
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	The Battle of the Somme Pilgrimage 2023
Attachments	

The Council has participated annually in the commemorative events and wreath laying at the Thiepval Monument, Ulster Memorial Tower and the Memorial at Guillemont, to mark the anniversary of the Battle of the Somme on 1 July.

This has usually also included wreath laying at the Menin Gate, Ypres, a visit to the Island of Ireland Peace Tower at Messines and lay a wreath in the honour of Edmund de Wind VC, from Comber, at the Pozieres British Cemetery. In addition, a visit to the Sir John Monash Centre at Villers-Bretonneux, where the Australian National Monument of the Great War is located. There has been the opportunity to view this Centre as a case study for the planned redevelopment and investment in the Somme Museum, Newtownards.

In line with previous years, it is recommended that the Council approves the attendance at the commemoration events departing on 30 June and returning on 4 July 2023 of the Mayor (or if unable to travel, the Deputy Mayor), another Member and an Officer.

In the light of the upcoming Local Government Elections on 18 May, the nominations for the Member attendee will be decided at the Annual Meeting on 7 June.

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### **RECOMMENDATION**

It is recommended that the Council approves the attendance at the annual Battle of the Somme Commemorations in 2023 of the Mayor (or Deputy Mayor) plus one additional Member, to be chosen at the Annual Meeting, and an Officer.

Unclassified

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**ITEM 16****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Director of Corporate Services
Responsible Head of Service	Head of Finance
Date of Report	22 February 2023
File Reference	FIN23
Legislation	Local Government (Payments to Councillors) Regulations (NI) 2019
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Scheme of Allowances of Councillors
Attachments	Scheme of Allowances (Version 11) - 2023/24

**Background**

Regulation 3 of the Payments to Councillors regulations requires district councils to prepare and publish a scheme of allowances payable to its Members' for each year.

**Scheme of Allowances**

The Department for Communities have issued updated statutory guidance in respect of Payments to Councillors in Circular LG 23/2019 and rates for allowances in Circular LG 3/2023. The maximum Basic Allowance is £16,394 (subject to review in line with the NJC 2023/24 pay award).

However, in light of the up-coming local government elections no changes have been made to any allowances or maximum expenses threshold from version, with the exception of dependant carers allowance which in line with the National Living Wage on 1 April 2023.

It would seem appropriate that following the election, the new Council may choose to reconsider and revoke this new version and put in place a further revised version. This can be done at the Annual Meeting on 7 June 2023.

Unclassified

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Both the scheme of allowances and the statutory guidance issued by the Department for Communities form Part 5 of the Council's constitution and therefore need updating following approval of the new scheme.

### **RECOMMENDATION**

It is recommended that Council approves version 11 of the Scheme of Allowances to replace the previous version 10, with effect from 1 April 2023 and updates its constitution accordingly with the new scheme.





# Ards and North Down Borough Council

## SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS Version 11

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 and takes account of the statutory guidance issued by the Department for Communities set out in Circular 23/2019 (as amended).

### 1. Definitions

In this scheme 'approved duty' and committee member are as defined in Regulation 2 of the Local Government (Payments to Councillors) Regulations (NI) 2019 and Section 36 Local Government Finance Act (NI) 2011.

### 2. Commencement Date

This scheme of allowances shall be operational from **1 April 2023**.

### 3. Basic Allowance

An annual basic allowance of £15,071 shall be paid to each councillor. Where applicable this will be paid pro-rata.

The basic allowance includes an element for incidental and consumable costs incurred by Councillors in their official capacity. This element is £1,061.

### 4. Special Responsibility Allowance

- 4.1 A special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1 (Appendix A).
- 4.2 The amount of allowance shall be the amount specified against that special responsibility in the Schedule. The allowance will be paid 12 equal instalments (or pro rata) over the course of the Council year.

4.3 At any time, only one special responsibility allowance will be paid to a councillor.

## 5. Mayor and Deputy Mayor Allowance

5.1 Expenditure paid under Section 32 Local Government Finance Act (NI) 2011 is on a receipts basis only to cover expenses of the Mayor's office. Council has agreed a limit for this type of expenditure of £15,000.

## 6. Dependants' Carers' Allowance

6.1 Councillors are entitled to claim a dependants' carers' allowance (DCA) towards reimbursement of actual reasonable costs necessarily incurred in providing care for an eligible dependant, while carrying out an approved duty.

6.2 A dependant is defined as:

- a child under 16 years old;
- a child 16 years old or more, where there is medical or social work evidence that full-time care is required;
- an adult with a recognised physical or mental disability where there is medical or social work evidence that full-time care is required; or
- an elderly relative requiring full-time care.

6.3 For the purposes of this allowance, a carer is defined as a responsible person over 16 years old who does not normally live with the councillor as part of that household; and is not a parent/guardian of the dependent child.

6.4 A specialist carer is defined as a qualified person who is needed where it is essential to have professional assistance. In these circumstances a receipt must be attached to the claim.

6.5 A dependants' carers' allowance shall be payable based upon actual receipted costs or at the appropriate hourly rate, whichever is the lower; up to the monthly maximum.

6.6 The rates are as follows:

	Hourly Rate	Maximum monthly amount
Standard	£10.42	£ 542
Specialist	£20.84	£1,084

6.7 Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA is payable even if there are two or more children or dependants being cared for.

## 7. Travel and Subsistence Allowances

- 7.1 A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred in connection with an approved duty as specified in Schedule 2 (Appendix B). The amount claimed should not exceed expense incurred and when by air, boat or public transport should be at economy or 2<sup>nd</sup> class. Council will not reimburse seat reservation charges. Where a Councillor travels by taxi in preference to public transport the amount reimbursed will be limited to what would have been the cost of the equivalent public transport.
- 7.2 Where the council deems a hired car is necessary a councillor or committee member may be reimbursed the receipted cost of the hired car along with the applicable mileage rate.
- 7.3 The rates paid for travel by car must not exceed the amount that would result from using an alternative mode of transport; e.g. public transport or air fare, unless previously agreed by the council.
- 7.4 The rates of travel allowance for travel by private vehicle shall be as shown in the table below.

TYPE OF VEHICLE	RATE (pence per mile)
A pedal cycle	20.0
A motor cycle of all engine sizes	24.0
Motor car and Electric car	45.0 up to 10,000 miles 25.0 beyond 10,000 miles

- 7.5 The rates of subsistence shall be as show in the table below, which include VAT. No claims for alcohol are permitted.

PERIOD/MEAL	RATES	
	British Isles £	London £
<b>Overnight allowance</b> an absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	113	138
<b>Breakfast allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	13	13
<b>Lunch allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	16	16
<b>Tea allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	6	6
<b>Evening meal allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	24	24
<b>Sub-total for meals</b>	<b>59</b>	<b>59</b>
<b>Total maximum rate (absence of 24 hours)</b>	<b>172</b>	<b>197</b>

- 7.6 For subsistence outside the British Isles, Council will use Overseas Subsistence Rates produced by Her Majesty's Revenue & Customs (HMRC) as the maximum payable. These rates which can be accessed at <https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>. The newest version is effective from 26 March 2020.

## 8. General

- 8.1 This scheme may be revoked or amended at any time.

- 8.2 The amounts stated in paragraph 6 will be subject to any increase to the national living wage for ages of 25 years and over.
- 8.3 A Councillor may, if they wish, renounce their entitlement to basic, mayor, deputy mayor or special responsibility allowances. This should be done by writing to the Chief Executive. A councillor can subsequently withdraw the renunciation. They can also amend a renunciation (for example, to limit it to one kind of allowance only). The withdrawal or amendment cannot have retrospective effect.
- 8.4 In accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, where a Councillor is suspended from carrying out the duties, the part of basic allowance, special responsibility allowance, chairperson and vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

## 9. Claims and Payment

- 9.1 Councillors are required to sign their declaration of acceptance of office before any allowances can be paid.
- 9.2 Payments regarding basic allowance and special responsibility allowance shall be made in instalments of one-twelfth of the amount specified in this scheme as noted in Schedule 1.
- 9.3 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made, in accordance with paragraph 9.6 below, within three months on the appropriate claim form (Appendices C – F), and should be accompanied by receipts.
- 9.4 Tax and MOT status will be checked electronically on the Gov.uk website and Councillors must have provided a copy of their current driving licence, VC5 (vehicle registration certificate) and motor insurance certificate (covering business use) before any mileage allowances will be paid.
- 9.5 Councillors are required to make the following declaration on each claim for travelling and subsistence allowances:
- I have necessarily incurred expenditure on travel and subsistence for the purpose of enabling me to perform the approved duties of the Council;
  - I have actually paid the fares shown and all other amounts claimed are in accordance with the rates approved by the Council;
  - I have attached all necessary receipts in connection with travel and subsistence expenses claimed;
  - I have not made, and will not make, any other claim under any enactment for travel and subsistence expenses in connection with duties indicated on this form;

- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (NI) 2019;
- I hold a valid licence, V5C (vehicle registration certificate), and MOT certificate (if applicable) and appropriate motor insurance, which covers my vehicle being used for business purposes.

9.6 Claims should be submitted by 8<sup>th</sup> day of the month following the period of claim and may be made in the following ways:

- by signed paper claim form and submitted to the Employee Payments team at Town Hall, The Castle, Bangor, BT20 4BT; or
- Unsigned electronic claims will be accepted provided they are submitted from either a Member's Council email address or other email address used to send the Member's payslip to.

9.7 Payment will be made by BACS directly to Members' bank accounts no later than the 25<sup>th</sup> day of each month.

## **10. Publication of Allowances Paid to Councillors**

10.1 The Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 provide for the publication of schemes of allowances payable to councillors and the associated payments. This forms part of the Council's constitution. The Council will publish the return made to the Department for Communities and include both amounts paid to and on behalf of each Councillor.

**Appendix A**

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**SCHEDULE 1**

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

<b>Position of Responsibility</b>	<b>Allowance £</b>
Mayor	14,856
Deputy Mayor	7,428
Chairperson Corporate Services Committee	4,470
Chairperson Environment Committee	3,828
Chairperson Regeneration & Development Committee	3,828
Chairperson Planning Committee	5,100
Chairperson Community & Wellbeing Committee	3,828
Chairperson Audit Committee	1,284
Audit Committee members (9 members at £256 per annum)	2,304
Chairperson PCSP	1,284
ARC 21 members (3 members at £768 per annum)	2,304
Partnership Panel Representative	642
<b>TOTAL</b>	<b>51,156</b>

## SCHEDULE 2

### Approved Duties

In accordance with Regulations, only the following are specified as the duties in respect of which basic allowance, dependents' carers' allowances, and travel and subsistence allowances are available:

1. attendance at a meeting of the council;
2. attendance at a meeting of a committee of the council;
3. attendance at a meeting of a sub-committee of the council;
4. attendance at a meeting of a joint committee;
5. attendance at a meeting of a sub-committee of a joint committee; or
6. the doing of anything approved by the council or anything of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, or as the case may be, of the joint committee or any of its sub-committees.

<b>Examples of Approved Duties included under point 6*</b>	<b>Examples of Duties which are not Approved*</b>
a. Event or photo-shoots for Council or where Council is a main sponsor of, for Chair or Vice-Chair of sponsoring Committee only. (eg. Aspects Festival launch or attendance at Ards Business Awards)	i. Attendance at Committees of which the Councillor is not a member
b. Pre-meeting briefing of Chairs and Vice-Chairs of Committees with Chief Executive or Directors	ii. Events to which Councillors have received either a personal or general invitation to (with no accompanying minute)
c. Group Leaders meeting with Chief Executive	iii. Mayor's Installation Dinner / At Home / Civic Receptions / Remembrance Services / Church Services
d. Official opening of Council facilities	iv. Consultations, workshops and public meetings organised by special interest groups
e. Interview or Grant selection panels	v. Other meetings with officers other than those listed under approved duties
f. Commemoration events of regional or national significance	vi. Constituency Work
g. Training, consultations, workshops, and public meetings organised by Council	
h. Planning site meetings	
i. Any other duties for which there is a specific minute. (eg. Nominated members to NILGA conference)	
* These apply to outside bodies as they apply to Council.	





**DEPENDANTS' CARERS' ALLOWANCE CLAIM**

One form should be completed for each instance of childcare/carer service - an original receipt from the carer must be presented with this claim form.

Please complete boxes shaded yellow.

Type of Care		Please select
Approved Duty Covered		Please select
Details		
Date of Approved Duty		
Time From	in 08:15 format	
Time To	in 12:30 format	
Total Hours	Calculated	00:00
Cost Per Hour		
Total Cost	Calculated	£ -
Name of Dependant		
Relationship to Councillor		
Name of Carer		
Carer's National Insurance Number		
Signature of Carer		

**Declaration**

I declare that the above named provided a childcare/carer service to me as detailed above, in order that I could perform the approved duty stated.

Name of Claimant	
Signature of Claimant	
Date of Claim	

FOR OFFICE USE ONLY			
Checked By:		Date:	
Authorised By:		Date:	



**GUIDANCE NOTES FOR  
COMPLETION OF MILEAGE AND EXPENSES CLAIM FORM**

The claim form will provide the necessary documentation for Internal and External Audit.

To assist in completion of the form your attention is drawn to the following points:

**1. PERIOD OF CLAIM**

Please insert the month(s) for which mileage is being claimed.

**2. DATE**

Please insert the date of each new journey for which mileage is being claimed.

**3. JOURNEY DETAILS (From-To-To)**

As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that departure points and all locations visited are entered onto the claim form.

**4. PURPOSE OF JOURNEY / APPROVED DUTY / NAME OF MEETING**

Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties are listed in Annex B, Schedule 2 of the Scheme of Councillors Allowances payable to Councillors.

Please also indicate in this section, for each journey, if any passengers travelled with you as a higher rate per mile is payable.

**5. EXPENSES**

This column should be used to record claims for car parking, public transport, taxi fares and day subsistence claims for which a receipt is available. Day subsistence includes, breakfast, lunch, tea and evening meal allowances incurred carrying out approved duties which do not include an overnight stay. All amounts include VAT. No alcohol will be reimbursed. Approved duties requiring an overnight stay should be claimed on separate Overnight Subsistence claim forms. Receipts are required to be obtained and attached to the form for reimbursement of all expenses claimed under this section.



**COUNCILLOR OVERNIGHT SUBSISTENCE CLAIMFORM**

Councillor Name:  Council Minute:

Approved Duty:  Start Date and Time:  :

Details of Location visited:  End Date and Time:  :

DATE	DESCRIPTION OF EXPENSE (eg. hotel accommodation, meals etc) (Indicate if claiming for other Cllrs)	ACCOMMODATION PROVIDER / SUPPLIER / PURCHASED FROM	AMOUNT CLAIMED (Please attach receipts)

DECLARATION – I declare that:

TOTALS	£	-
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- I have necessarily incurred expenditure for the purpose of performing the approved duties of the Council;
- I have actually paid the amounts shown and have attached all necessary receipts for expenses claimed;
- I have not made, and will not make, any other claim under any enactment for subsistence expenses in connection with duties indicated on this form;
- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (NI) 2019.

SIGNATURE:  DATE:

FOR OFFICE USE ONLY	
Council minute checked	<input type="text"/>
Maximum subsistence payable	<input type="text"/>
Amount claimed within max.	No
Checked By:	<input type="text"/>
Authorised By:	<input type="text"/>
Total payable	£ -
Date	<input type="text"/>
Date	<input type="text"/>

**GUIDANCE NOTES FOR  
COMPLETION OF OVERNIGHT SUBSISTENCE CLAIM FORM**

To assist in completion of the form your attention is drawn to the following points:

**1. APPROVED DUTY / PURPOSE OF VISIT**

Clearly indicate which approved duty you are carrying out or the purpose of the approved overnight duty including providing details of the location of the duty. Approved duties are listed in Annex B, Schedule 2 of the Scheme of Councillors Allowances payable to Councillors.

**2. COUNCIL MINUTE**

Please provide the Council minute reference approving the visit /overnight duty.

**3. START DATE AND TIME**

Please enter the start date of your visit and the time you left home or other place of departure.

**4. END DATE AND TIME**

Please enter the end date of your visit and the time you returned home or other place of arrival.

**5. DATE**

Please insert the date of each new expense being claimed.

**6. DE Scription OF EXPENSE**

This column should be used to record the nature of the expense claim i.e. accommodation costs or meal costs. Receipts are required to be obtained and attached to the form. Reimbursement of all expenses claimed under this section will only be made on production of receipts and up to the maximum allowed per section 7 of the Scheme of Allowances Payable.

Clearly indicate if you also paid for and are claiming for the costs of any other Councillor who is carrying out the same approved duty. Other Councillors may not otherwise claim for reimbursement of the same expense.

Unclassified

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**ITEM 17****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Director of Corporate Services
Responsible Head of Service	Head of Administration
Date of Report	13 March 2023
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Request from Market Fresh to use Council land at the former Hamilton House site, Hamilton Road, Bangor
Attachments	Appendix 1 - map

The Council has received a request from Market Fresh to use the green area at the former Hamilton House site on Hamilton Road, Bangor (see Appendix 1). They will be holding an Artisan food and craft market on the second Saturday of every month from April to December in 2023 in the Royal British Legion premises at 41 Hamilton Road.

While most of the market and food stalls will be inside the Royal British Legion building, Market Fresh has requested use of the old Hamilton House site for an overflow of between 10 and 15 stalls. They also requested to set up inflatables, including a bouncy slide, entertainment, a picnic area and children's activities.

Council officers have been consulted and have made the following comments:

- The ground at this site is unsuitable for vehicular use, therefore this usage should not be permitted. When the old Hamilton House site was demolished, it had a covering of topsoil put down as an interim measure. The site is only designed for grounds maintenance vehicles to access, however pedestrian access and stalls set up should not be an issue.
- The site is not suitable for the use of inflatables, so this should not be permitted. As a former site for large buildings, it may have rubble or solid foundations below the grass. This may make fixing with stakes to secure

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inflatables impossible. As a newly laid surface, even if the depth is there, it may not have sufficient compaction to hold stakes.

- There were slight concerns raised about the impact on local residents in terms of parking and footfall on what is a relatively small site. Members should note that the market will be going ahead within the RBL building, and Council approval is only being sought for the overspill. There are 2 pay and display car parks near the site.
- To mitigate any other issues, it is recommended that Council initially approves usage on this site for April and May 2023 only and reviews at that point. If there are no issues, officers have the authority to give approval for the usage up to December 2023, but this approval can be withdrawn if any issues arise.

Therefore, approval should be subject to the following terms and conditions:

- I. Providing a list of all traders attending the event and paying the appropriate fee in line with Council policy (£30 for up to 3 traders and £10 per trader after this).
- II. Providing a risk assessment and event management plan.
- III. Display public notices before the event to notify the public that said event is due to take place in the area. Signage to be agreed in advance with appropriate Council officer.
- IV. Public notices must be removed after the event within seven days.
- V. Provide evidence of relevant insurances and fully indemnifying Council against all risks associated with the use of land or property.
- VI. Make good any damage caused during the use to the satisfaction of Council officers. Should the Council have to undertake remedial works the costs will be recovered from the organiser.
- VII. Put in place protective measures for areas where important natural heritage is present.
- VIII. Arrange for the collection and subsequent removal of all litter and other debris from the main event and adjacent areas during the event, as well as once the event had concluded, however, should the Council have to do any additional cleaning the costs will be recovered from the organiser.
- IX. Put in place plans for recycling waste.
- X. Arrange for the prompt removal of any items used in connection with the event.
- XI. Put in place plans to limit any negative impact on the public using the land at the same time as the event.
- XII. Obtain and provide evidence of permits/licences/registrations and approvals.
- XIII. Indemnify the Council against all claims which may result from the event or use of the area, and to provide the Council with a copy of the relevant insurance policy.
- XIV. Ensure that only the designated area, or areas specified by Council officers are used for the event.
- XV. Ensure that no vehicles are allowed access to the site.
- XVI. No inflatables are permitted on this site.

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- XVII. Ensure that adequate marshals/staff are placed throughout the designated area to ensure that members of the public are not endangered by the event.
- XVIII. Where electrical supplies are being used, this must be agreed in advance with Council officers. Additional costs may apply depending on the services required.
- XIX. No petrol generators are to be used.
- XX. Provide the Council with a list of any suppliers/food providers for the event in advance of the event taking place.
- XXI. Approval is given for usage on this site for April and May 2023 only. If there are no issues, further approval up to December 2023 can be given, but Council reserves the right to withdraw this at any point.

**RECOMMENDATION**

It is recommended that Council approves the request to use the green area at the former Hamilton House site by Market Fresh for a market overspill, entertainment, a picnic area and children's activities, for April and May 2023 initially, and after review by officers, to December 2023, subject to the terms and conditions above.



# Proposed Market Fresh overspill site



0 0.005 0.01 0.02 0.03 0.04 0.05 km

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Scale: 1:500
Date: 13/03/2023
Author:



Department for  
Energy Security  
& Net Zero

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1 Victoria Street  
Westminster  
London  
SW1H 0ET

Dear DAERA Section 75 Consultee

The UK Government and devolved governments are today publishing a consultation on proposals for a revised UK-wide policy framework for nuclear decommissioning and the management of radioactive substances, including radioactive waste.

We would welcome your views on the proposals being put forward and would encourage you to respond to the consultation. If you wish to discuss the proposals further, please get in touch via the email address below. The consultation will close on the 24<sup>th</sup> of May 2023 and can be accessed at the following link:  
[www.gov.uk/government/consultations/managing-radioactive-substances-and-nuclear-decommissioning](https://www.gov.uk/government/consultations/managing-radioactive-substances-and-nuclear-decommissioning).

It has been 25 years since the overall policy in this area was last updated and there are now new challenges for nuclear decommissioning and radioactive substances management across the UK, new structures and responsibilities in place, and new advances in waste management techniques.

As such, the UK Government and Devolved Governments consider it is time to update and replace these policies with a consolidated UK-wide policy framework. In doing so we aim to set out clearly those policies that are pursued jointly by the UK Government and Devolved Governments and any separate policies that apply in any one nation.

The proposals aim to update, clarify, and consolidate a number of policies into a UK-wide policy framework and facilitate speedier and more cost-effective decommissioning and radioactive waste management. They aim to create clearer and more consistent policy objectives across the UK, reduce unnecessary burden, unlock more innovative and sustainable ways of working realising significant savings for industry and the taxpayer, whilst maintaining high standards of safety, security, and environmental protection.

As well as consolidating radioactive substances and nuclear decommissioning policy into a single policy framework we are also consulting on proposals to achieve more proportionate and cost-effective waste management and disposal routes for some less hazardous intermediate level radioactive waste. The current policy of the UK Government and Devolved Governments of Wales and Northern Ireland is to place this waste in a geological disposal facility which on current estimates is expected to be operational in the 2050s. We are proposing to amend this policy to allow less hazardous intermediate level waste to be disposed of in near surface disposal



Department for  
Energy Security  
& Net Zero

facilities where it is safe to do so. Developing an alternative disposal route which could be available within the next 10 years, has the potential to achieve significant savings without compromising safety and security, though a geological disposal facility will still be necessary for the most hazardous radioactive waste.

Other consultation proposals include updating our policies on managing spent fuel to reflect changes in the new and advanced nuclear power sector and a policy statement on managing uranium to provide clarity on how the UK Government expects it to be managed.

We look forward to hearing your views on these proposals.

Yours sincerely,

Umran Nazir  
Deputy Director,  
Nuclear Decommissioning  
UK Government  
[rsndpolconsult@beis.gov.uk](mailto:rsndpolconsult@beis.gov.uk)

Alice Hall and Emma Harding  
Deputy Director,  
Environmental Quality and Resilience  
Scottish Government

Elen Shepard  
Dirprwy Gyfarwyddwr, Diogeli'r Amgylchedd |  
Deputy Director, Environmental Protection  
Llywodraeth Cymru | Welsh Government

Dave Foster  
Director of Natural Environment Policy Division,  
Department of Agriculture, Environment and  
Rural Affairs.  
Northern Ireland Executive

## ITEM 21

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council
Date of Meeting	29 March 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	14 March 2023
File Reference	CG 12172
Legislation	Local Government Act (NI) 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Notices of Motion
Attachments	Notices of Motion - Status Report

Please find attached a Status Report in respect of Notices of Motion.

This is a standing item on the Council agenda each month and its aim is to keep Members updated on the outcome of motions. Please note that as each motion is dealt with it will be removed from the report.

**RECOMMENDATION**

It is recommended that the Council notes the report.

**NOTICE OF MOTIONS UPDATE – MARCH 2023**

<b>TO BE POPULATED BY DEMOCRATIC SERVICES</b>							
<b>DATE RECEIVED</b>	<b>NOTICE</b>	<b>SUBMITTED BY</b>	<b>COUNCIL MEETING DATE</b>	<b>COMMITTEE REFERRED TO</b>	<b>OUTCOME OF COMMITTEE WHERE NOM DEBATED</b>	<b>MONTH IT WILL BE REPORTED BACK TO COMMITTEE</b>	<b>OTHER ACTION TO BE TAKEN</b>
31/05/15	Permanent recognition of Rory McIlroy in Holywood	Councillor Muir	24/06/15	Corporate Services Committee – October 2015	Agreed	June 2022	Update sought at Jan 22 Council – To be reported to CSC in June 2022. Further report to follow in 2023.
21/1/19	Shelter at slipway in Donaghadee	Councillor Brooks & Cllr Smith	Council – January 2019	Environment Committee	Agreed	TBC	
25/9/19	Report on feasibility of holding annual remembrance service for those lost to suicide	Councillor Martin	Council – October	Corporate Services – November 2019	Agreed	Reported to CSC January 2020. Further report to come	Report to follow during 2023.

TO BE POPULATED BY DEMOCRATIC SERVICES							
DATE RECEIVED	NOTICE	SUBMITTED BY	COUNCIL MEETING DATE	COMMITTEE REFERRED TO	OUTCOME OF COMMITTEE WHERE NOM DEBATED	MONTH IT WILL BE REPORTED BACK TO COMMITTEE	OTHER ACTION TO BE TAKEN
						back. (September 2022).	
16/01/20	Closing of a public right of way at Andrew Shorefield, Groomsport	Alderman Keery	Council – January 2020	Corporate Committee – February 2020	Agreed	Reported to CSC in March and October 2020. Further report to come back (September 2022).	Report to follow during 2023.
20.10.20	"I would like to task officers to produce a report to consider what could be a more environmentally friendly and benefit the wellbeing of the community for the use of the disused putting green on the Commons and play park at Hunts park in Donaghadee . Following the success of the Dog park in Bangor and the demand for a Dementia	Councillor Brooks	Council October 2020	Community & Wellbeing Committee – December 2020	Agreed	TBC	Officers to liaise with Regeneration and consideration of Masterplan and also take into account play strategy local consultation when it takes place in

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	garden, both should be considered as options in the report. The process should involve consultation with the local community."						Donaghadee and bring back a report thereafter.
19 April 2021	Flying of Union Flag on all Council buildings and war memorials all year round. Flags at half mast on death of any monarch or any other member of the Royal Family or Prime Minister of the UK for the period of mourning.	Councillor Cooper	Council April 2021	Corporate Committee – September 2021	NOM as amended agreed at March 2022 Council	CSC - October/Nov 2022	Council January 2023 – Decision called-in and to be reported back at March Council 2023.
10 May 2021	That officers are tasked to bring back a Report on how the Council might approach a Climate Change Action Plan and perhaps including - but not limited to - a review of all Council long-term investment, a Borough-wide engagement via an Innovation Lab, a Conference of Ideas, and	Councillors Walker & Egan	23 June 2021	Environment Committee – October 2021 (deferred from September Committee)	Agreed	TBC	

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	values-based recommendations for next steps.						
20.10.2021	That officers bring back a report to consider the option of transferring responsibility for bins which are currently the responsibility of the Parks Section into the Environment Directorate.	Alderman McIlveen & Councillor Cathcart	Council November 2021	Community & Wellbeing December 2021	Agreed	Report to C&WC April 2022.  Report to October 2022 C&WC	Further consideration by officers, update report to June 2023 C&W Committee
3.11.2021	That this Council, in liaison with the Department for Infrastructure, will seek permission for and explore a source of funding in order to make an artistic feature of the steps which lead from Princetown Road to Queen's Parade at Bangor seafront as part of Bangor Town regeneration, and brings back a report to	Councillor Douglas & Alderman Wilson	Council November 2021	Regeneration & Development December 2021	Agreed	June P&P Committee	Urban Team working up a scheme which will be forwarded to DfI for approval.



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	Council addressing how this can be achieved as a pilot for the Borough.						
31.12.21	Coastal and Storm Damage to Ballywalter Harbour, repair costs and reinstatement costs	Councillors Adair and Edmund	Council January 22	Environment February 2022	Agreed	TBC	Report to be brought back.
13.04.22	Environmental damage caused by modern day packaging	Councillors McRandal and Douglas	Council – April 2022	Environment Committee – June 2022	Agreed - ratified by June Council		Report to be brought back - TBC.
14.04.22	Locking up schedule for Playparks	Alderman Irvine and Alderman Keery	Council – April 2022	Community & Wellbeing Committee May 2022	Agreed (to be ratified by April Council)	Report to Oct 2022 C&WC	Rescinded Council February 2023 Local Consultation now underway by officers and further report to be brought back to future C&W Committee when complete for members

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							consideration on next steps.
17.05.22	2028 Centenary of the internationally renowned Ards TT races. Asking Council how best to commemorate this important sporting anniversary.	Alderman McIlveen and Councillor Kennedy	Council – May 2022	Community and Wellbeing June 2022	Agreed (to be ratified at June Council)	TBC	Officers considering report to be brought back to future Committee
19.05.2022	Business case for redesign of the parallel sports pitches and facilities at Park Way, Comber	Councillors Cummings and Johnson	Council – June 2022	Community and Wellbeing Committee – September 2022 – deferred to October 2022		TBC	Officers considering report to be brought back to future Committee
20.06.2022	Review of health and safety process re community groups	Councillors MacArthur, Brooks, T Smith and Kennedy	Council – June 2022	Corporate Services Committee – Sept 2022 - deferred to October 2022	Agreed	Ratified at October Council	Further report to follow.
20.06.2022	Report exploring the possibility of introducing a policy that shows commitment to supporting	Councillor Greer and Councillor McKee	Council – June 2022	Corporate Services Committee – Sept 2022 – deferred to October 2022	Agreed	Ratified at October Council	Further report to follow.

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	the wellbeing of our workforce by ensuring appropriate support is available to anyone undergoing IVF.						
21.06.2022	Engagement with relevant community stakeholders to ascertain community need and desires in respect of the Queen's Leisure Complex	Councillors Kendall, McRandal and McClean	Council - June 2022	Community and Wellbeing Committee – September 2022 – deferred to October 2022		TBC	Officers considering report to be brought back to future Committee
5.07.2022	That this Council changes the name of Queen's Parade to Queen's Platinum Jubilee Parade in honour and recognition of the 70th anniversary of the Queen's accession to the throne.  *** Amendment Received from Councillor Cathcart  That this Council, in recognition of Her Majesty's	Alderman Irvine & Keery	Council – July 2022	Environment Committee - September 2022	Amdt agreed.		Sept 2022 - Recommendation to Council that item is referred to Corporate Services Committee and report to be brought to a future meeting - TBC

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	Platinum Jubilee and her conferment of City Status upon Bangor, agrees to name an appropriate place or building within Bangor in her honour and that future Council Bangor entrance signs make reference to Bangor being a Platinum Jubilee City.						
19.07.2022	<p>This Council notes with concern that a number of planted trees in urban settings along roads which have died or have been removed but not replaced; Notes the importance of environmental and social benefits of such trees in the built environment;</p> <p>Notes that DfI Roads formerly had a partnership arrangement with Belfast</p>	Alderman McIlveen & Councillor Cathcart	Council – July 2022	Community and Wellbeing Committee – September 2022 Deferred to October 2022		TBC	Meeting with DfI Roads and DAERA to be organised. Officers will bring back a report thereafter.

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	<p>parks for the replacement of trees but that this partnership ended some time ago;</p> <p>That Council officers are tasked with opening discussions with DfI Roads and DAERA with a view to exploring the possibility of a partnership which will involve the supply and replacement of lost trees in the Borough and then providing a report to Council for further consideration.</p>						
29.07.2022	That this council withdraws all funding to any sporting organisations with any political objectives or named references to terrorism in their constitution, club names, stadiums or competitions, and tasks	Cllrs Cooper, T Smith and Councillor Irvine	Council – August 2022	Corporate Committee – September 2022 – deferred to October 2022	Agreed with amdt	TBC	C&W Officers considering report to be brought to future Committee

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	officers to bring back a report outlining the specific relevant council policy.						
22.08.22	Street Clutter Audit for the Borough	Councillor Dunlop and Councillor Douglas	September 2022	Environment Committee – October 2022	Agreed	Reported to October 2022 EC Committee	Letter sent to Minister at DfI – report to be brought back
19.09.22	Establishment of an Animal Abuse Register for the Borough and write to the DAERA Minister to ask for the introduction of Lucy's Law and Reggie's Law for Northern Ireland.	Councillor T Smith and Councillor Cooper Amendment received from Councillor Woods	September 2022	Environment Committee October 2022	Agreed	Reported to October 2022 EC Committee	report to be brought back
21.09.22	Humane control of Pigeons in Conway Square, Newtownards	Alderman McIlveen and Alderman Armstrong-Cotter	September 2022	Environment Committee 2022	Agreed	Reported to October 2022 EC Committee	Update report to be brought to future meeting
7.10.22	That this Council opts out of the Service Level Agreement Commitments,	Councillor Cooper and	October 2022	Community & Wellbeing		TBC	Deferred and awaiting confirmation

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	under Item 5, in the Community and Wellbeing Committee in January 2022 and subsequently ratified in Council in January and will write to all other Councils in Northern Ireland to urge them to follow our lead.	Councillor S Irvine		Committee – November 2022			from proposer on next steps
12.10.22	In light of the fact that the Coronation of King Charles III will take place on 6 May 2023, this Council tasks officers to make provision for community celebrations across the Ards and North Down Borough Council area, and tasks them to allow for this in the forthcoming rate setting process.	Councillor MacArthur and Councillor Gilmour	October 2022	Corporate Services Committee – November 2022		TBC	C&W Officers considering report to future Committee or Council
9.11.22	That Council task officers to work with The National Trust to source external funding to	Councillors Adair & Thompson	November 2022	Environment Committee - December 2022	Agreed	Sept P&P Committee	

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	develop and regenerate the Car Park at both Glastry Clay Pits & Knockinelder Bay for the benefit of residents and tourists alike in seeking to deliver the Councils Tourism Strategy for the Ards Peninsula			Heard at R&D Dec 2022			
16.11.22	That Council officers open discussions with Historic Environment Division regarding the return of the 13th century 'Movilla Stones' to the Borough and the provision of a suitable site for these to be located. Officers are also tasked with promoting these extremely important archaeological artefacts in the local community and local schools when the stones have been returned.	Alderman McIlveen & Councillor Cummings	November 2022	Community & Wellbeing - December 2022	Agreed	TBC	Report to March C&WC



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24.11.22	That Council task officers to bring forward a report on options and potential funding opportunities to enhance and improve Council Football Pitches at Abbey Road Millisle to ensure they can be used and enjoyed by the local sporting clubs and community of Millisle,	Councillors Thompson & Adair	December 2022	Community & Wellbeing Committee – January 2023	Agreed	TBC	Waiting ratification at Council
09.12.22	That this Council adopts the White Ribbon Pledge to ' <i>Never commit, condone or remain silent about violence against women and girls</i> ', agrees to sign the Pledge, and tasks Officers to bring back a report outlining how we can amalgamate existing relevant policies, undertake the Listen, Learn, Lead programme within the	Councillors Douglas & Walker	December 2022	Corporate Services Committee – January 2023	Agreed	Community and Wellbeing - TBC	14/3 it has been agreed that this NOM will transfer to PSSP/C&W.

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	Council, and identify effective routes to encourage other agencies and organisations in our Borough to engage with the White Ribbon Project.						
13.12.22	That this Council expresses concern with the number of residential and commercial bins left on public footways in the Borough long after the bin collection date. Bins left on public footways are not only unsightly, they can lead to hygiene and contamination issues, as well as safety concerns, forcing pedestrians onto the	Councillors Cathcart and MacArthur	December 2022	Environment Committee – January 2023	Agreed	June Committee	Report to be brought to June Committee

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	road due to the blocking of a footway. This Council notes its own lack of enforcement powers to tackle this issue and expresses concern at the Department for Infrastructure's reluctance to use its own enforcement powers. Accordingly, this Council agrees to write to the Department for Infrastructure asking the Department to engage with Councils with the aim of creating appropriate enforcement powers to tackle this issue. Council Officers, will in the meantime, bring back a report to the appropriate committee detailing action that the Council can take under current powers to try						

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	address the issue of bins left on public footways.						
13.12.22	That this council supports all NHS staff who provide unstinting and unwavering service and will write to all trusts in Northern Ireland assuring them of our support for their industrial action and their objectives of safe staffing levels and adequate remuneration in the current cost of living crisis, in line with other government and council employees.	Councillors S Irvine & Cooper	December 2022	Corporate Services Committee – January 2023	Agreed		16/2 letters issued by the CE to Unite and Unison cc'ing all the Health Trusts.
08.12.22	This Council acknowledges the environmental and health benefits associated with the recent increase in cycling and declares Ards & North Down a cycling	Alderman Wilson & Councillor Douglas (Postponed	January 2023	Community and Wellbeing Committee – February 2023			Officers considering report to be brought back to future C&W

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	friendly borough. The Council also recognises that people who cycle are among the most vulnerable road users, and tasks officers with producing a report detailing ways in which we can help improve safety. The report should include possible sources of funding, potential partnerships, and ways in which we can promote good relations between users of different forms of transport	from Dec Council to Jan Council)					
	Building on the practice of other council areas, that this council tasks officers to liaise with DfI Roads as a matter of urgency to offer its assistance in providing self-service grit piles for residents and to post	Alderman McIlveen & Councillor Cathcart	January 2023	Environment Committee – February 2023	Agreed – ratified by February Council	TBC	

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	locations of such grit piles on the council website						
16.12.22	That Ards and North Down Borough confers the Freedom of the Borough on Lady Sylvia Hermon	Aldermen Irvine & Keery	Withdrawn				
24.11.22	That this Council notes its declaration of a climate emergency in 2018 and the passage of the Climate Change Act 2022; agrees the need to reduce emissions to ensure happy and healthy communities and engages with community and government partners with the aim of piloting 'car free' days in our City, towns and villages.	Councillors Woods & Dunlop  (Resubmitted from December Council meeting)	January 2023	Corporate Services Committee – February 2023		June 2023	

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08.01,2023	That this Council writes to the Permanent Secretary of the Department for Infrastructure expressing concern that the provision of a footpath at Shore Road Ballyhalbert is currently not considered a priority by the Department following the completion of a feasibility study which demonstrated need. That the Council highlights the road safety concerns raised by residents for pedestrians using the Shore Road from the village to the residential developments including Park Homes and St Andrew's. That Council requests that the Department for Infrastructure makes the installation of a footpath a	Councillors Adair & Edmund	January 2023	Place & Prosperity – February 2023	Agreed that Council writes to Perm Sec of Dfl.	June 2023	

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	priority and commits to deliver the scheme as a matter of urgency.						
17.01.2023	This Council supports local residents who have started a petition which calls for a pedestrian crossing on Moat Street, Donaghadee, near to the Spar store. This road can be extremely busy and residents have real safety concerns when trying to cross it. Not only do many people use this area to cross to shop at the Spar store, others need to cross the road to get children to and from the local schools. This Council will write to the Department of Infrastructure and call on them to listen to local residents, take on board their concerns and take the necessary steps to	Councillors T Smith and Brooks	January 2023	Corporate Services Committee – February 2023			Response from DfI received 15 March – Report to CSC TBC



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	install a pedestrian crossing in this vicinity.						
17.01.2023	<p>This Council notes its previous sponsorship of the Community Asset Transfer request from Branch Out Community Group and welcomes the agreement from Dfl to lease the woodland area to the group for 1 year. Officers will:</p> <ul style="list-style-type: none"> <li>• Write to Dfl to express council's support for the work of Branch Out on the Dfl-owned site and how it complements The Big Plan for Ards and North Down.</li> <li>• Write to the EA to express council's support for their work on the EA-owned site, adjacent to the woodland.</li> <li>• Bring back a report, identifying what can be offered to support the work</li> </ul>	Councillor Moore and Alderman McDowell	January 2023	Community and Wellbeing Committee – February 2023			Officers considering report to be brought back to future C&W

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	of Branch Out including, but not limited to, providing advice, support, equipment and finance. • Engage directly with Branch Out to identify what support is needed.						
12.01.2023	This Council honours the 50th Anniversary of the UDR CGC Greenfinches following the introduction of the Ulster Defence Regiment Bill in July 1973, which permitted the recruitment of women into the regiment, recognising those who joined within the Borough, and brings back a report to outline how the Corporate Services Committee can work with local UDR Associations along with other relevant bodies to support	Councillor Cummings and Alderman Armstrong-Cotter	January 2023	Corporate Services Committee – February 2023			Report to follow.

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	anniversary events in the Borough.						
18.01.2023	The prolonged cold weather spells just before Christmas and last week resulted in icy, slippery, and dangerous footpaths and car parks in the Borough's City and town centres. It is not acceptable that in such circumstances the Council does not have a plan or the resources or facilities to grit these areas to enable residents to walk safely to and from the main shopping areas or fall when they step out of their cars onto ice. It is proposed that officers bring back a report with costs to outline what steps can be taken to ensure that Council car parks and footpaths in the City and	Councillors Morgan and McRandal	January 2023	Environment Committee – February 2023	Agreed – ratified by February Council	TBC	

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	town centres are gritted when the weather is forecast to have heavy snowfall or prolonged freezing weather conditions.						
18.01.2023	That Council, subject to consultation with addressees on the road, considers changing the name of that stretch of the A21 in Newtownards which runs from Portaferry Road to the junction with upper Greenwell Street, Newtownards currently named New Road to Viscount Castlereagh Avenue as a mark of the life and legacy of Robert Stewart, 2 <sup>nd</sup> Marquess of Londonderry, who was known by the courtesy title of Viscount Castlereagh	Alderman McIlveen and Alderman Armstrong-Cotter	February 2023	Environment Committee March 2023	Agreed (to be ratified by March Council)	TBC	

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	during most of his life, in the 200 <sup>th</sup> year of his passing.						
08.02.2023	That this Council tasks officers to begin discussions with the Education Authority with regards to the Future of Bloomfield playing fields, Bangor. This is to include the lease and the exploring of the possibility of bringing the facility up to intermediate level for football. A report to be brought back to Council following said discussions. football. A report to be brought back to Council following said discussions.	Alderman Irvine and Alderman Keery	February 2023	Community and Wellbeing Committee March 2023			
09.02.2023	That this Council is concerned that recent data shows that the Ards and North Down Borough Council area has the highest level of potholes in Northern	Councillor P Smith and Councillor Smart	February 2023	Corporate Services Committee March 2023			TBC

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	Ireland and calls on DfI Roads Service to produce an action plan to improve the quality of roads in the Borough.						
10.02.2023	That Council writes to the South Eastern Trust rejecting their proposals to close the Bangor and Newtownards Minor Injury Units. We believe that this will lead to a detrimental impact on patient care particularly at an already overstretched Ulster Hospital. This Council calls on the Trust to not only retain the minor injury unit in Ards but also to reopen the Bangor Minor Injury Unit. We see this as a better way to treat more people locally and ease the pressure on the Ulster. We urge the	Councillor T Smith and Councillor Kennedy, also Councillor S Irvine, Councillor McKimm, Councillor Boyle and Councillor Cathcart	February 2023	Corporate Services Committee March 2023			TBC

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	South Eastern Trust to listen to the real concerns from the public and we hope that this consultation exercise is a genuine one and not a cover for something that is already a done deal.						
14.02.2023	This Council rename the square at Portavogie War Memorial Queen Elizabeth Square in memory of our late Sovereign Queen Elizabeth II.	Councillor Adair and Councillor Edmund	February 2023	Corporate Services March 2023			TBC
	That this Council rescind the decision taken at the meeting of the Council on 26 <sup>th</sup> October 2022 that Council notes the report and expressing concern with the report of anti-social behaviour that is ongoing in and around Playparks. Furthermore, that Council agrees to carry out local	Councillor McKee, Councillor Gilmour, Councillor Irwin, Alderman Wilson, Alderman	Council February 2023	Heard at Council February 2023	Agreed		Report to be brought back - TBC

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	consultation before taking a decision on the locking up of the 7 playparks identified in the Northern Down area, and instead proposes that Council notes the concerns raised with the decision taken to not lock the MUGA and playpark at Clandeboye and the playpark at Bloomfield; agrees to re-lock premises at Clandeboye and Bloomfield, as soon as possible, for a trial period of 6 months, subject to review, to monitor concerns and carries out local consultation at parks effected by changes in the locking up schedule in the Borough.	Smith and Councillor Woods					



## **Census 2021: Further results published today and more coming in March**

### **Released today: Person and household estimates for areas within Local Government Districts**

Census 2021 person and household estimates were published today, 21 February 2023, for the District Electoral Areas (80 areas), Super Data Zones (850 zones) and Data Zones (3,780 zones) in Northern Ireland.

Super Data Zones and Data Zones are the new statistical output geographies for the Census 2021. Further information on these output geographies is available via the NISRA Area Explorer [explore.nisra.gov.uk](https://explore.nisra.gov.uk) and the NISRA website [www.nisra.gov.uk/census2021](https://www.nisra.gov.uk/census2021).

### **Announcement: Further results from Census 2021 to be released on 21 March 2023.**

The March release will cover topics such as sexual orientation, household composition, labour market, qualifications, communal establishments, migration and travel to work or study. The results will be available on the NISRA website and will include statistics at both Northern Ireland and Local Government District levels.

The [Census 2021 outputs prospectus](#) provides more information on this and future releases. If you have any queries, please do not hesitate to email us at [census@nisra.gov.uk](mailto:census@nisra.gov.uk).

*The Department of Justice has today published a new draft protocol governing the use of restorative interventions in the criminal justice system in Northern Ireland. The comprehensive review, undertaken by an independent three-person panel, was commissioned in 2022 by the then Justice Minister, Naomi Long, and considered the adequacy of the existing protocol and sought to establish a fresh approach to the increased use of restorative justice.*

*Their report sets out a new approach for the use of restorative interventions as part of the criminal justice system, including how a new accreditation process will work for both organisations and individuals. Those seeking accreditation must work to fundamental standards of upholding the rule of law, adhering to human rights standards and working with all criminal justice agencies, including the PSNI.*

*A copy of the report, including the new draft Protocol, can be downloaded from the Department's website here:*

*[Review of 2007 Government Protocol for the use of Restorative Justice – final report | Department of Justice \(justice-ni.gov.uk\)](#)*

*The Department will work closely with our criminal justice partners as we move to finalise the protocol in the coming months.*



**CHAIR**  
**Councillor Anne-Marie Fitzgerald**

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## MARCH HOUSING COUNCIL BULLETIN

The Northern Ireland Housing Council met on Thursday, 9<sup>th</sup> March 2023 at 10.00 am in the Boardroom, the Housing Centre of via Conference Call.

For Information, a report of the attendance is undernoted:-

### **Present**

Anne-Marie Fitzgerald	Fermanagh & Omagh District (Chair)
Mark Cooper	Antrim & Newtownabbey Borough (Vice Chair)
Jim Speers	Armagh City, Banbridge & Craigavon Borough
Amanda Grehan	Lisburn & Castlereagh City
Allan Bresland	Derry City & Strabane District
Tommy Nicholl	Mid & East Antrim Borough

### **Apologies**

Catherine Elattar	Mid Ulster Borough
Victoria Moore	Ards & North Down Borough
Micky Murray	Belfast City
Michael Ruane	Newry & Mourne District

Discussions on the undernoted matters took place as follows:-

### **Report from Grainia Long, Chief Executive, Housing Executive**

The Report provided the Housing Council with a monthly update summarising a range of strategic, major or routine matters, including any emerging issues. A summary of the current / emerging issues are outlined as follows:-

- **Industrial Relations**
- **Review following Awaab Ishak inquest**
- **Supporting People Emerging Issue - Rossorry Grove**
- **Fundamental Review of Allocations (FRA)**
- **Low Income Rates Relief Project – Civil Service Awards**
- **Contribution to the Development of the NI Climate Action Plan**
- **Homelessness and Temporary Accommodation**
- **Review of Disabled Facilities Grants**
- **Performance Update**
- **Budget 2023/24**

Members also received a Presentation by Co-Ownership on the over 55's scheme and received the Housing Executive's draft Final Report on Damp, Mould & Condensation.

Once the minutes of the meeting are ratified, they can be accessed on the Housing Council website: [www.nihousingcouncil.org](http://www.nihousingcouncil.org)

Due to forthcoming local elections, there will be no meetings in April and May, therefore following Councils AGM's, and the nominations to the Housing Council, a suitable date will be arranged in June.

Should you require any further information or have any questions regarding the content.

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**Minutes of the 498<sup>th</sup> Meeting  
of the Northern Ireland Housing Council held on  
Thursday 9<sup>th</sup> February 2023 at 10 am via Zoom**

**Present**

Cllr Anne-Marie Fitzgerald	Fermanagh & Omagh District (Chair)
Cllr Mark Cooper	Antrim & Newtownabbey Borough (Vice Chair)
Cllr Victoria Moore	Ards & North Down Borough
Ald Jim Speers	Armagh City, Banbridge & Craigavon Borough
Cllr Micky Murray	Belfast City Council
Ald Adrian McQuillan	Causeway Coast & Glens Borough
Ald Allan Bresland	Derry & Strabane Borough
Ald Amanda Grehan	Lisburn & Castlereagh City
Ald Tommy Nicholl	Mid & East Antrim Borough
Cllr Michael Ruane	Newry, Mourne & Down District

**In Attendance:**

David Polley	Director, Housing Supply Policy, Department for Communities
Heloise Browne	Department for Communities
Jenny Williamson	Business Manager, NIHE
Fiona Neilan	Project Manager, NIHE
Kelly Cameron	Secretary (NIHE Secretariat)

**Apologies:**

Cllr Catherine Elattar	Mid Ulster Borough
Grainia Long	Chief Executive, NIHE
Paul Price	Director of Social Housing Policy & Oversight, Department for Communities

<b>1.</b>	<p><b><u>Welcome</u></b></p> <p>The Chair welcomed David Polley and Heloise Browne from the Department for Communities and from the Housing Executive, Catherine McFarland</p> <p>She also welcomed the Presenter, Fiona Neilan from the Housing Executive.</p> <p>The Chair also welcomed the new representatives for Belfast City Council Councillor Micky Murray to his first meeting of the Housing Council.</p>	
<b>2.</b>	<p><b><u>Declarations of Interest</u></b></p> <p>No declarations were received.</p>	

3.	<p><b><u>To adopt the Minutes of the 497th Housing Council Meeting held on Thursday, 12<sup>th</sup> January 2023</u></b></p> <p>It was proposed by Alderman Jim Speers seconded by Alderman Allan Bresland and resolved, that the Minutes of the 497<sup>th</sup> Meeting of the Housing Council held on Thursday 12<sup>th</sup> January 2023 be approved and signed by the Chair.</p>	
4.	<p><b><u>Matters Arising from the Minutes</u></b></p> <p><b>4.1 Page 3 Item 6.15 - Homelessness and Temporary Accommodation</b></p> <p>It was noted that Councillor Cooper had been contacted directly by Housing Executive staff in relation to specific statistical information and he was content with the information provided.</p> <p><b>4.2 Page 5 Item 11.3 - Central Housing Forum Annual Community Conference titled 'the Cost of Living'</b></p> <p>It was reported that at the last Housing Council meeting, it was proposed and seconded for the Housing Council to sponsor the Annual Community Conference, Unfortunately the Housing Executive are funding this event and are jointly running the event, unfortunately due to a conflict of interest it was not possible to sponsor such an event.</p> <p><b>Agreed:</b> that an invitation to be issued to the Central Housing Forum inviting representatives to attend a future meeting.</p> <p>All other matters will be dealt with through the Meeting.</p>	Secretary
5.	<p><b><u>Forward Workplan</u></b></p> <p>The forward workplan was noted.</p>	
6.	<p><b><u>Update by Heloise Brown and David Polley from the Department for Communities on Housing Top Issues:-</u></b></p> <p><b>6.1 Social Newbuild starts</b></p> <p><b>6.2 Co-ownership</b></p> <p><b>6.3 Programme for Social Reform</b></p> <p><b>6.4 Fundamental Review of Social Housing Allocations Policy</b></p> <p><b>6.5 Housing Executive's House Sales Scheme</b></p> <p><b>6.6 Supporting People Delivery Strategy</b></p> <p><b>6.7 Homelessness Strategy</b></p> <p><b>6.8 Regulation of the Private Rented Sector</b></p>	

<p>6.9</p> <p>6.10</p> <p>6.11</p> <p>6.12</p> <p>6.13</p> <p>6.14</p> <p>6.15</p> <p>6.16</p> <p>6.17</p> <p>6.18</p>	<p><b>Increasing Housing Supply</b></p> <p>D Polley undertook to provide a link to the Department for Communities summary document on Intermediate rent, for information.</p> <p><b>Affordable Warmth Scheme</b></p> <p><b>Review the Caravans Act (NI) 2011</b></p> <p><b>ERDF Investment for Growth and Jobs Programme 2014 -2020</b></p> <p>Referring to a contractor engaged in the programme and went into administration in December 2022, putting at risk a number of planned schemes. Councillor Mark Cooper requested further details on which schemes will be affect by this Contractor.</p> <p><b>Housing Executive historical debt and exclusion from having to pay Corporation Tax</b></p> <p><b>Programme for Government (PfG) Outcomes Framework Long term rent trajectory</b></p> <p><b>Affordability of social rents</b></p> <p><b>Housing Executive Rent</b></p> <p><b>Non ACM Cladding Remediation Scheme</b></p> <p><b>Climate Act DfC will lead on the 'Residential and Buildings Sector Plan'</b></p>	<p><b>D Polley</b></p> <p><b>Secretary</b></p>
<p>8.+</p>	<p><b><u>Presentation on the Housing Executive's Fundamental Review of Allocations</u></b></p> <p>Fiona Neilan gave a presentation on the Fundamental Review of Allocations (Copies of the slide are appended to these Minutes – Appendix A).</p> <p>Members noted that the current Housing Selection Scheme has been in place for more than 20 years, but changes were needed to reflect people's situations and the demand for housing in Northern Ireland.</p> <p>These changes which are being introduced on a phased basis over the next 3 years will help to build on the strengths of the current allocations scheme to enable it to work better for people in need. The changes are in response to the views shared during the Fundamental Review of Allocations consultation, carried out by the Department for Communities in 2017.</p> <p>The changes will help those waiting for a Housing Executive or Housing Association property to secure the right home in the right area.</p> <p>Ms Neilan highlighted the first changes to be introduced, as follows:-</p>	

1. Give applicants the ability to choose as many or as few areas of choice as they wish.

2. Reduce the reasonable number of offers for applicants from three to two.

Applicants can currently pick up to two areas of choice with the opportunity to widen these by adding a General Housing Area (GHA) to their application. Following these changes, they will be able to choose as many or as few areas of choice as they wish. It also means that if the Applicant is owed the full statutory homelessness duty (i.e. is a Full Duty Applicant) the wider GHA will no longer be imposed on their choice.

Under the revised Scheme all new applicants, and those already on the waiting list, will be entitled to two reasonable offers of accommodation. If they have already refused two reasonable offers at the time the changes come in, they will be entitled to one final reasonable offer. All Applicants will continue to have the right to appeal a decision by the Housing Executive or Housing Association that their offer has been unreasonably refused.

The new changes will help reduce re-let times and significantly increase choice for applicants. They will also mean that the General Housing Area (GHA) will no longer be imposed on those applicants who find themselves homeless.

Ms Neilan undertook to update Members on the delivery of each stage of the proposals throughout the next three years of the process.

Councillor Nicholl felt that Rural areas were still at a disadvantage of social housing not being built and those villagers still wishing to remain in the rural areas have no option but to move to towns or built up areas.

Ms Neilan referred to the Housing Executive Latent Demand Testing and rural villages should be identified to address housing need in those rural areas.

Ms Neilan assured Members that there will be evaluations/monitoring and measurements of the outcomes of these proposals throughout the process.

Ms Neilan undertook to attend future meetings to give regular updates on the implementation of the each of the proposals.

The Chair thanked Ms Neilan for a very informative and useful presentation.

F Neilan

9. **Quarterly Update Social Housing Development Programme (SHDP)**

The Report was noted.

10. **Housing Starts – January 2023**

The Report was noted.



11.	<p><b><u>Chartered Institute of Housing Conference in Manchester 27th-29th June 2023</u></b></p> <p><b>Agreed:</b> One place to be reserved at this Conference and the name of the representative will be decided in due course.</p>	Secretary
12.	<p><b><u>Any Other Business</u></b></p>	
12.1	<p><b><u>Local Council Elections 2023 – 18<sup>th</sup> May 2023</u></b></p> <p><b>Agreed:</b> as Purdah the pre-election period is 6 weeks prior to the election, Members agreed that the April and May Meetings would be postponed.</p>	Secretary
12.2	<p><b><u>Latharna House, Larne</u></b></p> <p>Alderman Nicholl requested an update on Latharna House, Larne.</p>	Secretary
12.	<p><b><u>Date of next Meeting</u></b></p> <p>The next Housing Council Meeting is scheduled to take place on Thursday, 9<sup>th</sup> March 2023 at 10 am in the Housing Centre or via Zoom,</p>	

The Meeting concluded at 12.10 pm



## FRA Project Implementation

### Update to Housing Council

9th February 2023 Fiona

Neilan, Project Manager

**Housing**  
Executive

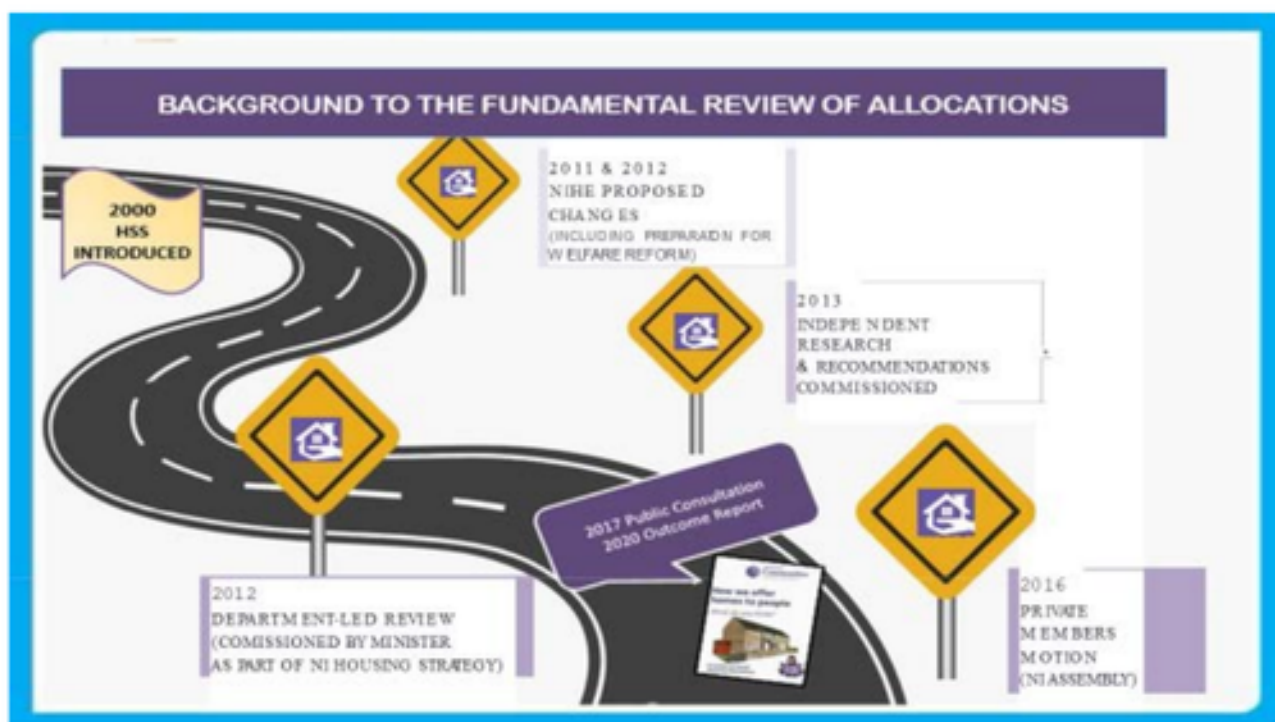



### FRA Project Implementation

#### Social Housing Allocations in NI

- Housing Selection Scheme (Housing (NI) Order, 1981)
- Single gateway used by all social landlords in NI
- Overriding principle – priority based on greatest housing need
- Highly valued and fair in its operation
- Largely unchanged since Nov 2000

**Housing**  
Executive

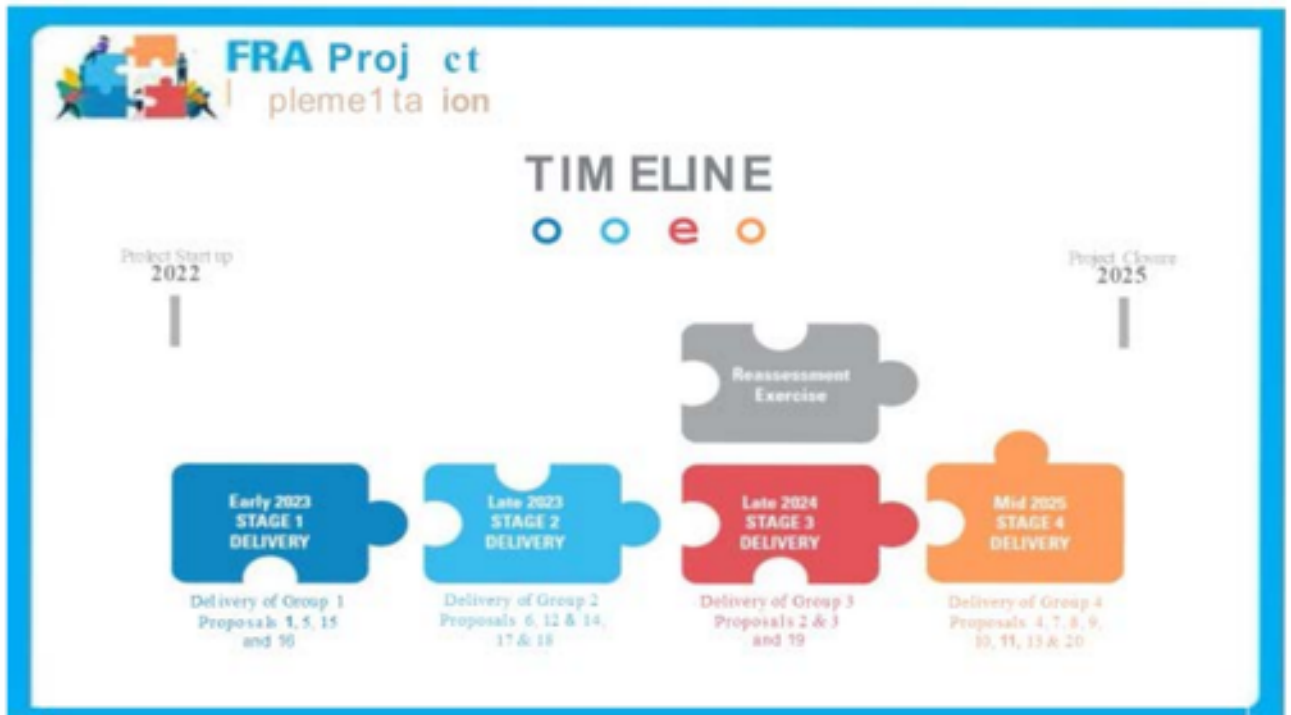


 **FRA Project**  
Implementation

### Aim of the FRA Project

The Fundamental Review of Allocations (FRA) Project will implement 20 Proposals for Change, which together will make better use of existing resources by building on the strengths of the current Housing Selection Scheme and Allocations process to enable it to work better for people in need.

**Housing Executive**



**FRA Project Implementation** The proposals for change

**STAGE 1 DELIVERY**

- Proposal 1 - Independent, tenure neutral housing advice service for NI
- Proposal 5 - Greater role for area partners of the GHA (optional)
- Proposal 10 - Revolution from Three to Two reasonable offers
- Proposal 16 - Social landlords may withdraw an offer in specified circumstances

**STAGE 2 DELIVERY**

- Proposal 6 - Greater use of mutual exchange scheme
- Proposal 12 & 14 - Social landlords should be able to make multiple offers directly and to as many applicants as they think necessary
- Proposal 17 & 18 - WSH should consent to any by-assign arrangements to general needs and adapted accommodation

**STAGE 3 DELIVERY**

- Proposal 2 & 3 - Measures to clarify eligibility around ASB for social housing and homelessness
- Proposal 19 - Update HSG to bring it in line with developments in PRAG
- Reassessment Exercise - To facilitate Proposals 5 & 11

**STAGE 4 DELIVERY**

- Proposal 7 - NIHC can meet their homelessness duty on a tenure neutral basis
- 7 - Investigate how to strengthen the verification process and address inconsistencies in the award of allocations points
  - Points should reflect current circumstances
  - Investigate alternative approaches for the award of points to applicants in any form of temporary accommodation
  - Bands based on similar level of need
- Proposal 8 - NIHC to align HSG bedroom requirements to match HSGC
- Proposal 9 - For all ultra-HG properties social landlords should be able to use off-site based settings
- Proposal 10 - Review of allocation process in place for applicants needing specialised property

**Housing Executive**



## Stage 1 – Group 1 Delivery (30 January 2023)

Proposal 1	An independent, tenure-neutral housing advice service for NI
Proposal 5	A greater choice of areas for all applicants for a social home
Proposal 15	An applicant may receive two reasonable offers of accommodation
Proposal 16	Social landlords may withdraw an offer of accommodation in specified circumstances

**Housing**  
Executive



## Proposal 1

An independent, tenure-neutral housing advice service for NI

**94% support for this proposal**

### Themes Raised

- Alternative providers have an important role to play – advocacy role in particular
- The importance of independence
- Tenure-neutral advice
- The service should increase options & solutions for applicants

**Housing**  
Executive



## FRA Project Implementation

### Proposal 1 - Implementation

- NIHE have been providing a Housing Solutions and Support service since 2017
- A new page will be added to the NIHE website which will be accessed via the "Advice" tab within "Housing Help"
- Continuous improvement of our Service for our customers

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Executive



## FRA Project Implementation

### Proposal 5

**A greater choice of areas for all applicants for a social home**

**85% support for this proposal**

#### Themes Raised

- Importance of person-centred, open & accurate advice
- Increased options allows greater flexibility
- Potential to reduce refusals
- Applicants should not be 'pushed' to choose areas

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Executive



## Proposal 5: Key Points

- Will allow customers to choose a greater number of Areas of Choice.
- Removal of the General Housing Area (GHA)
- New applicants have to choose at least 1 CLA but may choose as many (or few) as they wish (1st preference choice for Place Shapers)
- Applicants awarded FDA will no longer have the GHA imposed 6 months after a positive homeless decision.
- Area Based Points can apply to each Common Landlord Area (CLA) where evidence is provided and meets the criteria for award.

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Executive



## Proposal 5: Transitional Arrangements

- Significant number of customers with the GHA applied
- To mitigate any detrimental impact customers now remain on the waiting list for all associated CLAs within those GHAs
- Transitional period in which designated officers will review applications with customers allowing them to
  - ✓ Reassess their Areas of Choice and remove any CLAs they are not interested in.
  - ✓ Ensure that any changes in CLAs are reflected in the award of Area Based OSN points

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Executive



## FRA Project Implementation

### Proposal 15

An applicant may receive two reasonable offers of accommodation

**49% support for this proposal**

#### Themes Raised

- Perception that offers are not always reasonable and suitability criteria should be adopted
- The need for clear understanding/definition of what is a 'reasonable' offer
- Concern that applicants may feel 'forced' to take a property they do not think is suitable
- Perception that refusals are made because applicants are holding out for a better property

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Executive



## FRA Project Implementation

### Impact for all new, existing and deferred applications/transfers

- New applicants are entitled to two reasonable offers and will be advised as such when apply for social housing
- Existing applicants who have not yet received an offer will be entitled to two offers
- Existing applicants who have received one offer will receive one further offer
- Existing applicants who have received two offers will receive one further offer

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Executive





## Impact ctd ....

- Deferred applicants who successfully appeal one of their three reasonable offers will receive one additional offer
- Manually deferred applicants and cancelled applications will be treated in the same way as existing applicants once the deferral is lifted.
- Cancelled applications which are subsequently reinstated will be treated in the same way as existing applicants.

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Executive



## The Offer Process

- Changes to our Suite of 8 Offer letters have been updated to reflect reduction from 3 to 2 offers and that the new rule 58A (withdrawal of offers)
- Includes more robust guidance on the right of redress if the customer feels the offer is not suitable:
  - Owed the full housing duty – 40 days to lodge a request for a review with the NIHE Regional Review Officer
  - Not owed the full housing duty – 40 days to lodge a complaint with the Area Manager (HA equivalent)
- Deferral letters have been updated to include right of redress
- Information for customers on what constitutes a Reasonable Offer and the impact of refusing an offer
- Revised policies and procedures for staff on offer management process

**Housing**  
Executive



## FRA Project Implementation

### Proposal 16

Social landlords may withdraw an offer of accommodation in specified circumstances.

**71% support for this proposal**

#### Themes Raised

- The need for more clarity around what circumstances would allow for the withdrawal of an offer
- Need for transparent, clear guidance & a consistent approach
- Fairness is key & applicants should have a right of appeal

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Executive**



## FRA Project Implementation

### Proposal 16 – New Rule 58: Withdrawal of Offers

- Rule 58A (1) Discretionary Grounds:
  - A condition set out in the Offer letter is not met or has been breached
  - Where the offer was made on the basis of a material error of fact or law by the Landlord
  - Offer no longer considered reasonable under the rules of the Scheme on the basis of information subsequently becoming available
  - Applicant no longer able to take up occupancy within a reasonable period of time
  - Where, unless the offer is withdrawn, there is likely to be a significant risk to the personal safety of the Applicant, a member of their household or a member of another household within the locality of the property

#### Rule 58A (2) Mandatory Grounds :

- No longer Eligible on the grounds of Unacceptable Behaviour
- No longer Eligible as a Person From Abroad or a Person Subject to Immigration Control

**Housing  
Executive**



## Proposal 16 - Key Points

- Rule 58 should only be used in exceptional circumstances and following thorough investigation
- Once a customer has signed the tenancy agreement Rule 58 becomes null and void and can no longer be used
- NIHE Standing Orders Amended – decision by an Assistant Area Manager (Level 7)
- Existing Offer Letter amended and new Withdrawal Letter
- An applicant has 7 days to make a complaint about the withdrawal
- Following the withdrawal of an offer the property **must** be held for 7 days
- The Complaint will be expedited to second stage

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Executive



## Communication

- ✓ Mail drop was issued to all households on the Waiting List
- ✓ Press release issued to public reps and key stakeholders
- ✓ Information update on Website and Social Media
- ✓ Awareness / Training sessions for frontline NIHE & Housing Association staff throughout January 2023
- ✓ Revised Customer leaflets and Forms
- ✓ Presentations to key Stakeholders: Central Housing Forum and Housing Community Networks, the Housing Council and Advocacy Groups
- ✓ Stakeholder Advisory Group established

**Housing**  
Executive



## FRA Project Implementation

## Useful Links

- [Consultation Outcome Report](#) (DfC, Dec 2020)
- [Summary of Consultation Findings](#) (DfC, Dec 2020)
- [Fundamental Review of Social Housing Allocations – Consultation on Proposals](#) (DfC, Sep 2017)
- [Fundamental Review of Social Housing Allocations – Information Leaflet](#) (DfC, Sep 2017)
- Link to DfC [webpage](#) with all FRA documentation (incl. EQIA/RNIA)
- [Housing Selection Scheme Booklet](#) (NIHE, Jan 2023)
- [Housing Selection Scheme Rules](#) (NIHE, Jan 2023)
- [FRAProject@nihe.gov.uk](mailto:FRAProject@nihe.gov.uk)

**Housing**  
Executive