

September 15th, 2022

Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 21st September 2022** at **7:00 pm** in **Virtual via Zoom**.

Agenda

Zoom Guidance

[Zoom Guidance.pdf](#)

Not included

Agenda

(Attached)

[21.09.2022 CWB Agenda.pdf](#)

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1. Apologies

2. Declarations of Interest

3. Christmas Festival Fund 2022

Report attached

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4. Herstory - Peace Heroines Project

Report attached

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5. Ards and North Down Sports Forum Grants

Report attached

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[5.1 Appendix 1 Successful Individual Travel & Accommodation Noting Report.pdf](#)

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6. Sports Development Capital Grants 2022

(Report attached)

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7. Display Bed Application

(Report attached)

8. Installation of Chatty Benches

(Report attached)

9. Future Community Orchard Planting

(Report attached)

10. Control of Grey Squirrels response to NoM

(Report attached)

11. Cemetery Burial regulations and Review Update

(Report attached)

12. Update on Play Park Refurbishments 2022-2023

(Report attached)

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13. Food Service Plan 2022-2023

(Report attached)

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14. Consultation response on the Food Hygiene Rating Online Display Regulations 2023

(Report attached)

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15. Consultation response on DAERA Intertidal Hand-gathering of Shellfish

(Report attached)

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16. Any Other Notified Business

Access for Dogs to North Down Museum Courtyard. Update on Trial Period

*****ITEMS 17-18 IN CONFIDENCE*****

17. Aurora Pool Floors

Report attached

 *17. Aurora Pool Floors.pdf*

Not included

18. Leisure Target Operating Model

Report attached

 *18. Leisure Target Operating Model.pdf*

Not included

 *18.1 Appendix Leisure Insourcing Project Service Delivery Models.pdf*

Not included

ARDS AND NORTH DOWN BOROUGH COUNCIL

14 September 2022

Dear Sir/Madam

You are hereby invited to attend a meeting of the Community and Wellbeing Committee to be held remotely via Zoom on **Wednesday, 21 September 2022** commencing at **7.00 pm**.

Yours faithfully

Stephen Reid
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Apologies
2. Declarations of Interest
3. Christmas Festival Fund 2022 (Report attached)
4. Herstory - Peace Heroines Project (Report attached)
5. Ards and North Down Sports Forum Grants (Report attached)
6. Sports Development Capital Grants 2022 (Report attached)
7. Display Bed Application (Report attached)
8. Installation of Chatty Benches (Report attached)
9. Future Community Orchard Planting (Report attached)
10. Control of Grey Squirrels response to NoM (Report attached)
11. Cemetery Burial regulations and Review Update (Report attached)
12. Update on Play Park Refurbishments 2022-2023 (Report attached)
13. Food Service Plan 2022-2023 (Report attached)
14. Consultation response on the Food Hygiene Rating Online Display Regulations 2023 (Report attached)

15. Consultation response on DAERA Intertidal Hand-gathering of Shellfish (Report attached)

16. Any Other Notified Business

Access for Dogs to North Down Museum Courtyard. Update on Trial Period

ITEM – 17-18 *IN CONFIDENCE*****

17. Aurora Pool Floors (Report attached)

18. Leisure Target Operating Model (Report attached)

MEMBERSHIP OF COMMUNITY AND WELLBEING COMMITTEE (16 MEMBERS)

Alderman Carson	Councillor Johnson
Alderman Irvine	Councillor Kendall
Alderman S Wilson (Vice Chair)	Councillor McArthur
Councillor Boyle	Councillor Moore
Councillor Chambers	Councillor Smart
Councillor Douglas	Councillor T Smith
Councillor Edmund (Chair)	Councillor Thompson
Councillor Irvine	Councillor McRandal

Unclassified

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ITEM 3

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	23 August 2022
File Reference	CDV 35C
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Christmas Festival Fund 2022
Attachments	None

Members will be aware following from previous years, the Council operates a Christmas Festival Programme for the following towns and villages in the Borough who receive Christmas Trees from the Council.

Villages –

Ballygowan
 Ballyhalbert
 Ballywalter
 Carrowdore
 Cloughey
 Conlig
 Greyabbey
 Helens Bay
 Killinchy
 Kircubbin
 Millisle
 Portaferry
 Portavogie

Unclassified

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Towns –

Donaghadee

Comber

Holywood.

The two Switch-On Festivals in Bangor and Newtownards will continue to be delivered by the Tourism Section in 2022.

The Council invited applications for the 2022-23 Christmas Festival Fund with a closing date of 4pm on Monday 6th June 2022. By the closing date 15 applications were received 12 villages and 3 towns requesting a funding totalling £20,650.00. The maximum amount of funding for each of the villages was £1,000 and for the towns the maximum budget was £3,000. £11,650 went to applications from Villages with £9,000 going to applications from Towns.

The applications were assessed and scored by the Community Development Manager, Community Development Officer, and the Grants Officer using the following criteria.

Grant Criteria -	Points
Open and accessible	5
Community Participation	5
Volunteer Involvement	5
Opportunities to improve skills/training	5
Collaboration and partnership	5
Strong sense of Community	5
Value for money	5
Total	35

The assessment panel agreed a pass mark of 40% (score 14). The marks were totalled and calculated as a percentage.

All applications submitted were successful in attaining the pass mark and all received the full amount of grant requested.

Table 1 (VILLAGES)

	Name of group	Date of event	Time of event	Amount applied for	Score out of 35	Score as %	Amount Awarded
Villages							
1	Ballygowan & District Community Association	03/12/2022	6-8.30 pm	£1,000.00	32/35	91.52 %	£1,000.00
2	Ballyhalbert Community Association	05/12/2022	7-9 pm	£1,000.00	27/35	77.22 %	£1,000.00

Unclassified

3	Ballywalter Community Action Group	01/12/2022	7-9pm	£1,000.00	33/35	94.38 %	£1,000.00
4	Carrowdore & District Community Association	10/12/2022	2-5 pm	£1,000.00	28/35	80.08 %	£1,000.00
5	Cloughey & District Community Association	01/12/2022	6.30pm	£650.00	27/35	77.22 %	£650.00
6	Conlig Community Regeneration Group	03/12/2022	3.30-5.30 pm	£1,000.00	34/35	97.24 %	£1,000.00
7	Greyabbey & District Community Association	09/12/2022	1pm	£1,000.00	31/35	88.66 %	£1,000.00
8	Killinchy & District Community Development Association	12/12/2022	6.30-9.30 pm	£1,000.00	18/35	51.48 %	£1,000.00
9	Kircubbin & District Community Association	07/12/2022	7-9 pm	£1,000.00	30/35	71.50 %	£1,000.00
10	Millisle & District Community Association	03/12/2022	6.30-9 pm	£1,000.00	28/35	80.08 %	£1,000.00
11	Portaferry Gala Fest	02/12/2022	6.30-8.30 pm	£1,000.00	28/35	80.08 %	£1,000.00
12	Portavogie Regeneration Forum	15/12/2022	6-6.30pm	£1,000.00	27/35	77.22 %	£1,000.00
	Total			£11,650.00			£11,650.00

Table 2 (TOWNS)

	Name of group	Date of event	Time of event	Amount applied for	Score out of 35	Score as %	Amount Awarded
	Towns						
1	Comber Regeneration Community Partnership	24th Nov'22	6-8pm	£3,000.00	25/35	71.50%	£3,000.00

Unclassified

2	Donaghadee Community Development Association	2-4th Dec'22	Various times	£3,000.00	29/35	82.94%	£3,000.00
3	Hollywood & District Community Council	26/11/2022	12-6.30 pm	£3,000.00	28/35	80.08%	£3,000.00
	Total			£20,650.00			£20,650.00

Members may be aware that currently the Groomsport Village Association are having some difficulty in forming a committee in line with their constitution. Last year the Community Development team in conjunction with the churches in the area worked in partnership to successfully provide a light switch on in the village. Council should consider setting aside £1000 from this year's Christmas Festival Fund for a similar partnership arrangement in Groomsport.

RECOMMENDATION

It is recommended that the Council approves the assessment panel recommendations detailed in tables above and funds Christmas festivals at a cost of £20,650.

It is further recommended that Council approves £1000 be set aside from the existing Christmas Festival Fund for a partnership arrangement for a Christmas lights switch on in Groomsport.

Unclassified

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ITEM 4

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	17 June 2022
File Reference	HER 13 09/22
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Herstory - Peace Heroines Project
Attachments	None

Ards and North Down Borough Council has been approached by the Herstory Movement to partner on a timely, new education project, in celebration of the Peace Heroines of Northern Ireland. Founded in 2016, the Herstory movement tells the stories of modern, historic, and mythic women.

Herstory and National Museums Northern Ireland are joining forces to create the Peace Heroines Project that will include an exhibition and schools programme, launching at the Northern Ireland Assembly, Stormont on the International Day of Peace on 21st September 2022. The exhibition will also be showcased at the United Nations Headquarters in New York this year. The project is funded by the Department of Foreign Affairs Reconciliation Fund and EU Erasmus+.

Ards and North Down Borough Council has been invited to participate and commission a new mural of a local peace heroine/s by the borough based graffiti artist [FRIZ](#) (who recently completed the murals in Bangor (Mermaid on Bregenz House etc). This artistic medium has historically been used to antagonise and divide, but this project will present murals that will educate, celebrate and inspire.

Unclassified

All 11 Councils in Northern Ireland are invited to participate in the project to mark the 25th anniversary of the Good Friday Agreement in April 2023. Northern Irish women from all walks of life played a vital role in the peace process and continue this cross-community dialogue long after the Good Friday Agreement was signed. They did everything from supporting victims of sectarian violence and victims' families, to lobbying politicians and organising mass protests.

Ireland's Ambassador to the UN, Geraldine Byrne-Nason, has cited that the role of women in the Northern Ireland Peace Process is a key United Nations case study but this essential story is not taught on the official school curriculum in Northern Ireland or the Republic of Ireland. The Peace Heroines project aims to change that and introduce students to these legendary activists and inspire the next generation of peace builders.

Herstory will support the project to a value of £3,500 through subsidy from the Heritage Lottery Fund and seek match funding of £1,500 from each Council. They will also provide workshops for schools and community groups and officers are investigating the possibility of hosting the exhibition in 2023, however the size of the exhibition may prohibit this (28 panels measuring 1m x 2m).

Herstory will work with a local historian and women's groups from the borough to identify our local peace heroine/s and how she/they should be represented. A recommendation on a suitable location for the mural will be brought to Council when a shortlist of options has been identified. The Peace Heroines Project meets objectives for both the Arts and Heritage and Good Relations Strategies, and the matched funding sought for the project can be met from both the Arts Service and Good Relations budgets.

RECOMMENDATION

It is recommended that Council supports the Peace Heroines project to a value of £1,500 met from both the Arts Service and Good Relations budgets.

Unclassified

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ITEM 5

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	23 August 2022
File Reference	SD109
Legislation	Recreation and Youth services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ards and North Down Sports Forum Grants (WG August 2022)
Attachments	Appendix 1 Successful Individual Travel & Accommodation Noting Report Appendix 2 Unsuccessful Report

Members will be aware that on the 26 August 2015 Council delegated authority to the Ards and North Down Sports Forum, in order to allow it to administer sports grants funding on behalf of the Council. £40,000 had been allocated within the 2022/2023 revenue budget for this purpose.

The Council further authorised the Forum under delegated powers to award grants of up to £250. Grants above £250 still require Council approval. In addition, the Council requested that regular updates are reported to members.

Unclassified

During July 2022, the Forum received a total of 11 grant applications; 1 Equipment, 8 Individual Travel/Accommodation, 1 Club Travel/Accommodation and 1 Coaching. A summary of the 6 successful applications are detailed in the attached Successful Individual Travel & Accommodation Noting Report Appendix.

For information, the annual budget and spend to date on grant categories is as follows:

	Annual Budget	Funding Awarded July 2022	Remaining Budget
Anniversary	£1,000	£0	£250
Coaching	£3,000	£0	£2,028.75
Equipment	£11,000	£0	£5,296.70
Events	£6,000	£0	£1,700
Seeding	£500	£0	£250
Travel and Accommodation	£14,500	£800	£6,659.52
Discretionary	£1,000	£0	£1,000
New category under development	£3,000	£0	£3,000
Goldcards proposed during the period July 2022 is 0.			

*The proposed remaining budget for Travel and Accommodation of **£6,659.52** is based on a proposed award of **£800.00** – for Noting.

RECOMMENDATION

It is recommended that Council approves the attached application for financial assistance for sporting purposes valued at above £250 (unsuccessful application), and that the applications approved by the Forum (valued at below £250) are noted.

Applicant	Representing	Sport	Event	Location	Start/ End	Requested	Proposed	Notes
Abbey Wallace	N Ireland	Polocrosse	2022 National Polocrosse Championships and pre champs training	Offchurch Bury, Warwickshire,	10/08/2022 14/08/2022	£150.00	£150.00	Selection Letter advises Abbey has qualified for the National Championships 10-14 August 2022. Recommend funding of £150, "subject to" confirmation that she will be representing Northern Ireland.
Freya Boyce	Ulster	Athletics	2022 All Ireland Juvenile Athletics Championships	Tullamore, Co Offaly, Ireland	09/07/2022 09/07/2022	£126.00	£100.00	Selection letter confirms representing Ulster at the 2022 All Ireland Championships held in Tullamore. Propose funding
Gareth McKeown	Ireland	Hockey	2022 Hockey Masters World Cup	Nottingham	12/08/2022 21/08/2022	£593.00	£150.00	Recommend Funding subject to official selection letter from Governing Body (on headed paper) and signed Declaration.

					Start/ End	Requested	Proposed	Notes
Hannah Dadley-Young	N Ireland	Sailing	2022 UKLA Leinster Championships	Dublin	23/07/2022 24/07/2022	£100.00	£100.00	RYANI letter shows Hannah has been selected to represent Northern Ireland at the 2022 UKLA Leinster Championships, in Dublin, Ireland 23-24 July 2022. Recommend funding of £100.
Hannah Dadley-Young	Ireland	Sailing	2022 British Nationals	Hayling Island	18/07/2022 22/07/2022	£100.00	£150.00	RYANI letter shows Hannah has been selected to represent Northern Ireland at the 2022 UKLA British Open National Championships, in Hayling Island, England 18-22 July 2022. Recommend funding of £150.
Shea Magee	N Ireland	Judo	2022 British Adaptive Open Championships	Leigh, England	28/08/2022 28/08/2022	£136.96	£150.00	Email from Northern Ireland Judo confirms that Shea will be representing NI in the British Adaptive Open Championships on 28 August. Recommend funding of £150.

Total Proposed £800.00

Unsuccessful Applications Report

August

2022/23

25 August 2022

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Applicant	Application	Request	Evidence Required	Explanation
Ballyholme YC -Robert Milligan	Coaching	Robert Milligan to attend an RYA Start Windsurfing Instructor Course at Osprey Quay, Dorset.	Our guidelines state that "Coaching Projects MUST be booked prior to submitting application (evidence is required)" and all applications must be completed in full, signed and submitted with all mandatory supporting information.	No confirmation of booking on the course submitted with application.
Ballygalget GAC	Equipment	Ballygalget GAC have requested £1,000 towards 3 x Compression Boots.	Our guidelines state, under "What we will NOT fund": -Equipment which is not Sports Equipment (Except for Covid Equipment)	After referring back to the guidelines, Compression Boots would not be deemed 'Sports Equipment' and therefore on that basis, funding is not recommended.

Applicant	Application	Request	Evidence Required	Explanation
Ballyholme Yacht Club	Travel / Acc	Robert Milligan to attend an RYA Start Windsurfing Instructor Course at Osprey Quay, Dorset.	<p>Our guidelines state:</p> <ul style="list-style-type: none"> -Clubs can apply on behalf of individuals who reside or who are active members of an affiliated sports club within the Borough and are representing the club at province/country (i.e. Ulster, N. Ireland, Ireland or Great Britain) level Competition. -Clubs can apply on behalf of individuals who reside or who are active members of an affiliated sports club within the Borough to participate at club level competition, that provides a steppingstone to the next level of 	Funding not proposed for this application as Robert is not competing at an event, but attending a Coaching Course.
Sarah Niamh Menary	Travel / Acc	To attend the National Senior Championships in Waterford.	Assistance will be available for individuals who are representing their sport at a specific event at Provincial/ National/ International level.	Senior Nationals is the highest level of National competition within Ireland; athletes must meet or exceed qualifying entry totals, in order to compete at the National Senior Championships. However, Sarah Niamh will not be representing her province/country.

Applicant	Application	Request	Evidence Required	Explanation
Eva Patton	Travel / Acc	Eva's application was received on 3 July for events on the 2 and 3 July, at the All Ireland Age Group Championships, Tullamore, Co. Offaly.	Our Guidelines state, under "What we will not fund": Retrospective Funding.	Funding not awarded as application received after the events had taken place. The guidelines clearly state retrospective funding will not be considered.

Unclassified

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ITEM 6

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	23 August 2022
File Reference	SD138
Legislation	Recreation and Youth services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Sports Development Capital Grants
Attachments	Appendix 1 Successful Applications Appendix 2 Unsuccessful Applications

The Sports Development Capital Grant Scheme is available to sports clubs within the Borough. As members will be aware the Council has set aside £45,000 for the 2022/23 financial year and can award up to 50% of eligible capital costs with a maximum award of £5,000 in respect of any one project. Capital expenditure is defined as 'expenditure for technical assistance and/or purchase, improvement, restoration and construction of an asset related to the applicant organisation'.

Members will recall that the Sports Development Capital Grant Scheme would have historically opened for two tranches within any one financial year however in 2020/21 only one tranche was delivered due to Covid-19, with the process proving to be very successful. It was therefore proposed that the process of one tranche would continue and be kept under review. Therefore, this year's 2022/2023 Capital Grants programme opened on Monday 4 April 2022 and closed on Monday 25 July 2022.

The Council received 16 applications; all of which were received before the deadline time of 12 Noon. A club emailed after the deadline requesting permission to submit a late application, the panel agreed to reject this as guidelines state late applications are not accepted.

Unclassified

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Eligibility screening of the 16 applications was carried out. Two applications failed to meet the eligibility criteria and therefore did not proceed to the assessment stage of the project.

Applications that met the eligibility criteria were then assessed against the following criteria (14 applications):

1. Benefits to the club/organisation and the local community; clearly detailing anticipated outcomes of the proposed project
2. Increasing Participation
3. Increasing participation within key target groups: Women and girls, disability, over 50's and socially disadvantaged areas/groups
4. Improving and/or sustaining activities within the club setting; and
5. Improving the health and wellbeing of club members and/or wider community.

Applications were assessed by the Acting Leisure Services Manager, Sports and Recreation Development Officer and NCLT/Serco's Sports Development Officer.

All 14 applications scored above the minimum threshold for funding and therefore are all proposed for funding subject to project management requirements being met where applicable and as highlighted in Appendix 1 (planning / License Agreement conditions). The 14 successful applications requested a total of £47,770.18 and it is proposed to award £46,364.74.

The potential overspend of £1,364.74 will be utilised from underspend within the Sports Development 2022/23 budget.

RECOMMENDATION

It is recommended that Council approves the decisions of the Assessment Panel which are listed in Appendix 1 Successful Applications and Appendix 2 Unsuccessful Applications.

Therefore, the total awarded funding for 2022/2023 Capital Grants is £46,364.74 subject to Project Management Requirements being met.

Appendix1 – Successful ApplicationsOpen Monday 4th April 2022 – Monday 25th July 2022 at 12 noon.

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Club & Project	Date received	Date Assessed	Total Project Cost	Funding Requested	Clarification Needed	Club Claiming VAT	Outcome / Award (50% max)
Abbey Villa FC Boundary Fencing	20.07.2022	22.08.22	£7,200.00	£3,000.00	No	Yes	£3,000.00
Comber Rec FC Lawnmower/Goal posts + line marker	30.06.2022	22.08.22	£11,003.04	£5,000.00	No	Yes	£4,584.60
Lough Cuan Bowmen Club 15 Bows + Poundge Equipment	22.07.22	22.08.22	£1,800.00	£900.00	No	No	£900.00
Ards Rangers FC Gym Equipment	24.07.22	22.08.22	£11,400.00	£5,000.00	No	Yes	£4,750.00
Ballygalet GAC Boundary/Ball Stop Fencing	24.07.22	22.08.22	£8,880.00	£4,440.00	Yes Planning Clarification required	Yes	£3,700.00 Project Management Requirement: Subject to planning not being required
Ballyholme Yacht Club Windsurfing paddle boards + Monofilm Packs	21.07.22	22.08.22	£5,088.51	£2,544.25	No	No	£2,544.25
Ballywalter Bowling & Rec Club Lawnmower + Perimeter Fence for Pitch	22.07.22	22.08.22	£10,304.00	£4,293.00	Yes Planning Clarification required	Yes	£4,293.00 Project Management Requirement: Subject to planning not being required
Bangor Cricket Club Purchase of storage container	24.07.22	22.08.22	£3,480.00	£1,740.00	Yes Planning Clarification required	No	£1,740.00 Project Management Requirement: Subject to planning not being required
Helens Bay Golf club 2 x Buggies	08.07.22	22.08.22	£12,960.00	£5,000.00	No	Yes	£5,000.00
Hollywood Cricket Club Practice Nets + Batting Cages	25.07.22	22.08.22	£73,260.00	£5,000.00	Yes Planning Clarification required and License Approval required from Council	No	£5,000.00 Project Management Requirement: Subject to planning not being required and License Approval being received from Council
St Pauls GAC Replacement of perimeter pitch fencing and associated works.	24.07.22	22.08.22	£9,272.40	£4,636.20	Yes Planning Clarification required	No	£4,636.20 Project Management Requirement: Subject to planning not being required

Appendix1 – Successful Applications
Open Monday 4th April 2022 – Monday 25th July at 12 noon.

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Club & Project	Date received	Date Assessed	Total Project Cost	Funding Requested	Clarification Needed	Club Claiming VAT	Outcome / Award (50% max)
Belfast Kayak Club Purchase of 4 Sea Kayaks	19.7.22	22.08.22	£5,610.60	£2,805.30	No	No	£2,805.30
Kirkistown Golf Club Erect & extend practice netting area	21.7.22	22.08.22	£6,344.22	£2,643.43	Yes Planning Clarification required	Yes	£2,643.43 Project Management Requirement: Subject to planning not being required
Peninsula Triathlon Club Racking stand	20.07.22	22.08.22	£1,536.00	£768.00	No	No	£768.00
Total			£178,138.77	£47,770.18			£46,364.78

Appendix 2 – Unsuccessful Applications

Open Monday 4th April 2022 – Monday 25th July 2022 12 noon

1. North Down Petanque Club – applied for replacement storage hut.

Unfortunately, the application did not meet the essential criteria as their Sport (discipline) and Governing Body are not recognised by the UK Sports Recognition Policy. This is a fundamental and essential part of the application, and our guidelines clearly state that the sports club must provide sporting activities recognised by Sport Northern Ireland through the UK Sports Council's recognition policy and be affiliated to a recognised governing body.

2. Safer Waters – applied to purchase a RIB

Unfortunately, the application did not meet the essential criteria as they would be deemed as a sporting organisation not a Sports Club. This is a fundamental and essential part of the eligible criteria where it refers to applicants must be a Sports Club.

Unclassified

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ITEM 7**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	26 August 2022
File Reference	PCA5
Legislation	n/a
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Display Bed Application
Attachments	Appendix Display Bed Design

Members will be aware that on the 27th February 2019 Council agreed a policy for the use of Display Beds in the Borough, this policy requires Officers to report to Council any applications received by external organisations.

The Council has received one application for use of the display beds, Officers have assessed applications and have determined that all requests meet the criteria in the policy and are recommended for approval. The applications were deemed by Officers to not require equality screening.

The application is as follows and the proposed design of the display is included in the attached Appendix 1. The Parks team will endeavour to replicate the design as far as possible, however detail design may alter in order to facilitate installation. If necessary, the Officer will liaise with the applicant if the installation may have to be significantly different from that proposed.

Unclassified

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Name of Group / Organisation	Display Bed applied for	Proposed dates of display	Reason for the display
K9 Search & Rescue NI	Bangor Road entrance to Ballymenoch Park, Holywood	01/10/2022 - 31/10/2023	To commemorate K9 Search & Rescue NI's 5 year

RECOMMENDATION

It is recommended that Council approves the above application for the display bed at Ballymenoch Park in Holywood.

Appendix 1. Display Bed Design

K9 Search & Rescue NI



Unclassified

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ITEM 8

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	26 August 2022
File Reference	PCA106
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: not applicable
Subject	Installation of Chatty Benches
Attachments	None

The purpose of this report is to provide members with and update on the Boroughs Chatty Bench project and future installation plans across our Green Flag sites.

Ards and North Down is home to five Green Flag awarded sites, Castle Park, Londonderry Park, Kiltonga Nature Reserve, Linear Park and Ballymenoch Park. The accreditation is awarded on the standards of the parks from a community, environmental and biodiversity perspective. High standards in these areas can see our local parks used by 10% of the population daily. This can be for a variety of reasons, whether it be for general enjoyment or even to improve health and quality of life.

The Parks Service has sought to build upon this eagerness to visit local parks, while providing areas that help improve people's lives from a physical and mental health perspective. In 2021, the Boroughs first 'Chatty Bench' was installed at Bangor Castle Walled Garden. The installation of this Chatty Bench has provided an opportunity for members of the community who may feel lonely, to interact with one another. Particularly emerging from prolonged periods of restrictions and lockdowns, the Chatty Bench gave people a pathway to reconnect with society. The bright colour of the bench offers an opportunity for passers-by to see a fellow member of the community who

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may want to talk. The Chatty Bench has not only helped to tackle loneliness within the community but has encouraged stronger relations and built upon an existing positive community ethos.

Based upon the success of the current bench, Parks Service hope to install a further four Chatty benches across the remaining Green Flag sites and an additional bench at Ward Park. This would be an opportunity to help residents in other areas tackle loneliness at a park close to them. It would also help benefit the prestige of the Parks, by encouraging more of the community to enjoy and take advantage of the open space. To ensure the Chatty Benches are used to their full potential, council will work with partners from South Eastern Health and Social Care Trust, to develop a Quick Response or QR code. The code will be added to all benches and when scanned, will signpost users to other mental health support.

RECOMMENDATION

It is recommended that Council continues to support the Chatty Bench initiative and proceed with installation of five new benches at Londonderry Park, Kiltonga Nature Reserve, Ward Park, Linear Park and Ballymenoch Park.

It is also recommended that Officers engage with South Eastern Health and Social Care Trust to develop a signposting QR code to be added to all Chatty Benches, and help promote the initiative.

Unclassified

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ITEM 9

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	26 August 2022
File Reference	PCA107
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: not applicable
Subject	Future Community Orchard Planting
Attachments	Appendix Maps and Description

The purpose of this report is to provide members with and update on the Boroughs Orchard Planting initiative and future plans across our Parks & Open Space sites.

As part of an ongoing commitment to successfully implement the Councils agreed Tree and Woodland Strategy, the Park Service have been identifying potential sites on which community orchards could be planted. This has been carried out through a process of community engagement and internal site management.

The aim is to achieve a target of three new Community Orchards each year until 2032, identified on the Tree and Woodland Strategy Action Plan. During the 2021/2022 planting season we planted our first set of three orchards Greyabbey, Portaferry and Portavogie. It is proposed that the schedule of Community Orchard Plantings in 2022/2023 is:

Location	Size (M2)	Number of Trees
Londonderry Park, Portaferry Road, Newtownards	1200	50
Brice Park, Donaghadee Road, Bangor.	400	24

Unclassified

Cottown Park and Open Space, Newtownards Road, Six Road Ends.	1000	40
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Parks Service hope to provide new orchards in all towns and villages across the borough so as many residents as possible can avail of the aforementioned benefits. Moving forward into planting season 2023/2024, potential plantings have been identified in Comber, Donaghadee and Carrowdore. Final recommendations on these sites will be developed through consultation with internal departments and community partners relevant to each area. An Officer's report to update members will follow for the 2023/2024 orchard planting season.

Environmental Benefits

Trees play a significant role in improving environmental conditions and people's quality of life. Trees act as carbon sinks and absorb carbon dioxide (the main greenhouse gas) and produce oxygen. In addition, trees filter, absorb and reduce pollutants. Trees can make our borough a healthier, more attractive and more comfortable place to live and work.

Orchards have played an important role for hundreds of years. Opportunities exist through their installation to conserve local and threatened plant resources, by planting heritage food crop varieties that are suitable for local growing conditions.

Traditional orchards are a priority habitat and support the biodiversity action plan, because of the wildlife they attract. A variety of flora and fauna can be supported by this environment. Orchards are hotspots for biodiversity supporting many different species, including some species of conservation concern such as insects, birds, bees, bats, foxes and small mammals.

Community Benefits

Community orchards are an excellent place for people to come together, providing a community space for celebrations and are a source of food. They can be used as educational resources for local schools, community groups and the wider public. Trees in general can reduce stress and illness by providing psychological refreshment and a sense of wellbeing, creating character and a sense of place and permanence.

Orchards encourage healthy eating and outdoor activities improving wellbeing, as well as making our towns, villages and neighbourhoods more pleasant places to live. Tree plantations of any type can symbolize community focal points and offer aesthetic, amenity and historic value and can act as landmark features within our settlements and open countryside.

RECOMMENDATION

It is recommended that Council continues to support the Community Orchard Planting initiative and proceed with planting at sites mentioned above.

Appendix Maps and Description

Newtownards

In August 2021, Parks Officers, through a Green Flag site meeting, identified a location, approx. 1200 square meters of grassland within Londonderry Park, suited to a community orchard. The orchard would contain up to 50 mixed fruit trees with consideration given to species most suited to location. The orchard site will remain open and freely accessible to the community and is located on council-maintained land. Funding for trees and maintenance will be sourced by Parks Service. Londonderry Park is well used by the residents of the entire borough and the orchard would provide opportunity for community education and engagement. Mown pathways through the plantation would also provide an alternative walking space and feature for the many park users. The proposed location is within walking distance of Newtownards town centre and large residential areas. Multiple schools are in proximity. This area of Londonderry Park is grassland under-utilised and regularly mown as part of Parks maintenance. Under 5% of the green space within the park would be required for planting, leaving the remainder for continued use as an amenity grassland and sports pitch etc. The proposed orchard location borders a play park and small games areas.



Bangor

In January 2022 Parks Officers identified Brice Park as a potential community orchard to be planted on approx. 400 square metres of grassland, with a target completion date of planting season 2022/23. The orchard would contain up to 24 mixed fruit trees with consideration given to species most suited to location. The orchard site will remain open and freely accessible to the community, located within an existing community focal point. The proposed planting will be used as an extension to the well-used park facility. Planting will be carried out in conjunction with local schools and community groups. The proposed location is within walking distance of Bangor City centre and

main residential areas. A primary school and several secondary schools are in proximity. This proposed area is grassland under-utilised and regularly mown as part of Parks maintenance. Under 5% of the green space within the park would be required for planting, leaving the remainder for continued use as an amenity grassland. The orchard will be planted in a location that allows sightlines from roadside to playpark to be maintained.



Six Road Ends

In 2013 the development of an Integrated Rural Plan for Six Road Ends was commissioned by North Down Borough Council, developed by The Paul Hogarth Company and shaped by local stakeholders and the community. Action 3.6 of the plan was to create a pocket park at Cottown open space. The planting of a community orchard is in keeping with this theme. The proposed orchard would be planted on approx. 1000 square metres of grassland adjacent to Cottown Play Area, with a target completion date of planting season 2022/23. The orchard would contain up to 40 mixed fruit trees with consideration given to species most suited to location. The orchard site will remain open and freely accessible to the community and is located on council-maintained land. Funding for trees and maintenance will be sourced by Parks Service. The officer is unaware of an official community group in this area, but a process of engagement could be carried out to increase usage of the orchard.

The location is within walking distance of the most densely populated area of Six Road Ends. This proposed area is grassland under-utilised and regularly mown as part of Parks maintenance. Under 25% of the green space would be required for planting,

leaving the remainder for continued use as an amenity grassland. The planting would be carried out towards the north of the site, to allow for future development or expansion of the existing play area or pocket park.



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ITEM 10

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	26 August 2022
File Reference	PCA 79
Legislation	Wildlife and Natural Environment Act (Northern Ireland) 2011 The Invasive Alien Species (Enforcement and Permitting) Order (Northern Ireland) 2019
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Control of Grey Squirrels response to NoM Update
Attachments	None

Members will recall that following a Notice of Motion tabled at the Community and Wellbeing Committee in November 2019 and subsequent follow on reports in September 2020 and February 2021 outlining Councils position regarding the control of Grey Squirrels and the promotion of indigenous species on Council land.

The purpose of this report is to update members on the progress made by Officers on the recommendations approved from the report in February 2021 as follows:

1. *Approve for officers to urgently engage with Ulster Wildlife Trust, North Down Red Squirrel and Pine Marten Group and all other established Red Squirrel groups within the Borough to implement all appropriate approved control programmes as outlined in the Northern Ireland Squirrel Forum's Grey Squirrel Control Protocol, for grey squirrel populations on Council owned and managed lands.*
2. *Agree to the inclusion of the Red Squirrel and Pine Martin species to be included in the revised Local Biodiversity Action Plan, and that the woodland*

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management plans include the siting of appropriate boxes and native species tree planting

Officers have met with the Ulster Wildlife Trust and the North Down Red Squirrel and Pine Martin group. Following discussions around the control of Grey Squirrels the following proposals were made by the group:

- Commencing with the Castle Park colony and in order to monitor the numbers within the park, a feeder and camera would be placed on site.
- Once numbers were established and the feeder attracting individual Grey Squirrels, a trap would be placed by the feeder to catch the animals.
- The trap will be inspected each morning by the group and any animals removed from site in accordance with the control protocols.
- Further monitoring will continue and, where appropriate, the control program will be rolled out to other sites where colonies have been identified.
- In proposing the above interventions, it is critical that there are positive explanatory communications around the issue and Officers will be working with the groups to ensure that the public are made aware of the rationale behind the control program..
- In finalising the revised Local Biodiversity Action Plan, the Red Squirrel and Pine Martin species have been identified as priority species and targets will be in place to protect these.
- The Biodiversity Officer will be working alongside local groups regarding the installation of appropriate boxes based on survey outcomes.
- Native tree planting has commenced in line with the Councils Tree and Woodland Strategy and in the past year 15,000 native trees have been planted at various locations across the Borough.

Key Point

Members are advised that Council have been contacted by the Department of Agriculture, Environment, and Rural Affairs (DAERA) the application of the The Invasive Alien Species (Enforcement and Permitting) Order (Northern Ireland) 2019 legislation. This places a duty on landowners to control Invasive Alien Species present on their land. By adopting the proposals above, Council will be complying with this legislation.

RECOMMENDATION

It is recommended that Council note the work carried out to date and approve the proposals outlined in the above report.

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

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	25 August 2022
File Reference	PCA28
Legislation	Burial Ground Regulations NI 1992
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Cemetery Burial Regulations & Review Update
Attachments	Appendix 1 Proposed Amendments to the Rules & Regulations for Burial Grounds & Scale of Charges Appendix 2 Applied Amendments to Burial Rules & Regulations - final document. Appendix 3 Proposed Scale of Charges 2022-2023

The purpose of this report is to update members following the meeting of Community and Wellbeing Committee on 10th March 2021 regarding the request for a detailed report on current burial process, depth test and communications with Funeral Directors representing bereaved families.

The current process in line with the Burial Ground Regulations NI 1992 includes ensuring that Council complies with the legal requirement for a minimum depth cover of soil following interment of coffins. In the opening of older graves within Council Cemeteries issues have been encountered regarding the ability to facilitate a burial within the legislative parameters. This has in some cases led to Council being unable to provide multiple burials in one plot.

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In order to negate the distress caused to families the following measures are in place:

- Grave depth testing in advance of need is available upon request at a cost (currently) of £112. This enables families to make an informed decision around further future burials.
- At the time of opening a grave where capacity issues are identified, Officers contact the Funeral Directors to advise on the impact of reduced capacity in advance of burial taking place. This allows the family to make a decision on alternative options in the form of the use of a shallower coffin or opting for cremation and the interment of cremated remains.
- Where it is clear that the above options do not meet the families wishes an alternative grave is required. Within the last twelve-months there have been four instances where a family have had to make such alternative arrangements that lead a complaint. In the last twelve-months the cemetery team have carried out 1103 burials.

In order to further mitigate against issues impacting on burial capacity Officers are currently working on the following:

- The integration of a new burial management system – Plotbox has been procured and is currently being integrated into the Service.
- Development of 'Standard Operating Procedures' appropriate to both the operational and administrative service.
- Development of a public facing document outlining processes involved in grave purchase – see proposal attached in Appendix 4.
- The use of technology to determine grave depths of historical graves whereby no depths are recorded has been trialled. To date this has been inconclusive in terms of accurate results and further technological solutions are being investigated.
- Reviewing the Rules for Burial Rules & Regulations – see proposal attached in Appendix 1.

The issue of shallow graves is having a detrimental impact on overall cemetery capacity which is already under significant pressure, in order to alleviate this impact Officers have determined that where shallow graves have been identified due to the existence of rock and poor ground conditions, these can be utilised for the interment of cremated remains. By utilising these grave plots, we reduce the number of full depth

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graves being sold for the sole use of interring cremated remains. It is estimated that there is in the region of 400 plots which could be utilised in this manner, with each plot accommodating up to 6 sets of cremated remains. The proposed cost structure for these plots would be a 50% reduction in price compared to a full capacity plot i.e., this is currently for residents within council area: £141 & Applicants residing outside council area: £1,051. These costs will be added to the Scale of Charges for cemeteries and will significantly reduce the costs of those interring cremated remains.

In addition, Officers would suggest that members consider an annual inflationary increase to be applied to the Scale of Charges using a percentage uplift based on the October 'Office of National Statistics Consumer Prices Index (CPI): All Items Index' s from 1st January each year. This topic in relation to charges for Council services generally will be examined further as part of the forthcoming budget setting processes that will shortly be getting underway.

RECOMMENDATION

It is recommended that Council notes the content of the above report and:

1. Approves the use of shallow graves for cremated remains with the cost structure outlined above i.e., 50% reduction in price compared to a full capacity plot.
2. Approves the proposed amendments to the Rules for Burial Grounds as outlined in Appendix 1 & 2

Appendix 1

Proposed Amendments to the Rules & Regulations for Burial Grounds and associated Scale of Charges

Section of burial rules	Current wording	Proposed Amendments to wording	Reason for change
Point 3. Burial of Destitute Persons	Where the Council, under Section 25 of the Welfare Services Act (Northern Ireland) 1971, covers the costs of destitute burials, the Council will undertake to inter such destitute persons, where possible, in those graves which can only accommodate one burial due to the nature of the ground. Where it is not possible to do so, more than one destitute burial may take place in a single burial plot. The Council retains ownership of the Right of Burial.	Where the Council, under Section 25 of the Welfare Services Act (Northern Ireland) 1971, covers the costs of destitute burials, the Council retains ownership of the Right of Burial.	Destitute persons are buried in a single grave that is opened to full depth and would no longer be buried with other destitute.
Point 5. Proprietary Ground (Private Graves)	A person desiring to purchase the exclusive right of burial in a grave in the proprietary ground shall sign an application therefor, binding themselves, their heirs and assigns, to conform to all rules and	A person desiring to purchase the exclusive right of burial in a grave in the proprietary ground shall sign an application therefor, binding themselves, their heirs and assigns, to conform to all rules and	Update wording in red to Ards and North Down Borough Council.

	<p>regulations in force or thereafter to be made by the Ards Borough Council for the regulation, management and control of the Burial Grounds and upon payment of the prescribed charge for the grave. The Grant under the Seal of the Council shall be issued to the purchaser in due course.</p>	<p>regulations in force or thereafter to be made by the Ards and North Down Borough Council for the regulation, management and control of the Burial Grounds and upon payment of the prescribed charge for the grave. The Grant under the Seal of the Council shall be issued to the purchaser in due course.</p>	
<p>Point 9. Proprietary Ground (Private Graves)</p>	<p>The charges and fees for grants of the right of burial, and the opening, re-opening, and closing graves, vaults, or other burial places, shall respectively be of the amount stated in the scale of charges, and no ground shall be opened or burial permitted until the charges and fees payable in respect thereof, and all sums due to the Council by the proprietor, shall have been paid.</p>	<p>The charges and fees for grants of the right of burial, and the opening, re-opening, and closing graves, vaults, or other burial places, shall respectively be of the amount stated in the scale of charges.</p>	<p>Funeral Directors can now pay fees on account, previous wording that fees must be paid before a burial is outdated.</p>

<p>Point 24. Grave Capacity</p>	<p>On the opening of a grave, where it is clear that the perpendicular depth of 8 ft (2.430m) cannot be achieved, or 6 ft (1.830m) in the case of Kircubbin and Whitechurch Cemeteries, the purchaser/owner, or next of kin, or executor of a will, will be immediately notified to inform them of the available space to enable them to make an informed decision on whether they wish to proceed with the burial. In the case of an unused grave, the purchaser/owner will be offered an alternative grave, where possible in the same cemetery, where it is expected that the perpendicular depth of 8 ft or 2.430m or 6 ft (1.830m) in the case of Kircubbin and Whitechurch Cemeteries can be accommodated</p>	<p>On the opening of a grave, where it is clear that the perpendicular depth of 8 ft (2.430m) cannot be achieved, the purchaser/owner, or next of kin, or executor of a will, will be immediately notified to inform them of the available space to enable them to make an informed decision on whether they wish to proceed with the burial. In the case of an unused grave, the purchaser/owner will be offered an alternative grave, where possible in the same cemetery, where it is expected that the perpendicular depth of 8 ft can be accommodated.</p>	<p>Removal of information on Kircubbin and Whitechurch as modern equipment allows for 8ft depth to be achieved in these cemeteries.</p>
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<p>Point 31. (h) Erections on Graves</p>	<p>(h) No person shall cause an additional inscription to be made on a memorial, without the express permission of the Council. No charge is applicable. Where the owner of the grave is deceased, the applicant seeking to add to an inscription must satisfy the Council that all interested parties in the ownership of the grave have no objection to the inscription. That being the case, an additional inscription may be permitted, without the grave being transferred to a living person, or a charge being applied, subject to the content of the inscription being permitted in accordance with the above rule.</p>	<p>(h) No person shall cause an additional inscription to be made on a memorial, without the express permission of the Council. Where the owner of the grave is deceased, the applicant seeking to add to an inscription must satisfy the Council that all interested parties in the ownership of the grave have no objection to the inscription. That being the case, an additional inscription may be permitted, without the grave being transferred to a living person, or a charge being applied, subject to the content of the inscription being permitted in accordance with the above rule.</p>	<p>Removal of 'No charge is applicable' as there is a fee for an application for additional inscription on an existing memorial.</p>
<p>Point 52. Memorial Trees</p>	<p>The Council permits the planting of memorial trees in its burial grounds at Clandeboye and Redburn Cemeteries only, subject to available space.</p>	<p>The Council permits the planting of memorial trees in its burial grounds, subject to available space.</p>	<p>Removal of 'at Clandeboye and Redburn Cemeteries only' to allow memorial trees to be planted, where suitable, at all Council owned Cemeteries.</p>

<p>Point 53. Memorial Trees</p>	<p>The tree will be chosen by the Council and planted on a suitable site allocated by the Council. Plaques may only be purchased from the Council and a maximum of two Tree Remembrance Plaques will be permitted at the base of each tree. Plaque wording must be approved by the Council and application forms must be returned to the Council within 60 days of purchase of a plaque.</p>	<p>The tree will be chosen by the Council and planted on a suitable site allocated by the Council. Plaques may only be purchased from the Council and a maximum of four Tree Remembrance Plaques will be permitted at the base of each tree. Plaque wording must be approved by the Council and application forms must be returned to the Council within 60 days of purchase of a plaque.</p>	<p>To increase the maximum number of plaques allowed to four, to align this with the number of cremated remains that can be interred at each tree.</p>
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The proposed additions to the narrative within the scale of charges are as follows :-

Section on Scale of Charges	Current wording	Proposed Amendments to wording	Reason for change
<p>Definition of a Resident.</p>	<p>"Resident" for the purpose of the Scale of Charges relating to Burial Grounds includes: - a. Any person whose last address before being admitted to hospital or a care home was within the Borough. Persons who have been resident in a care home for 2 years or more are</p>	<p>(1) Resident rates A resident is defined as a person(s) living within the Ards and North Down Borough Council area at the time of death. Proof of residency will be required. Former residents of the Borough who have had to move to a care facility outside of</p>	<p>To improve the wording and provide clarity to members of the public.</p>

	<p>classed as residents. b. Former residents of the Borough who left to receive treatment or care from a relative leading up to the time of their death (medical evidence is required in this instance).</p>	<p>the Council area, will be considered a resident. Proof of previous residency will be required.</p> <p>Former residents of the Borough who left to receive treatment or care from a relative leading up to the time of their death will be classed as residents (medical evidence is required in this instance).</p> <p>Persons who have been resident in a care home within the Borough for 2 years or more will classed as residents</p> <p>(2) Non-Resident Rates</p> <p>A non-resident is a person who lives outside of the Ards and North Down Borough Council area.</p>	
<p>Late fee</p>	<p>None.</p>	<p>Burials arriving to the grave side 15 minutes or more after their booked time, will be considered late and charged the appropriate fee.</p>	<p>To provide clarity to funeral directors on when these fees are applicable.</p>
<p>Change of details fee</p>	<p>None.</p>	<p>This fee will be applied to any booking changes made more than 2</p>	<p>To provide clarity to funeral directors on when these</p>

		hours after the time of the original booking.	fees are applicable.
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Appendix 2

Applied Amendments to Burial Rules & Regulations - final document.

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Ards and North Down Borough Council

Cemeteries Rules & Regulations

This document incorporates the Policy and Rules made by Ards and North Down Borough Council for the general management, regulation and control of the Burial Grounds provided by it and prescribes the conditions upon which the exclusive Right of Burial may be purchased in such parts thereof as may be appropriated for the purpose.

PUBLIC GROUND AND PROPRIETARY GROUND

- 1 The burial grounds shall be divided into such portions as shall from time to time be allocated as public ground and as proprietary ground respectively.

PUBLIC GROUND (COMMON GRAVES)

- 2 Any land where an exclusive right of burial has not been granted or which is non-proprietary is considered to be public or common ground. In the cases of common ground, the following rules apply: -
 - (a) No rights shall be acquired other than for the purpose of a single burial.
 - (b) The graves shall be opened consecutively in such order as the Council shall from time to time determine.
 - (c) Interments shall take place in the order in which the funerals arrive.
 - (d) No monument, headstone, headlock, plinth, railing, or other erection shall be erected or placed on or around the graves, nor shall the graves be permitted to be planted, or otherwise decorated or dressed.

BURIAL OF DESTITUTE PERSONS

- 3 Public Ground was historically used to inter destitute persons and still born babies. This practice ceased in the 1980s. An area of "Common Ground" is marked at Movilla Cemetery. No other areas of "Common Ground" are marked in Council cemeteries.

Appendix 2

Applied Amendments to Burial Rules & Regulations - final document.

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Where the Council, under Section 25 of the Welfare Services Act (Northern Ireland) 1971, covers the costs of destitute burials, the Council retains ownership of the Right of Burial.

PROPRIETARY GROUND (PRIVATE GRAVES)

- 4 In the proprietary ground the exclusive right of burial in the several graves shall be granted in perpetuity to the purchasers thereof, their heirs and assigns, and shall confer upon the grantees, their heirs and assigns, the right to erect headstones or other memorials, subject to the conditions in that behalf hereinafter contained.
- 5 A person desiring to purchase the exclusive right of burial in a grave in the proprietary ground shall sign an application therefor, binding themselves, their heirs and assigns, to conform to all rules and regulations in force or thereafter to be made by the Ards and North Down Borough Council for the regulation, management and control of the Burial Grounds and upon payment of the prescribed charge for the grave. The Grant under the Seal of the Council shall be issued to the purchaser in due course.
- 6 An entry of the date of each grant of a right of burial in the proprietary ground, and of the purchaser's name and residence, the amount of the purchase money, the number on the plan of the grave, the section of the ground in which the right of burial has been purchased, shall, upon the execution of each such grant, be made in the Register. The Register may be perused at all reasonable times by a grantee or assignee of any such right.
- 7 The right of burial in more than four graves shall not be sold to, nor vested in, any person; and no sub-division of any lot purchased shall take place without the written consent of the Council having been first obtained.
- 8 The Council may, as it sees fit, restrict the advance sale of rights of burial at any cemetery where limited capacity is identified or other circumstances exist which, in the Council's reasonable opinion, may adversely impact upon the availability of space.
- 9 The charges and fees for grants of the right of burial, and the opening, re-opening, and closing graves, vaults, or other burial places, shall respectively be of the amount stated in the scale of charges.
- 10 One person only shall be registered as the proprietor of the right of burial.
- 11 No person claiming to be entitled to a right of burial in the proprietary ground under a transfer of bequest of such right, or as the heir-at-law of a proprietor dying intestate shall be entitled to have such a claim recognised, or the name of such person entered in the Register as proprietor thereof, until the transfer, duly stamped, or probate under which such person claims to be entitled, or particulars of the intestacy and succession and the grant made to the original proprietor shall have been produced to the Council, and such further or other evidence of the claim produced as the Council may require of the right thereto of the person so claiming. Upon production of such documents, particulars and evidence, and the claim being duly proved to the reasonable satisfaction

Appendix 2

Applied Amendments to Burial Rules & Regulations - final document.

of the Council and upon payment by the claimant of the prescribed fee, an entry thereof shall be made in the Register. Until such entry shall be made, no right of burial shall be acquired under any such transfer, probate or intestacy.

- 12 If the registered proprietor of a right of burial in the proprietary ground shall prove, by statutory declaration or otherwise, to the satisfaction of the Council that he has lost his Grant, he shall be entitled, upon payment of the prescribed fee to receive a duplicate thereof, provided that if the original Grant should afterwards be discovered, the duplicate Grant shall not be considered to have any force or effect, and it shall be endorsed with a memorandum to that effect. The issue of a Duplicate Grant of Right of Burial will be recorded appropriately in the Council's Burial Records.

OPENING OF GRAVES FOR INTERMENT

- 13 No grave in the proprietary ground wherein the exclusive right of burial shall have been granted shall be opened for interment except on the application in writing of the registered owner thereof, or of some person purporting to act on his behalf, and producing the Grant, as dictated by Regulations and these Rules.
- 14 A person requiring to have an interment made in any grave, whether in the public or proprietary ground, shall sign an application for that purpose, giving the following particulars for registration, namely:- the First name and Surname, date of burial, date of death, sex, age, religious persuasion, occupation or rank in life, last place of residence, place of death and condition (as whether "married" or "single", "widower" or "widow", or "the child of") of the person to be buried, and stating the time at which the funeral will arrive at the cemetery, and the name and address of the person having the management of the interment. In the case of the proprietary ground the application shall also give the distinctive mark of the grave required to be opened.

In the case of both the common and proprietary ground, the application shall be accompanied by the statutory certificate of death of the Registrar of Births and Deaths, or the statutory order for burial of a Coroner, which certificate or order is by law required to be delivered up at the time of burial.

INTERMENTS IN PROPRIETARY GROUND

- 15 Persons wishing to have interments carried out must give not less than the following periods of notice to the Council (Saturdays and Sundays shall not count for the purpose of the said periods):-
- 16 (a) Re-openings
At least 24 hours notice (for the purposes of giving notice, Saturdays and Sundays are not included)

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(b) New Graves

For interments to take place on a Monday, notice must be given not later than 12 noon on the preceding Friday.

For interments to take place on Tuesday, Wednesday, Thursday, Friday or not later than 11.00 am on a Saturday, at least 24 hours' notice must be given.

(c) Sealed Grave or Vault

At least 48 hours' notice (for the purposes of giving notice, Saturdays and Sundays are not included)

Where a grave (or graves) is surfaced with concrete or other durable material, proprietors will be required in the case of a grave (or graves) to be opened, to arrange at their own expense for the replacement of the surface covering of the ground on a like for like basis. There will be a charge applied for the removal of concrete when a grave is opened.

- 17 Every grave in a Cemetery, when opened for the first interment, shall be sunk to the perpendicular depth of 2.430 m (8ft) and the surface thereof made flat, and no coffin shall be buried in any unwallied grave, unless the lid or upper surface thereof shall be sunk to a depth of at least 1.0 m below the ordinary level of the ground, and no grave in which a coffin shall have been laid at that depth shall be opened within twenty years after the same shall have been so laid, without the consent of the Council being first obtained.

In accordance with the Burial Ground Regulations (NI) 1992, the following shall apply: -

- (a) the Council shall not cause or permit to be buried (a) a person over 12 years of age in a grave space less than 2.7m long by 1.2m wide; and a child of 12 years of age or under, in a grave space less than 1.8m long by 90cm wide.
- (b) the Council shall not cause or permit a body to be buried in a grave in such a manner that any part of the coffin is less than 1 metre below the level of any ground adjoining the grave.
- (c) the Council may, where it considers the soil to be of suitable character, permit a coffin to be placed not less than 70cm below the level of any ground adjoining the grave.
- (d) the Council shall not cause or permit a body to be buried in a grave unless the coffin is effectively separated by means of a layer of earth not less than 15cm thick from any coffin previously interred in the grave.

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CREMATED REMAINS

- 18 Cremated remains can be buried. Any burial of cremated remains must be separated by no less than 15cm from the last coffin burial and must be interred a minimum of 30cm below the level of any ground adjoining the grave.

The scattering of cremated remains is not permitted.

INTERMENT OF FOETAL REMAINS OR CREMATED FOETAL REMAINS

- 19 The Council will inter foetal remains or cremated foetal remains (pre and post 24 weeks gestation) in proprietary ground on presentation of appropriate documentation from a hospital or GP confirming that the pregnancy ended naturally and lawfully. (A list of documents which will be accepted for these purposes can be obtained on request). The charges which are applied for the interment of stillborn babies will be applicable in this case. Details of the interment will be recorded in the same manner as for the interment of stillborn babies.

INTERMENT OF BODY PARTS AND RETAINED ORGANS

- 20 The Council will inter body parts and retained organs in a burial plot, as space permits, with the same charges being applied for the opening of a grave as apply for the interment of cremated remains.

HOURS FOR INTERMENT

- 21 The hours during which the cemeteries shall be open for interment in proprietary ground shall be:- Weekdays from 9.00am to 3.00pm (Monday-Thursday) and 9.00am – 2.00pm (Friday), and on Saturdays and Public Holidays from 9.00 am to 12 noon. No interments shall be carried out on a Sunday.

The cemeteries shall be closed for interment on Sundays, Christmas Day and, for operational reasons, on 12th July or, where 12th July falls on a Sunday, the appropriate associated holiday.

The hours during which the cemeteries shall be open for interment in public ground shall be the same as in proprietary ground except that interments in public ground shall not take place on Saturdays or between 12 noon and 2.00pm Monday to Friday.

The Council reserves the right to exercise flexibility in the application of the Rules relating to the Hours of Interment.

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GRAVE CAPACITY

- 22 See paragraph 17 for details of the perpendicular depth to which a grave shall be sunk.

All applicants for the purchase of a right of burial will be informed by Council officers if the grave selected is thought to contain rock. No refund will be made to any purchaser who loses burial space owing to the existence of rock, nor does the Council guarantee any specific number of interments in any grave.

- 23 Under the Burial Grounds Regulations (NI) 1992 a "burial" includes (a) the interment of cremated human remains; (b) the interment of the bodies of still-born children and their cremated remains; and (c) the placing in a vault of human remains, cremated human remains, the bodies of still-born children or their cremated remains".
- 24 On the opening of a grave, where it is clear that the perpendicular depth of 8 ft (2.430m) cannot be achieved, the purchaser/owner, or next of kin, or executor of a will, will be immediately notified to inform them of the available space to enable them to make an informed decision on whether they wish to proceed with the burial. In the case of an unused grave, the purchaser/owner will be offered an alternative grave, where possible in the same cemetery, where it is expected that the perpendicular depth of 8 ft can be accommodated.
- 25 The Council shall not consider locational issues (e.g. the view or proximity to pathways) as a reason to compensate.

TESTING GRAVES FOR OPENING

- 26 On an application for an order to open a grave in the proprietary ground, the opinion of a Council Officer as to whether the interment can take place having regard to the regulations as to interments and the depth at which coffins are to be placed below the surface of the ground shall be final. However, if the person making such application shall not be satisfied with the decision of the Council Officer, or if the Council Officer shall have any doubt as to whether an interment can take place, having regard to such regulations, the Council Officer shall, upon the person making such application lodging the prescribed sum, have the said grave opened, as far as it can properly be opened, and thereupon, if the Council Officer shall be of the opinion that an interment can take place, having regard to such regulations, the said sum in the case of an application with a view to an immediate interment shall be credited to the person making the said application towards the interment fees; but if the Council Officer shall be of the opinion that the interment cannot take place, or the application is made with a view to a future interment, the grave shall be filled in again, and said sum shall be retained by the Council to cover the cost of the work done.

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- 27 In the event of a certificate, signed by a legally qualified medical professional, certifying that immediate interment of a body is essential to public health, being produced to Council officers, the Council shall, on the production thereof, make arrangements for the interment of such a body, without requiring the prescribed length of notice.
- 28 In the event of a district being visited by an epidemic of disease, the Council may make special orders regulating the order of interments, and the length of notice to be required therefor.

EXHUMATION

- 29 Save as specially provided for in the Burial Ground Regulations (NI) 1992, no grave shall be opened nor shall any body, nor the remains of any body, be removed from a grave nor transferred from one place of burial to another, nor exhumed, except under the circumstances and subject to the conditions specially provided by law in that behalf and except with the consent of the Council and upon payment of the prescribed fees. Each case will be judged upon its own merits as to whether exhumation will be permitted. Issues relating to preferred location will not be considered as valid reasons for exhumation.

SIGNING THE REGISTER OF BURIALS

- 30 Immediately after an interment, the responsible officer at the appropriate Council Office, overseeing and registering the interment, shall sign the Register of Burials, as required by law. A search in or extract from the Register can be obtained on request.

ERLECTIONS ON GRAVES

- 31 All monuments, headstones, headblocks, plinths, railings, or other erections (including foundations) to be placed on or around graves in the proprietary ground, shall be subject to the approval of the Council, to which a special written statement and drawing of what is proposed to be so erected shall be previously submitted.
- (a) In respect of each erection, a fee at the prescribed rate shall be paid, on submission of the plan.
- (b) All such erections shall be of stone or other non-perishable material and shall be placed on a solid foundation. The Council does not permit the erection of any wooden memorials.
- (c) No erection exceeding 508 mm (20") in height shall be permitted except at the head of a grave. The height of such erection shall be determined by a measurement taken from the highest point of the surface of the ground forming the boundary of the grave where it is erected.

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Applied Amendments to Burial Rules & Regulations - final document.

- (d) No erection shall be permitted at the head of a grave on the portion reserved for such erections of any headstone exceeding 1.067 m (3' 6") in height, except in cases where it is proposed to erect a cross-memorial when the maximum height shall be limited to 1.371 m (4' 6").
 - (e) Every erection placed on or around a grave shall bear the distinctive mark of the grave carved or marked in clear characters.
 - (f) The approval of the Council shall only cover work executed within one year.
 - (g) The placing of hoop iron around graves is prohibited and if so placed will be removed immediately by the cemetery staff.
 - (h) No person shall cause an additional inscription to be made on a memorial, without the express permission of the Council. Where the owner of the grave is deceased, the applicant seeking to add to an inscription must satisfy the Council that all interested parties in the ownership of the grave have no objection to the inscription. That being the case, an additional inscription may be permitted, without the grave being transferred to a living person, or a charge being applied, subject to the content of the inscription being permitted in accordance with the above rule.
- 32 Each proprietor of the right of burial must keep the brick grave or vault, monument or railing which shall be erected thereon in good order and repair to the satisfaction of the Council, and should anyone fail to do so the Council may have same put in order and repaired at the expense of the party so neglecting; or the Council may cause the tomb or monument to be removed at the expense of the proprietor thereof; or may refuse to permit the vault or grave to be opened until the costs of such repairs or removal shall have been paid.
- 33 Any erection placed on a grave without the approval of the Council to the same, or to the inscription thereon shall be removed and any erection allowed to fall into a bad state of repair shall be repaired, or, if necessary, removed and the cost of doing so in either case shall be a debt from the registered owner of the grave to the Council and recoverable as such.

LAWN SYSTEM

- 34 Where the Council has decided that a cemetery or section of a cemetery shall be laid out in the "Lawn System", an area shall be provided at the head of each grave not exceeding the width of a grave and no more than 3' 0" from the head of the grave, that being the boundary of the allocated grave space, and may be utilised for the purpose of:-
- (a) Erection of a headstone,
 - (b) Planting,

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No erection exceeding 508 mm (20") in height shall be permitted except at the head of a grave. The height of such erection shall be determined by a measurement taken from the highest point of the surface of the ground forming the boundary of the grave where it is erected.

No erection shall be permitted at the head of a grave on the portion reserved for such erections of any headstone exceeding 1.067m (3' 6") in height, except in cases where it is proposed to erect a cross-memorial when the maximum height shall be limited to 1.371m (4' 6").

The erection of pillars, railings, fences, plinths, loops, or other structures, for the purpose of enclosing graves is expressly prohibited.

Details of the cemeteries or sections to which the "Lawn System" will apply can be obtained on request.

See below for rules on the planting of graves in a Lawn Section.

REMOVAL OF REFUSE ON COMPLETION OF WORK

- 35 A person placing an erection on or around a grave, or planting or tending a grave, shall cause as little refuse as possible, and shall take away such refuse immediately when finished, and shall not on any account allow it to fall or collect upon an adjoining grave, or injure or disturb an adjoining grave, or any other grave, or any erection, shrub, flower or plant thereon.

If any default shall be made in observing this Rule the Council will have the default remedied and the expense thereof shall be a debt from the registered owner of the grave to the Council and be recoverable accordingly.

- 36 No hewing or dressing of stones, nor operations of any kind, except the dressing of the graves, will be permitted within the Cemetery, or in the approaches thereto, unless specially sanctioned by the Council; and all rubbish or refuse remaining after the erection of monuments or other operations duly sanctioned must be immediately removed at the expense of the owners of the ground, or of the person executing the work.

PLANTING OF GRAVES

- 37 No person shall plant any tree or shrub on a grave. No person shall cut, break, nor in any way interfere with any tree or shrub hitherto planted thereon without the permission of a Council officer. (In those sections designated as "Lawn Sections", only planting of shrubs and plants which will not exceed 20" in height is permitted).
- 38 Council Officers shall be at liberty from time to time to remove or prune any tree, shrub, flower, or other plant growing on a grave if they are of the opinion that the same is detrimental to the appearance of the Cemetery, or is likely to cause injury to any erection in the Cemetery, or to interfere in any way with interments either in the grave on which it is growing or in an adjoining or

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neighbouring grave.

GENERAL

- 39 In these Rules "The Council" means the North Down and Ards Borough Council or any other name which may be adopted by that Council in due course.
- 40 All fees and payments stated in the foregoing Rules to be "prescribed" shall be fixed from time to time by the Council.
- 41 All workmen and others employed in the Cemetery shall be subject to, and under the immediate control of the Caretaker of the Cemetery or designated Council officer, and he shall also regulate the hours to be observed for the admission and departure of all persons employed in the Cemetery.
- 42 No person shall enter or leave the Cemetery except by one of the entrance gates; or walk, or trespass upon any of the shrubberies; or injure any tree, plant, or shrub; or pluck any flower; or meddle or interfere with any monument, tomb, or gravestone. No dogs, other than assistance dogs, shall be allowed into the Cemetery.
- 43 The Council will not be responsible for any loss, injury, or damage which may happen to monuments, wreaths, shades, trees, shrubs, flowers, or other mementoes at or upon the graves.
- 44 The Caretaker or Officer of the Council, for the time being in charge of the Cemetery, may remove from it any person who conducts himself or herself improperly therein, and shall prevent any person from entering the Cemetery during prohibited hours.
- 45 Every person who shall wilfully destroy or injure any building, wall or fence, in or connected with the Cemetery, or destroy or injure any tree, shrub, plant or flower in it, or rub or disfigure any of the walls, or put up any bill thereon, or wilfully destroy, injure or deface any of the monuments, tablets, inscriptions, or gravestones, or do any other wilful damage, or play at any game or sport, or discharge firearms (save at a military funeral), or wilfully disturb any persons assembled therein for the purpose of burying any body, or who shall commit any nuisance, shall be reported to the police for further action to be taken.
- 46 The hours during which the Cemetery shall be open to the public may, from time to time, be fixed by the Council.
- 47 The foregoing Rules shall remain in force and be binding on all proprietors of the right of burial in the Cemetery, and all other persons, until same be altered by the Council.
- 48 The Rules and Regulations made by the North Down Rural District Council, Donaghadee Urban District Council and Newtownards Joint Burial Board are hereby repealed.

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- 49 The Rules and Regulations made by the Ards Borough Council and North Down Borough Council are hereby repealed.

MISCELLANEOUS

Buy Back of Unused Graves

- 50 The Council, in response to requests to sell back graves, will buy back unwanted graves from the owner of the grave at three fifths of the original purchase price, provided they have not been used for burials and on return of the original Right of Burial papers.

Use of Metal Detectors and Digging

- 51 The Council does not permit the use of metal detectors within its burial grounds, unless it is by the Council's express and explicit consent. No persons are permitted to dig in a burial ground except for the purpose of maintaining a grave, in pursuance of a right under section 78 of the Act of 1878; or under section 16 (1) (f) of the Historic Monuments Act (NI) 1971.

Memorial Trees

- 52 The Council permits the planting of memorial trees in its burial grounds, subject to available space.
- 53 The tree will be chosen by the Council and planted on a suitable site allocated by the Council. Plaques may only be purchased from the Council and a maximum of four Tree Remembrance Plaques will be permitted at the base of each tree. Plaque wording must be approved by the Council and application forms must be returned to the Council within 60 days of purchase of a plaque.
- 54 Cremated remains may only be buried at memorial trees in the presence of an appropriate officer. The precise location for the interment of ashes will be decided by an appropriate officer.
- 55 Plastic flower holders may be used for the purposes of holding fresh flowers. No shrubs or small trees may be planted at the base of the tree. No items may be tied to the tree or post as this may cause injury to the tree. No surrounds, railings, stones or stone chippings of any kind will be permitted around the base of the tree. Bulbs, winter and summer bedding plants may be permitted provided they are placed in a suitable flowerbed and, when planted, do not interfere with the neck or roots of the tree. The soil level around the tree must not be raised as this will adversely affect the tree.
- 56 The tree is the property of the Council and must not be removed from the cemetery for any reason.

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Memorial Benches

- 57 The Council, on receipt of applications from members of the public to have bench seats placed in Movilla, Comber (Old), Loughview (Comber), Ballyvester, Greyabbey, Kircubbin, Kirkistown and Whitechurch cemeteries in memory of loved ones, shall consider such requests and, where appropriate, shall install and take ownership of the bench seat which has been donated by the applicant.
- 58 Each cemetery where memorial benches are permitted shall have a plan indicating where benches can be sited. Identified sites shall be allocated on a first-come first-served basis. The Council shall permit additional plaques commemorating other people to be added to memorial bench seats, if that is acceptable to applicants requesting the memorial, in cemeteries where no new benches can be accommodated.

These Rules and Regulations have been adopted by Council.

APPENDIX 3

Cemetery Charges: up to 30th December 2022

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Grave Plots	
Residents within council area	£281
Applicants residing outside council area	£2102
Interments – each opening (Saturday, Public and Bank Holidays Burials – 30% increase)	
Resident	£212
Non-resident	£915
Public Ground	£73
Removal of cement covering	£64
Testing of graves for remaining depth	£112
Stillborn infants/Children under the age of 18 years of age	No Fee
Interment of body parts, resident	£73
Interment of body parts, non-resident	£145
Exhumation fee	£3221
Cremated Remains	
Residents within a grave plot or memorial tree	£73
Non-residents within a grave plot or memorial tree	£145
Memorial Trees – Clandeboye, Redburn & Movilla	
Tree and granite plaque, resident	£244
Tree and granite plaque, non-resident	£489
Additional memorial plaque	£110
Memorials	
Approval fee, residents and non-residents	£73
Memorial plaque	£73
Additional inscription fee residents and non-residents	£17

APPENDIX 3

Cemetery Charges: up to 30th December 2022

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Additional Fee for memorials with block foundations, residents and non-residents	£89
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Miscellaneous	
Fee for duplicate grant of right of burial	£73
Registration fee for transfer/assignment resident	£73
Registration fee for transfer/assignment non-resident	£1822
Search of Register of Burials or Rights of Burials	£46
Fee for late burial	£85
Burial cancellation fee – before grave opening	£30
Change of details fee	£30

(1) Resident rates

A resident is defined as a person(s) living within the Ards and North Down Borough Council area at the time of death. Proof of residency will be required.

Former residents of the Borough who have had to move to a care facility outside of the Council area, will be considered a resident. Proof of previous residency will be required.

Former residents of the Borough who left to receive treatment or care from a relative leading up to the time of their death will be classed as residents (medical evidence is required in this instance).

Persons who have been resident in a care home within the Borough for 2 years or more will classed as residents

(2) Non-Resident Rates

A non-resident is a person who lives outside of the Ards and North Down Borough Council area.

Additional to the above, a resident fee will also be charged if there is evidence of "imminent residency" as set out below, all three pieces of evidence must be received for this to apply:

- Evidence provided that other statutory authorities had provided a new form of identification such as a driving licence to the deceased within three months prior to the date of death that included an address within the Borough.

Cemetery Charges: up to 30th December 2022

- Evidence of an imminent return to the Borough, such as flight tickets or other evidence of travel arrangements.
- Evidence that this return was intended to be permanent at the time, evidence would include a tenancy or mortgage agreement.

Additional fee for memorials with block foundations

Clandeboye Cemetery LX MX and PX

Redburn 2712 onwards

Ballyvester K 295 onwards

Whitechurch N 293 onwards

Kirkistown F G 41 (2-31)

Loughview B 187 onwards

Greyabbey 43 45 47 49

Movilla **62** grave 81 – 200 **50** 79-239

Late fee:

Burials arriving to the grave side 15 minutes or more after their booked time, will be considered late and charged the appropriate fee.

Change of details fee:

This fee will be applied to any booking changes made more than 2 hours after the time of the original booking.

These Scale of Charges are updated as a percentage uplift based on the October 'Office of National Statistics Consumer Prices Index (CPI): All Items Index' or similar index and shall be automatically applied from 1st January each year.

Unclassified

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ITEM 12**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks and Cemeteries
Date of Report	26 August 2022
File Reference	CW4
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Update on Play Park Refurbishments (2022/23)
Attachments	Appendix 1 Aurora Play Park Design Appendix 2 Castle Park Play Area Design Appendix 3 Cloughey Play Park Design Appendix 4 Johnny The Jig Play Park Design Appendix 5 Tower Park Conlig Play Area Appendix 6 Upper Crescent-Muckers Field Play Area Appendix 7 Groomsport Splash Pad

Background

Ards and North Down Borough Council produced a Play Strategy 2021 – 2032 and within it, it was recommended that the Play Parks refurbishment budget be increased in order to enable more playgrounds to be updated each year. Those playgrounds scoring the lowest within the Annual Independent Inspectors Report would be prioritised for refurbishment. Also, within the Play Strategy it was recommended that budget be made available for the delivery of older children provision (Skate Parks,

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Pumps Tracks, Parkour, Multi Use Games Areas) based on a settlement hierarchy approach. Following a tender process Council has now procured Play and Leisure Services to design and build those play areas in the south of the Borough and Garden Escapes to deliver those in the north of the Borough. All of the designs comply with standards outlined in our tender document ensuring minimum levels of equipment for each Tier of playground, appropriate age specific equipment ratios, a minimum of 30% inclusive equipment etc, this is also consistent with the design guidance as outlined in the Play Strategy. Below is a list of playgrounds/areas that are scheduled for refurbishment or delivery this financial year 2022/23. It should be noted that due to the delay in securing contractors as part of the tender process and delays due to Covid, the refurbishment budget from the previous financial year 2021/22 was carried over and is also being spent this year.

Castle Park, Portaferry

Castle Park Portaferry was highlighted as one of the lowest scoring playgrounds in the Borough as well as being one of the oldest. While it is currently classed as being a Tier 1 playground it is now so old that it no longer conforms with the current standards of what would be considered a Tier 1 playground. As part of the Play Strategy it was outlined that there was the possibility of relocating the playground to a location on the Lough Shore Road. Following a public consultation exercise the majority of respondents indicated a preference for the playground to be kept in Castle Park. The work to deliver this playground will commence in September.

Main Street, Cloughey

In order to better serve the catchment area of Cloughey and increase tourist potential to the area it was proposed as part of the Play Strategy to upgrade the current Tier 2 playground to a Tier 1. Cloughey was also one of the lower scoring playgrounds as per the Independent Inspectors Report. Work on this will commence in October.

(While both Castle Park, Portaferry and Cloughey were scheduled for refurbishment this financial year, Rural Development Funding has been secured and that money will cover approx. 80% of the costs for the refurbishment of both playgrounds in Portaferry and Cloughey).

Aurora, Bangor

The Tier 2 playground at Aurora was also one of the lower scoring playgrounds. It was installed as part of the Aurora complex works at the time and would not be classified as being concurrent with what a normal Tier 2 playground is so the refurbishment works will bring it up to standard. Works on it are due to commence in September.

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Johnny the Jig (Holywood)

Again, one of the lower scoring and older playgrounds and it will receive a full upgrade to bring it up to current Tier 1 standards. Work will commence in November and will be finished prior to the Christmas holidays.

Upper Crescent/Muckers Field, Comber

As indicated in the Play Strategy a public consultation exercise was proposed to establish where the local community would like the playground to be situated, with it either remaining in its current location or being relocated to Muckers Field. Following the outcome of that public consultation exercise, which is currently ongoing, the playground will be delivered in the preferred location.

Tower Park Conlig

Tower Park, Conlig is also one of the lower scoring playgrounds and requires updating as there have been some ongoing maintenance issues at the site. As a result of having the additional budget available as a result of the Rural Development Funding, it was determined that there would be the capacity for the contractors to undertake refurbishment works at this site. It is currently a Tier 2 and will be refurbished as a Tier 2. Works will commence in November and will complete in mid-December.

Groomsport (Splash Pads)

There have been issues with drainage and leakage at the paddling pool in Groomsport so given that there was additional budget available as result of the Rural Development Funding, it was determined that the existing paddling pool could be converted into a splash pad area similar to that at Pickie Park providing a significant upgrade to that facility.

Holywood (Older children Provision)

As part of the Play Strategy, it was highlighted that there is a lack of older children provision in the Borough. Holywood was identified as having the highest concentration of young people in the 13 to 17 year old demographic. Also, being the second largest town in the Borough it is currently lacking in any older children provision therefore the delivery of such a facility is considered a priority. To date consultation has taken place with the Holywood Family Trust, through their Youth Team Leader at the Youth Centre who conducted a poll with the young people using the youth center. Feedback was provided on where and what type of facility the young people preferred. Further consultation has also taken place with the Holywood Children and Young People Network and we received feedback on what and where they preferred in terms of provision. Further consultation is required with residents' groups and then an online survey is proposed. It should be noted that depending on the outcome of the consultation in terms of a preferred location and facility type, planning permission may be required. If that is the case, then the delivery may be delayed pending the determination of the planning application.

Unclassified

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Finally, it is hoped that the recommended Play Development Officer will be approved and appointed in due course to allow the other aspects of the strategy to be delivered.

RECOMMENDATION

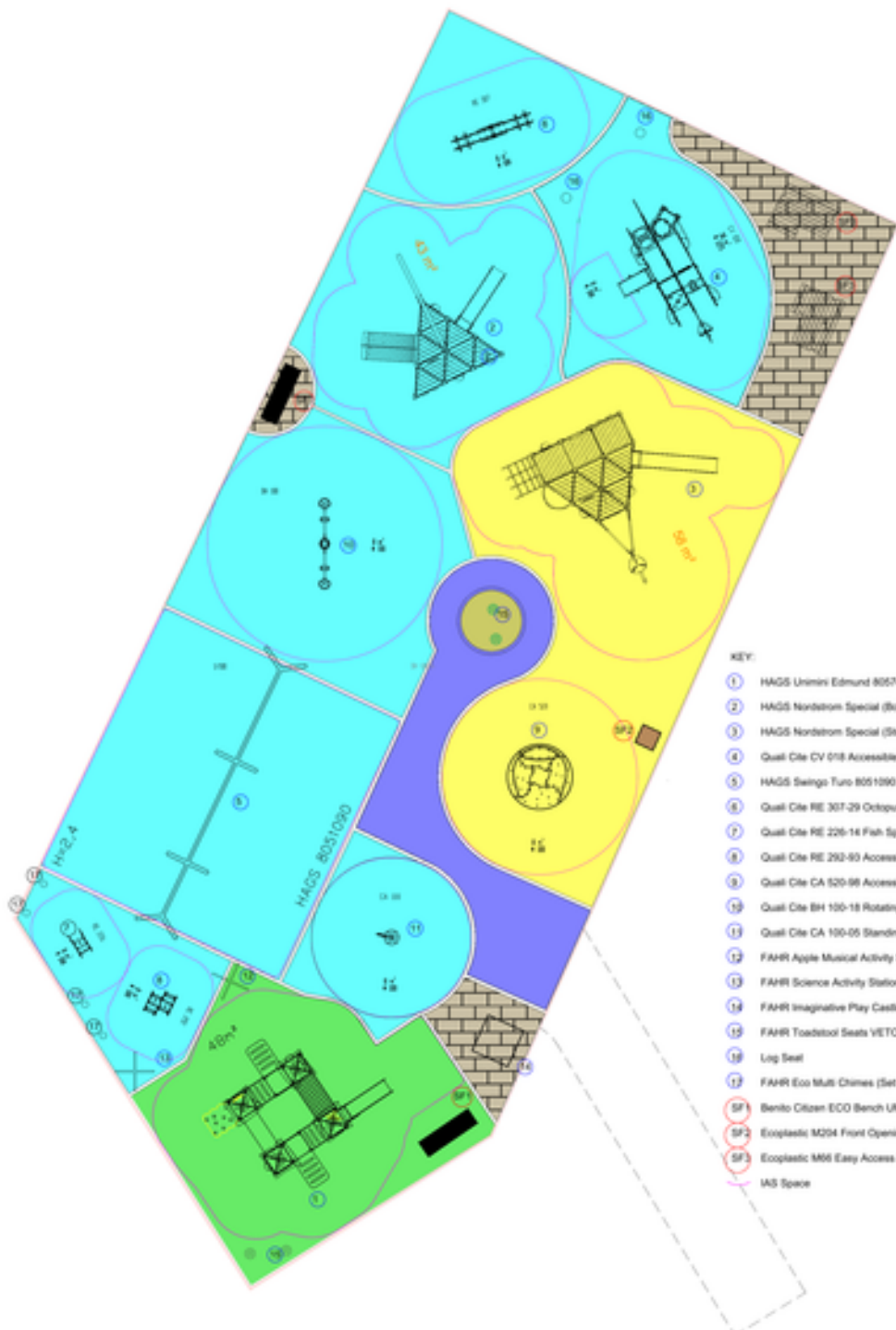
It is recommended that the Council note the updates and the design proposals.

Stackwood Farm,
31 Carnwath Road,
Greyabbey, BT22 2LU

Project Ref:
**Castle Park
Play Area**
Date:
23/08/22

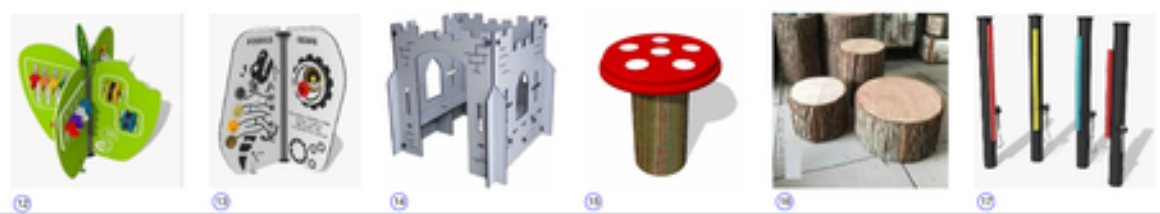
Drawing
Number :
Portaferry 001
Revision
2
Drawn By:
CL
Checked By:
RM/K
Scale:
1:100

Note: Please check that this is the latest revision of this drawing before printing, issuing to clients or using onsite



KEY:

1	HAGS Unicorn Edmund 8057449	CFH 1.6m	CFA 48m2	Age 3 - 5
2	HAGS Nordstrom Special (Bow)	CFH 2.1m	CFA 43m2	Age 6 - 12
3	HAGS Nordstrom Special (Stem)	CFH 2.1m	CFA 58m2	Age 6 - 12
4	Quali Cite CV 018 Accessible "Nauticus" Multi Unit	CFH 0.88m	CFA 34m2	Age 2 - 6
5	HAGS Swings Turbo 8051090	CFH 1.4m	CFA 71m2	Age 1 - 12
6	Quali Cite RE 307-29 Octopus Standing Seesaw	CFH 1m	CFA 18m2	Age 6 - 14
7	Quali Cite RE 220-14 Fish Springer	CFH 0.42m	CFA 7m2	Age 2 - 8
8	Quali Cite RE 292-92 Accessible Seesaw	CFH 0.42m	CFA 9m2	Age 1 - 6
9	Quali Cite CA 520-98 Accessible Roundabout	CFH 1m	CFA 26m2	Age 3 - 14
10	Quali Cite BH 100-18 Rotating Seesaw	CFH 1m	CFA 42m2	Age 6 - 14
11	Quali Cite CA 100-05 Standing Rotator	CFH 1m	CFA 20m2	Age 2 - 6
12	FAHR Apple Musical Activity Station			Age 2+
13	FAHR Science Activity Station			Age 2+
14	FAHR Imaginative Play Castle FIPCASTLE			Age 2+
15	FAHR Toddler Seats VETODAS			
16	Lip Seat			
17	FAHR Eco Multi Chimes (Set of 4) FIECOMCA-WP			
SF	Bento Citizen ECO Bench UM301PR			
SF2	Ecoplastic M204 Front Opening Bin			
SF3	Ecoplastic M06 Easy Access Table			
	MAS Space			



31 Carnwore Road, Greyabbey, BT22 2LU

Project Ref: **Main Road, Cloughey Play Area**
Date: 22/08/22

Drawing Number: Cloughey 001
Revision: 2
Drawn By: CL
Checked By: RMack
Scale: 1:100

Note: Please check that this is the latest revision of this drawing before printing, issuing to clients or using onsite



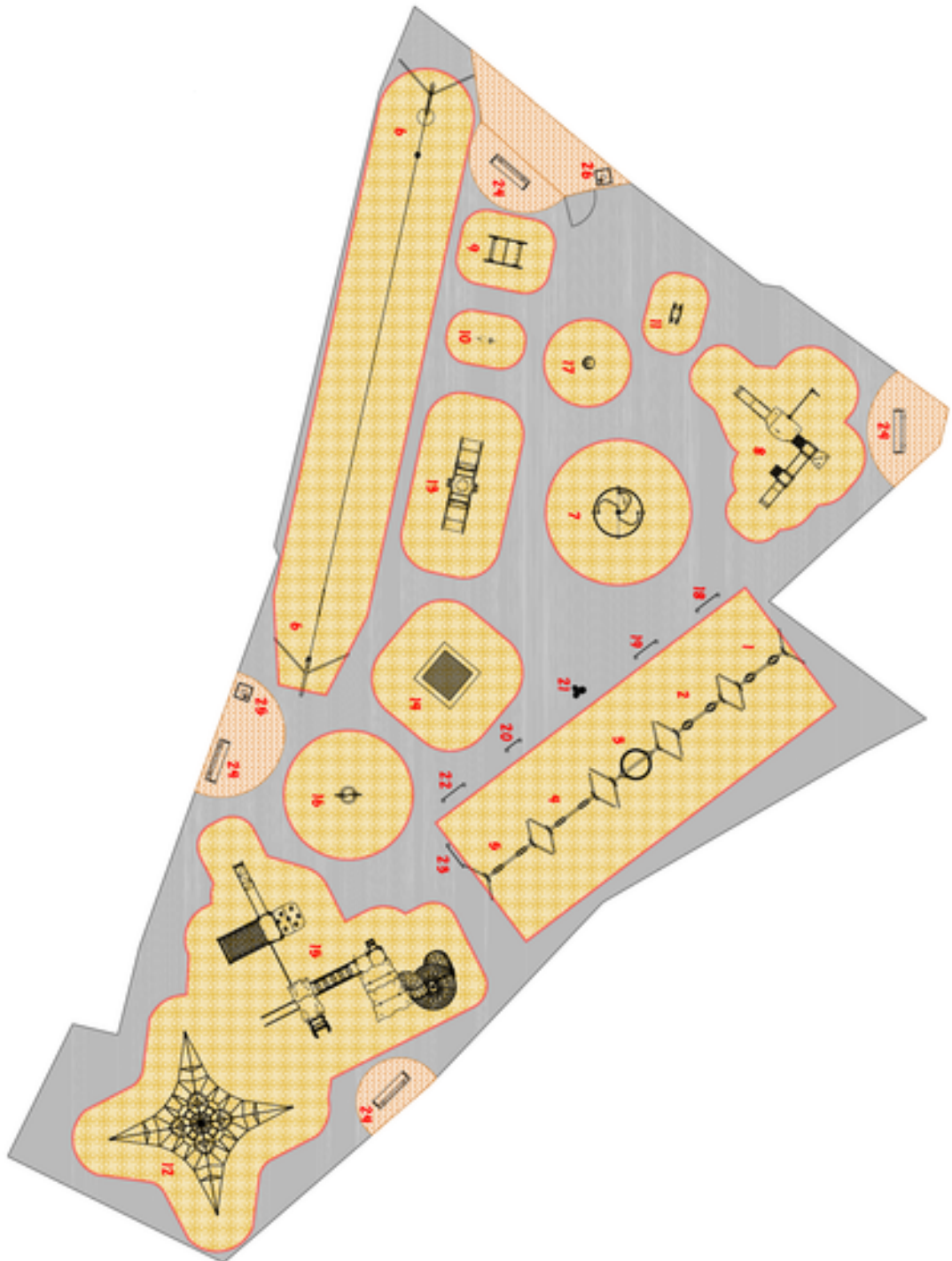
1m flat top (Forest Green) fence along road

1m fibex (Forest Green) fence along remainder of site



- | | | |
|-----|---|--|
| 1 | Quail Cite CC12-3014-03 | CFH: 1.11m CFA 47m ² Age 2 - 10 |
| 2 | Quail Cite CT15-2002 | CFH: 1.35m CFA 52m ² Age 3 - 12 |
| 3 | Quail Cite EG 18-2020-D | CFH: 2.03m CFA 48m ² Age 4 - 14 |
| 4 | Existing HAGS SMP Swings to be relocated | CFH: 1.50m CFA 92m ² Age 1 - 12 |
| 5 | Quail Cite RE 307-07 | CFH: 1.00m CFA 18m ² Age 6 - 14 |
| 6 | Quail Cite RE 240-02 | CFH: 1m CFA 18m ² Age 2 - 8 |
| 7 | Quail Cite RE 292-90 | CFH: 0.42m CFA 9m ² Age 1 - 6 |
| 8 | Existing Prologic J2409 DGA Roundabout | CFH: CFA Age |
| 9 | Quail Cite CA1150-14 Accessible Roundabout | CFH: 1.00m CFA 22m ² Age 3 - 12 |
| 10 | Agapito R4505 Rotating Bowl | CFH: 0.80m CFA 10.7m ² Age 3 - 13 |
| 11 | FAHR Wildlife Totem | Age 2+ |
| 12 | FAHR Sensory Totem | Age 2+ |
| 13 | FAHR Science Activity Station | Age 2+ |
| 14 | Quail Cite CM016-25 | CFH: 0.60m CFA 18m ² Age 1 - 6 |
| 15 | Quail Cite MD TH 0012-15 | CFH: 0.00m CFA 18.8m ² Age N/A |
| 16 | Quail Cite EG 03 1024 D02 | CFH: 0.32m CFA 12m ² Age 0+ |
| 17 | Quail Cite EG 03 1003 D02 | CFH: 0.42m CFA 13m ² Age 2 - 8 |
| 18 | Log Seat | |
| 19 | FAHR Eco Multi Chimes (Set of 4) FRECOMC4-WP | |
| SF1 | Bento Citizen ECO Bench UM001PR | |
| SF2 | Bento Pk Picnic Table VFM210MB | |
| SF3 | Ecoplastic M204 Front Opening Bin | |
| IAS | IAS Space | |
| --- | Self Closing Pedestrian Access Gate | |
| --- | Double Width Vehicular Access Gate | |
| --- | Existing Timber Barrier around electricity line | |
| A | Grey & Yellow RA Rubber Aggregate Paving | |
| B | Adhesion & Glower | |
| C | Corken Cork Surfacing | |
| D | Adhesion & Glower Tagula Paving | |

JOHNNY THE JIG PLAYGROUND, HOLLYWOOD - REVI - ARDS AND NORTH DOWN BOROUGH COUNCIL



NOTES

1. The playground is designed to be a safe and fun environment for children of all ages. The equipment is designed to be durable and easy to maintain.

2. The playground is designed to be accessible to all children, including those with disabilities. The equipment is designed to be inclusive and provide a range of play opportunities.

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1



2



3



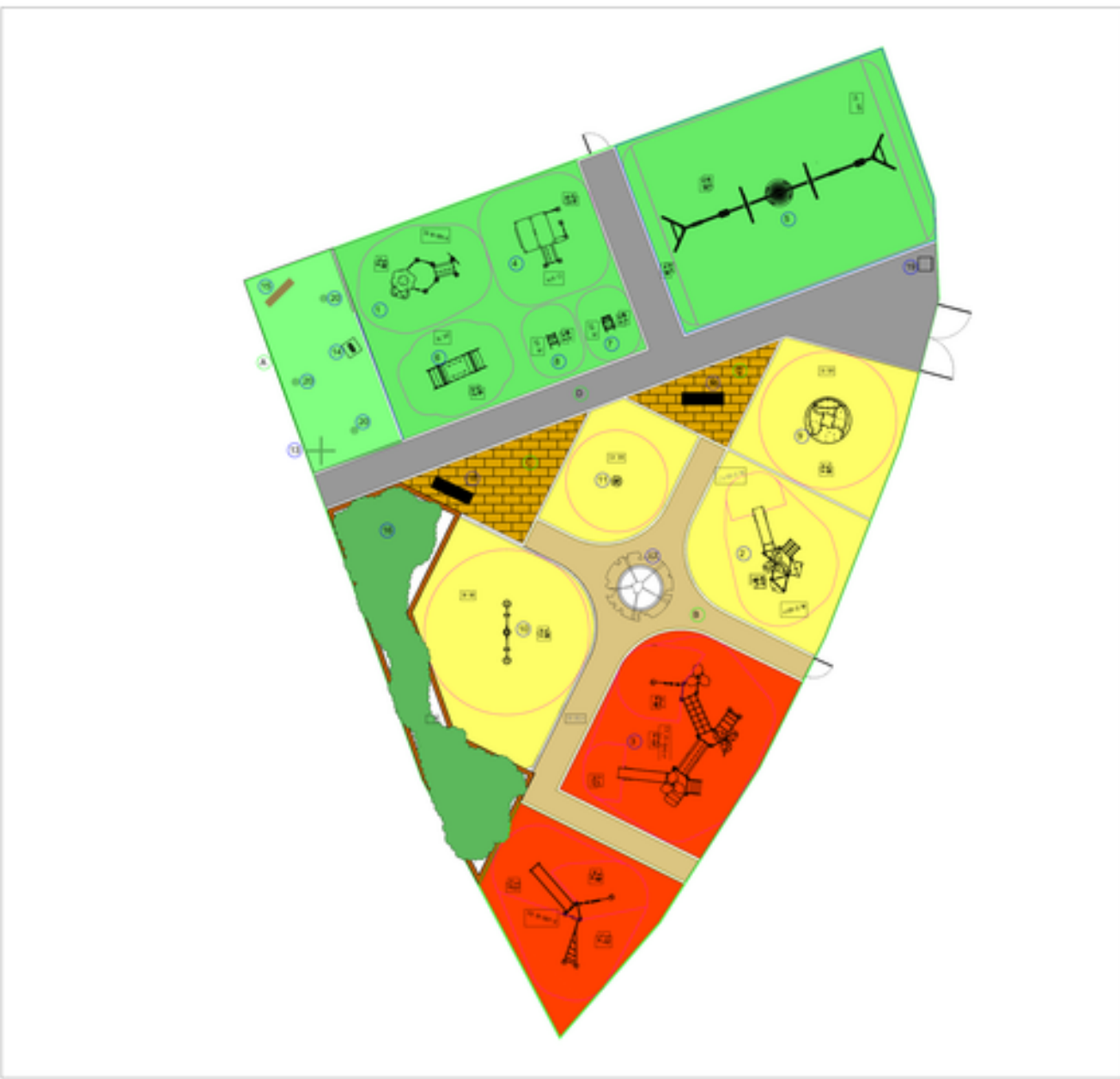
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7



8



9



10



11



12



13



14



Blackwood Farm,
31 Carrowdore Road,
Greyabbey, BT22 2LU

Project Ref:
**Muckers Field
Play Area**
Date:
05/01/22

Drawing
Number :
Muckers Field
Revision
1
Drawn By:
CL
Checked By:
RMCK
Scale:
1:100

Note: Please check that this is the latest revision of this drawing before printing, issuing to clients or using onsite

KEY:

1	Quali-Cite EQ06 1004 A99 Accessible Multi Unit	CFH 1m, CFA 22m ²	Age 1 - 6
2	Quali-Cite MA 12 1011 P15 Accessible Multi Unit	CFH 1.11m, CFA 26m ²	Age 2 - 10
3	Quali-Cite EX 15 3045 P15 Multi Unit	CFH 1.61m, CFA 54m ²	Age 2 - 12
4	Quali-Cite CI 674-19	CFH 0.6m, CFA 25m ²	Age 2 - 10
5	Quali-Cite PD 780-29 Accessible Swing Frame	CFH 1.5m, CFA 92m ²	Age 1 - 12
6	Quali-Cite RE 337-12 Accessible Seesaw	CFH 0.99m, CFA 16m ²	Age 2 - 8
7	Quali-Cite RE 223-06 Themed Rocker	CFH 0.6m, CFA 7m ²	Age 2 - 8
8	Quali-Cite RE 225-06 Themed Rocker	CFH 0.6m, CFA 7m ²	Age 2 - 8
9	Quali-Cite CA 520-12 Accessible Roundabout	CFH 1m, CFA 26m ²	Age 3 - 14
10	Quali-Cite BH 100-15 Rotating Seesaw	CFH 1m, CFA 42m ²	Age 6 - 14
11	Quali-Cite CA 100-15 Standing Rotator	CFH 1m, CFA 20m ²	Age 2 - 6
12	Quali-Cite EQ 18 1007 Senior Climbing Unit	CFH 2.35m, CFA 36m ²	Age 4-14
13	FAHR Apple Musical Activity Station		Age 2+
14	FAHR Sensory Totem FITMSEN		Age 2+
15	Timber Log Seat		
16	Raised Sensory Planting Bed		
17	Feature "Fairy Tree"		
18	Benki Citizen LAM31PR Eco Accessible Bench		
19	EcoPlastic M2H Front Opening Bin		
20	FAHR Toadstool VETODAS		
	MS Space		

Decorative Surfaces

Total Site Area including safety areas	+730m ²
Total Surface area outside critical fall areas	+379m ²
Decorative Surfaces	+189.5m ²
A Artificial Grass	38m ²
B Textured concrete	40.5m ²
C Adhesion & Glue "Glenam" mixed Flagstones	38m ²
D Compave Decorative Surface	73m ²

SPLASHPAD COMPONENTS

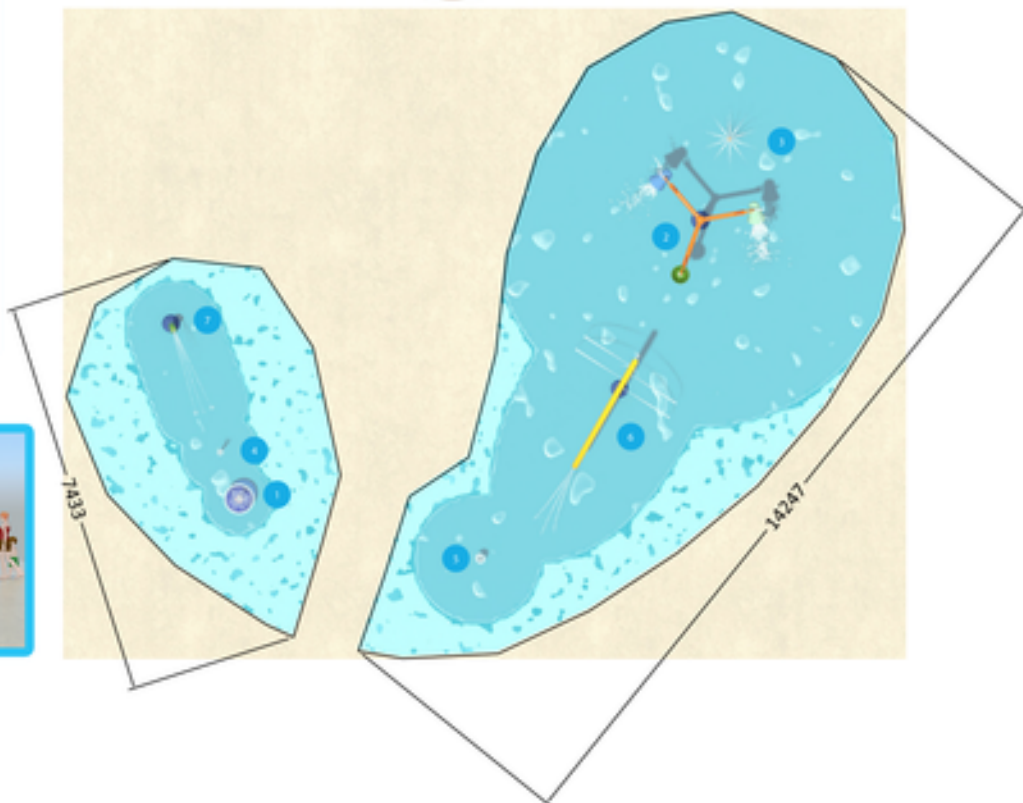
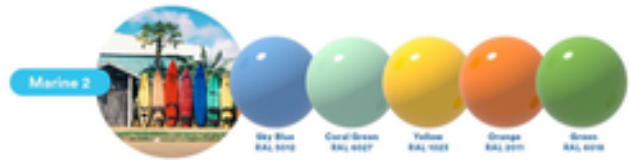
#	ITEM	QTY	FLOW GPM	FLOW LPM
1	VOR 7389 Aqualien Flower No 3	1	n/a	7.6
2	VOR 0103 Bucket Trio	1	n/a	45.5
3	VOR 0001 Geyser No 1	1	n/a	28.4
4	VOR 7512 Jet Stream No 1	1	n/a	9.5
5	VOR 0325 Jet Stream No 2	1	n/a	15.15
6	VOR 7685 Sea Silhouette Angelfish	1	n/a	56.75
7	VOR 7773 Silhouette No 2	1	n/a	19
TOTAL AVERAGE WATER FLOW			7	n/a
			181.9	

1. Vortex 7389 Aqualien Flower No 3
 2. Vortex 0103 Bucket Trio
 3. Vortex 0001 Geyser No 1
 4. Vortex 7512 Jet Stream No 1
 5. Vortex 0325 Jet Stream No 2
 6. Vortex 7685 Sea Silhouette Angelfish
 7. Vortex 7773 Silhouette No 2

Equipment is to be provided with a Marine 2 colour palette as shown.

As the splashpad is located adjacent to the seafront, the play items will be manufactured in 316 grade stainless steel. For additional protection, the above ground features are also finished with a coloured thermoplastic polyester powdercoat finish as standard.

PLEASE NOTE that our design and quotation assumes that a mains water supply and electrical supply is available immediately adjacent to the site; it is the client's responsibility to provide these supplies.



Splash Pad Area:
 The splash pad area is contained within two oval spaces, divided by a small existing bridge between the two; total area of the two splash zones is approximately 94 square metres.

The existing splashpad areas will remain; the levels will be raised to allow for the installation of equipment. Anchors and the finished rubber surfacing of the new splash pad will finish roughly flush with the existing concrete surround.

Where any gaps exist between the top of the new surfacing and the underside of the existing arched bridge, this area will be filled in and rendered to prevent any trips or falls.

Safety Surfacing:
 Conica Coniplay AP rubber safety surfacing, full colour EPDM, is to be installed to both splash pad areas as shown.

Surfacing thicknesses will vary to meet the free fall heights requirements of each piece of play equipment, as per current EN1176 & 1177 safety standards.

The colour scheme(s) and/or theme(s) shown on the drawings are for illustration purposes only and can be amended to reflect any desirable colour scheme or theme as required.

Remaining Surfacing:
 All remaining areas will remain in their current condition, with any disturbed areas being reinstated on completion.

Fencing:
 Fencing and gates, if required, are to be installed by others.

Unclassified

69

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

Report Classification	Unclassified
Council/Committee	Communtiy and Wellbeing Committee
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development
Date of Report	17 August 2022
File Reference	CW22
Legislation	The Food Safety (NI) Order 1991
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Food Service Plan 2022-2023
Attachments	Appendix Food Service Plan

The Food Service Plan has been produced as a requirement of the Food Standards Agency Framework Agreement on Official Feed and Food Controls. All Local Authorities are required to provide a plan of the Council's Food Control function for the Borough and review on an annual basis.

In response to the Coronavirus pandemic the Food Standards Agency published a recovery plan which provides a framework for delivering controls up to 31st March 2023. This is to help councils emerge from the pandemic which resulted in disruption to the Food Control Service's ability to deliver their full range of official controls. This Food Service Plan focuses particularly on the resource available to carry out the requirements of the FSA recovery plan and other required Official Controls.

The Plan is attached in the Appendix for Council approval and a year-end update will be provided to the Council.

RECOMMENDATION

It is recommended that Council approve the attached Food Service Plan for 2022/23.

Food Control Service Plan

Environmental Health Protection and Development



Introduction

This plan sets out how the Council will deliver its 2022-2023 Food Service Plan. In its development, consideration has been given to the profound impacts the Coronavirus pandemic has had on the public and business activities. Consideration has also been given to the continuing impacts they may experience as businesses continue to recover. Ards and North Down's Environmental Health Service has not been immune to the impacts of the pandemic.

Since March 2020, nearly all Environmental Health resources have been diverted to providing advice, guidance, and enforcement in respect of the Covid-19 business restrictions and investigating and controlling outbreaks of coronavirus and other infectious diseases in workplaces and the throughout the Borough. Accordingly, this plan has been produced in accordance with advice given by the Food Standards Agency on the prioritisation of control and activities (issued 07 January 2021). This Service Plan has been produced in response to the Food Standard Agency's Framework Agreement on Food Law Enforcement which sets out how the plan should be structured and what the plan should contain. The Plan explains how we will protect and promote food safety throughout the Borough by a combination of measures which include the enforcement of food safety law, sampling, advice, and education and liaising with other organisations. The mix of enforcement includes aspects that are demand driven, inspection driven, education driven, and intelligence driven. Our activities and procedures take account of the Food Law Code of Practice (Northern Ireland) and its supporting document the Food Law Practice Guidance (Northern Ireland). In addition, officers take account of the Food Hygiene Rating Scheme (Northern Ireland).

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8. Appendix 2	page	24

1. SERVICE AIMS AND OBJECTIVES

1.1 Aim

The aim of the food safety service is to protect health by assuring the production (including composition and labelling), preparation, storage, distribution, and supply of food by businesses within Ards and North Down is safe.

We aim to provide a comprehensive food safety service to consumers and the operators of food businesses and achieve a good balance between providing advice, information, training, and appropriate enforcement.

1.2 The following objectives have been identified for 2022/23

1. Proactive surveillance to obtain an accurate picture of the local business landscape and identify: open/closed/recently re-opened/new businesses - change of operation, activities, or food business operators;
 - Undertake appropriate interventions for establishments where there are concerns around public health because of ongoing proactive surveillance•
 - Undertake urgent reactive work including, but not limited to, following up on food incidents, investigating foodborne disease outbreaks, following up on complaints
 - Maintaining and reviewing premises that have been subject to enforcement action
 - Prioritising establishments overdue/due an enforcement revisit
2. For all interventions not already captured in 1 above, a minimum of 90% food hygiene /food standards inspections/interventions for: -
 - All A, all B, and non-compliant C for hygiene (High risk premises)
 - New businesses awaiting inspection and where intelligence raises no concerns around public health/consumer protection
3. To promote the FSA national Food Hygiene Rating Scheme (FHRS),
4. To act as "Home Authority" to manufacturers and packers of food located within the Borough, providing advice, food hygiene and food standards audit reports.
5. To actively work with our lower rated businesses to improve their standards including appropriate enforcement action in line with our Enforcement Policy
6. To respond to a minimum of 90% of food safety service requests within two days.
7. To ensure all authorised officers are competent as per the requirements of the revised Competency Assessment Framework as set down in the Food Law Code of Practice for all officers undertaking official food controls.
8. To actively promote the "Calorie wise" award.
9. Participate in national and local sampling projects as appropriate.
10. Food allergens and hypersensitivity - during routine inspections, businesses will be signposted to the free material available from the FSA and we will participate in any campaigns run by the FSA, as appropriate

1.3 Links to corporate objectives and plans

1.3.1 The Council's objective "to make Ards and North Down the best place to live, work, visit and invest" is based on the four pillars of People, Place Prosperity and Performance. The Food Control Service plays an essential role in underpinning these strategic themes as follows:

- Fostering a United Community, based on equality of opportunity, the desirability of good relations and reconciliation.
- Improving health and wellbeing.
- Promoting a healthy, safe and sustainable environment.
- Supporting business start-up, development and growth.
- Enhancing the visitor experience to increase visitor spend.
- Being financially responsible.
- Delivering high quality customer focussed services.
- Establishing and growing productive partnerships

We contribute to all five of The Big Plan outcomes.

1.3.2 The Food Safety Service Plan is key in protecting our community and providing a safe Environment and makes a significant contribution to the Communities' economic recovery out of the impacts of Coronavirus. An effective food safety team contributes to these priorities by protecting the health of its residents and visitors through the provision of safe food, the prevention and detection of food borne illness and food poisoning, and by ensuring that good businesses are not disadvantaged by non-compliant traders.

2. BACKGROUND

2.1 Profile of Ards and North Down

On 1 April 2015 the new Council for Ards and North Down was established and currently serves a population of more than 159,000 over 228 square miles. (Appendix 1 Map of Borough)

Although a significant percentage of the local population is employed within the Belfast area, the Borough provides a wide range of employment opportunities in the manufacturing, commercial, hotel, catering, banking, insurance, and retail sectors. The Borough's fishing industry is centred in Portavogie.

The quality of housing stock within the Borough is well above average for Northern Ireland, reflecting the high standard of living. The Borough is an affluent area with a high economically active population with high disposable income.

With over 100 miles of coastline, Ards and North Down is regarded as a major tourist attraction. Among visitor attractions located within the Borough are Bangor Marina, Pickie Fun Park, Mount Stewart, Nendrum, Exploris, Castle Espie, Crawfordsburn Country Park and fourteen golf courses. There are more than 343,000 overnight visits annually, contributing £48M to the local economy. In addition to Hotels, Guest Houses and Bed and Breakfast accommodation, the bays between Cloughey and Donaghadee contain almost a third of Northern Ireland's caravan sites. The developing agri-food sector has created significant local employment and a thriving restaurant scene has resulted in the area becoming a desirable 'food-tourism' destination.

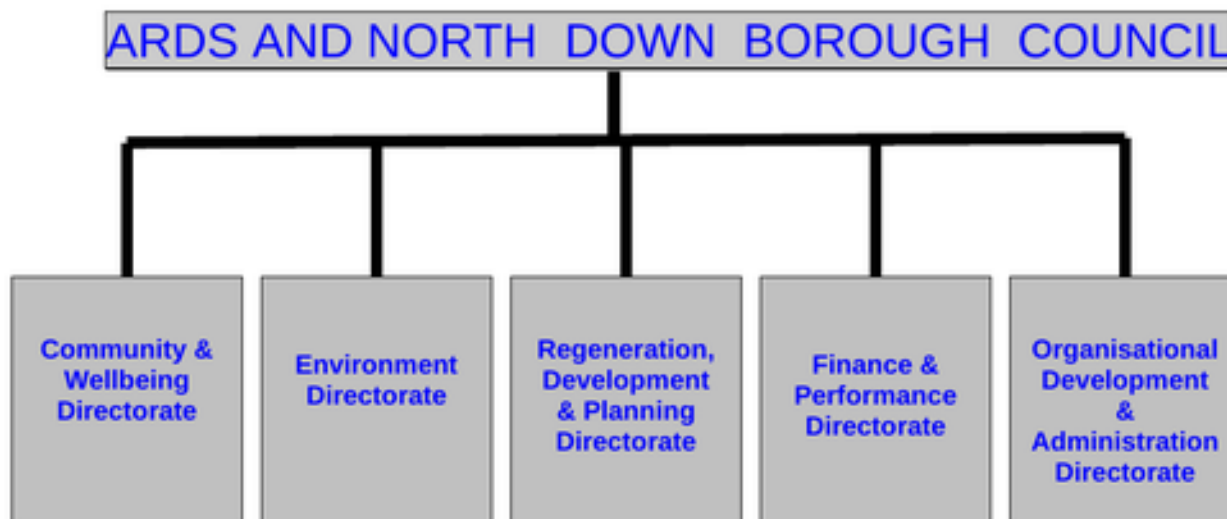
Within the Borough there are two established distilleries that are supplying their products internationally.

The Borough lays claim to the title of events capital of Northern Ireland and the Council's events team organise high profile events throughout the year, which draw thousands of visitors to the area. Northern Ireland's first five-star Hotel and several top-quality conference and banqueting hotels are also located in the Borough. These attractions have ensured that the area remains one of the most popular destinations for entertainment, resulting in an expanded customer base with a catchment from County Down and the greater Belfast areas.

In May 2022 Bangor was awarded city status.

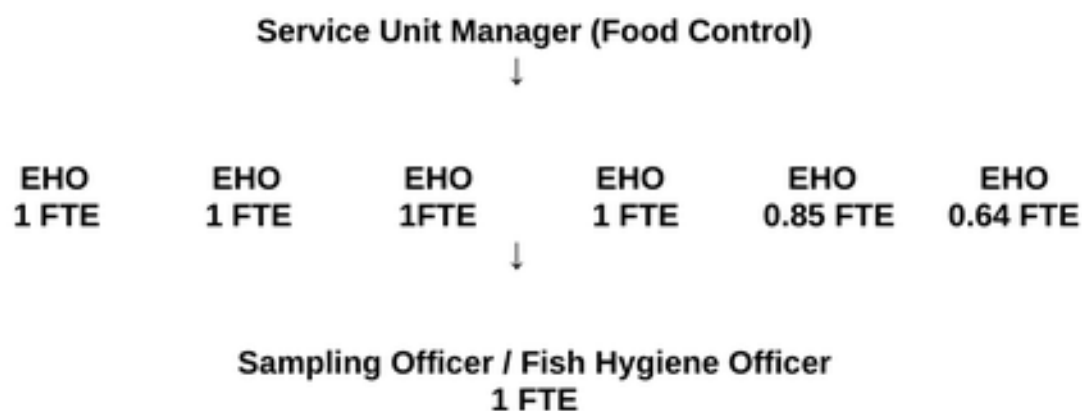
2.2 Organisational Structure

COUNCIL COMMITTEE STRUCTURE



The food service is part of the Community & Wellbeing Directorate and reports to the Council through the Community & Wellbeing Committee.

Food Control Structure



2.3 Scope of the Food Service

2.3.1 The Council provides a comprehensive service to food consumers and food businesses in Ards and North Down. The following table outlines the types of activities covered by the food control service.

Inspection	<i>Planned Food Hygiene and Food Standards Inspections FHS Rescore Inspections Re-visits Allergen assessment inspections</i>
Response Work	<i>Advice Food Complaints Telephone queries Advisory Visits Food Poisoning and Other Infectious diseases Unsound Food Food Incidents Allergen Incidents</i>
Sampling	<i>Bacteriological Chemical Pesticide residues Radiation Survey</i>
Service Management	<i>Officer monitoring & supervision Co-ordination & uniform enforcement Maintenance of the Food Hygiene Rating Scheme Forward planning Reporting to Council Court Proceedings Document control Consultation with Stakeholders</i>
Service Promotion	<i>Training Research Health Education/Allergen Promotion and Education</i>

2.4 Demands on the Food Service

In August 2022, 2210, food premises (including childminders) are registered with the Council. The premises profile is outlined below. Please note that this is a snapshot in time that changes regularly as new businesses open and others close.

Primary Producers	92 (including 88 fishing boats)
Manufacturers	92
Restaurants/Other Caterers	942
Retailers (include Supermarkets)	398
Importer/Exporter	10
Caring Premises (including Nursery schools)	161
Distributor/Transporter	27
Child Minders	488

In addition there are:

- Two markets – one in Market Square on Wednesdays and one in Conway Square Saturdays. There is a farmer's market once a month in Comber.
- 15 EC approved premises
- Routinely there are several events held within the borough during the year, including Sea Bangor, Portaferry Gala week, music festivals and pop-up artisan food markets such as the Continental Food Market.

The service can be accessed by:

- Calling in person to the Ards and North Down Borough Council, 2 Church Street Newtownards BT23 4FP between 9am to 5pm Mondays to Thursdays and 9am to 4.30pm on Fridays. The office is closed in the evenings and at weekends.
- By telephoning officers through their direct line telephone numbers.
- By emailing the Food Control Team; foodenquires@ardsandnorthdown.gov.uk
- Emailing officers directly via their individual email addresses.
- Information and advice can be accessed via the Council's website at www.ardsandnorthdown.gov.uk.
- Submitting information through the Food Standards Agency website portal.
- The food hygiene ratings of eligible businesses can be found at <http://ratings.food.gov.uk/> and via a link on the council website.

2.5 Enforcement Policy

The service operates within the Councils generic Regulatory Services Enforcement policy which includes an appendix providing specific information on food safety and food standards enforcement based on a EHNI approved framework. The current policy was adopted by Council in January 2015.

3. SERVICE DELIVERY

3.1 Food Hygiene & Food Standards Interventions

We carry out programmed food hygiene and food standards interventions in accordance with the minimum inspection frequencies defined in the Food Law Code of Practice, and priority will be given to inspections of higher risk premises and approved premises.

3.1.1 As restrictions have lifted this has had a significant impact on the team's ability to undertake food hygiene interventions, and while intervention activities have been prioritising in accordance with the advice provided by the FSA, a backlog of premises waiting routine intervention has accumulated.

3.1.2 Food Hygiene & Food Standards Interventions Programmed for 2022-2023

The profile of premises by risk rating is outlined in the table below. This is a snapshot of the system as of August 2022. The profile can change quickly because of an intervention meaning that a premise can move either up or down. The number of "A" rated businesses can vary significantly during the year.

The two tables below set out the categories of Premises, number of premises in the borough and the inspection frequency for both food hygiene and food standards.

Premises Food Hygiene	NO. OF PREMISES	FREQUENCY OF INSPECTION
Cat A	5	6 months
Cat B	38	12 months
Cat C	285	18 months
Cat D	559	24 months
Cat E	670	36 months
Unrated, etc.	152	N/A
Outside programme	13	
Child Minders	488	

Premises Food Standards	NO. OF PREMISES	FREQUENCY OF INSPECTION
Cat A	11	12 months
Cat B	186	24 months
Cat C	1336	60 months
Unrated, etc.	182	N/A
Outside programme	7	
Child Minders	488	

3.1.3 Overdue and due Food Hygiene and Food Standards inspection

Due to the pandemic, long term staff illness and a member of experienced staff retirement a significant number of inspections from 2021/23 remain overdue. This is in addition to the routine inspections due in 2022/23. Details of due and overdue food hygiene and food standards inspections are detailed in the table below.

Food Hygiene risk rating of premises	Inspections outstanding from 2021-2022	Inspections due in 2022-2023	Total number of inspections due in 2022-2023
A	0	0	0
B	0	21	21
C	34	54	88
D	90	36	126
E	38	122	160
Total	162	233	395

Food Standards risk rating of premises	Inspections outstanding from 2021-2022	Inspections due in 2022-2023	Total number of inspections due in 2022-2023
A	0	7	7
B	27	32	59
C	62	240	302
Total	89	279	368

An inspection programme has been put in place to catch up on the overdue inspections, including use of FSA funding for out of hours business inspections. However this will increase demand on the food service resources to catch up with the total number of inspections that need to be completed.

3.2 Food Complaints

We will investigate food complaints or complaints relating to the hygiene of food premises in accordance with the Food Complaints Procedure (Northern Ireland Food Managers 2019). The depth and scope of investigation required will depend on the nature of the complaint.

All food complaints involving an imminent risk to health will be responded to as quickly as possible and all others within two working days. Where appropriate, complainants will be advised of the outcome.

3.2.1 Potential Impacts on the Food Control Service

The following issues will make further demands on the service in 2022/23

1. As lockdown restrictions have been lifted, many of the previously rated satisfactory compliant business which have not had the support and direction of food officer intervention, are beginning to show a deterioration in hygiene and safety standards. The full effect of this will not be known until all high and medium risk rated businesses have been visited. This will make a further demand on the service to ensure compliance is achieved in this category of business.
2. Officer time will be needed to support local manufacturers and Approved establishment in preparation for Northern Ireland Protocol Bill.
3. The Food Hygiene Rating Act requires the inspection of all food hygiene Risk Categories, to deliver this the Food Service will:
 - Identify those businesses within the risk categories C and D, which are suitable for an intervention other than a full inspection. These will be premises which have a score of not more than 10 in the areas of Confidence in Management, Structure and Hygiene.
 - Identify and apply the most appropriate form of intervention in accordance with the current FSA Code of Practice. which will result in a valid Food Hygiene Rating.

Should the use of alternative enforcement strategies not fully address the inspection regime, it will be necessary to prioritise tasks so that targets of inspections for higher risk premises and those receiving a Food Hygiene Rating of 2 or less will be met.

3.3 Home Authority Principle

Both legacy Councils adopted the LACORS Home Authority Principle in 1995, although the Food Control Services practised it since its inception in the late 1980s. Most of its demand on resources is accounted for in the planned work, which has been accounted for in Section 3.1, but additional work is carried out in these premises. Ards and North Down Borough Council is presently the Home Authority for **55** premises and additional work, such as steering food hazard warnings, advising on labelling and marketing.

3.4 Advice to businesses

The Council aims to improve the understanding of food safety requirements by persons handling food. This can be carried out by formal food hygiene courses and informal education through the provision of advice and recommendations during visits to premises. The Food Control Service also provides a health education and promotion service to the public to ensure greater awareness of food safety issues in both the commercial and domestic settings. The Council has embarked on a programme of providing free food hygiene training to volunteer caterers in Churches and similar organisations.

The increased importance of information to be provided regarding allergens and the nutrition element of restaurant and takeaway meals will require engagement with food business operations to ensure that there are additional choices available for the consumer.

3.5 Food Sampling Procedures

The Northern Ireland Food Managers Group Policy for food sampling, agreed by EHNI, has been implemented within the Council's Food Control Service.

3.5.1 Food Standards

The Council plans to take 2 routine samples per 1000 population in its Borough. Currently this would equate to 318 samples being routinely submitted. These include food articles and packaging. This may then be supplemented by additional samples, such as special surveys or complaint samples, to meet the Public Analysts Service Level Agreement with the Council.

3.5.2 Food Hygiene

The target number of bacteriological food samples for routine analysis is 12 samples per week, (650 - 700 approx. per annum).

3.6 Food Safety Incidents

Ards and North Down Borough Council will act on all food safety incidents, Food Alerts, Allergy Alerts and Product Recall Notices in accordance with Food Law Code of Practice and will deal with all notifications in accordance with the 'For Action' or 'For Information' categorisation, as allocated by the FSANI.

3.7 Liaison with other organisations

Ards and North Down Borough Council established strong links with other Councils prior to reorganisation as two constituent councils within the Eastern Group Environmental Health Committee both within the previous Eastern Group area and with other Councils. These links have been maintained and serve to permit a close working relationship involving the sharing of information/expertise and joint working and training initiatives.

We actively participate in liaison arrangements with several other local authorities, agencies, and professional organisations in order to facilitate consistent enforcement

3.8 Food Safety and Standards Promotion

The Council will aim to improve the understanding of food safety requirements by persons handling food. This is affected through informal education during visits to premises, in the provision of advice and recommendations. In addition, the need to aid those whose first language is not English has been recognised and the presentation of the Food Standards Agency's Safer Food Better Business pack using interpreters has already been undertaken with the Chinese community.

The Department also provides a health education and promotion service to the public, to ensure greater awareness of food safety issues, both in the commercial and domestic setting.

In the coming year, officers from the Food Service will be involved in:

- Facilitating food hygiene training in schools by supplying materials, advice and in some cases, lecturers.
- Providing free training for volunteer caterers in Churches and similar organisations.
- Ongoing advice and education to food premises in the Borough.
- Participating in national promotional events, such as Food Standards Agency campaigns, Calorie Wise and other Nutrition awards.
- Engaging with community groups to promote food safety in the home.
- Working collaboratively with a range of organisations to embrace the aims and objectives of the Investing for Health Strategy.

- Liaising with the Community Development Service of the Council and the Chef Lecturers of SERC in an initiative to promote cooking safe nutritious meals.

3.9 Control and Investigation of Outbreaks and Food Related Infectious Diseases

The Council aims to investigate individual cases and outbreaks of food borne illness, as notified by the Public Health Agency and members of the public, in accordance with the Agency's guidance on the subject.

This involves reporting to the Consultant in Gastrointestinal Illness, who is under the general control of the Public Health Agency. Normally there are more than 16 individual cases per year, based on previous years data, although this can fluctuate.

4. RESOURCES

4.1 Financial Allocation

The allocation of the Environmental Health Protection and Development's budget on Food Control for the year 2022/23 includes the following:

Budget Allocation	2022/23 £
Salaries	369,600
FSA Grant Money	131,640
Sampling	35,000
Equipment	1200
Training	600
Miscellaneous	3,200
Total	541,240

FSA Grant Money

The Food Control Service provides certain services relating to HACCP and EC Directives on Shellfish and Fish Hygiene which are supported by grant money provided by the FSANI under the Food Safety (NI) Order. The estimate for this source of funding for the current year is based on the amount received for the first quarter of 2022/23 and is estimated to total £131,640 over the financial year.

4.2 Staffing Allocation

The staffing resources for Ards and North Down Borough Council Food Control Service for 2022/23 are as follows:

Resource Allocation Hours

Head of EHP & D	7% of 1,403 =	98 Hours
EH Manager (Food Control & CP)	80% of 1,403 =	1,122 Hours
District EHO X 4	4 X 100% of 1,403 =	5,612 Hours
District EHO X 1	85% of 1,403 =	1,193 Hours
Temporary District EHO X 1	100% of 1,403 =	1,403 Hours
District EHO X 1	60.4% of 1,403 =	847 Hours
Tech. Assistant/Fish Hygiene Officer	100% of 1,403 =	<u>1,403</u> Hours
	TOTAL	= 11,678 Hours

Competency and Authorisation

Position	FTE	Level of Authorisation
Env Health Mgr	0.8	Full
EHO	3.5	Full
EHO	2	Partial
FISH HYGIENE OFFICER	1	Full as per duties required

Documented evidence is held demonstrating officers meet the competencies and authorisation, relevant to their role, and the activities they will undertake as detailed in the Competency Framework and Chapter 3 of the Food Law Code of Practice (Northern Ireland).

4.3 Staff Development Plan

4.3.1 As part of the Council's Investment in People Initiative, an employee development scheme has been implemented. At present, staff training programmes are produced following an annual review of the training needs of each officer, as part of the internal monitoring processes operated in the Food Control Service. Training is tailored to the needs of both the department and the individual members of staff, and they are provided with opportunities as they arise. A structured training programming is provided through the NIFMG, which Ards and North Down Borough Council fully supports. Delegates from Council's Food Control Service attend any courses organised by the Group. Staff have access to an online training platform to assist with CPD requirements and have access to Campden BRI for any specialist or technical requirements.

We recognise the need for all officers engaged in food safety work to be trained, not only to the minimum level required by law, but also to a level commensurate with the work they carry out. We also recognise the need to develop the personal skills needed to work effectively in the field and for EHOs' to meet the requirements of the Chartered Institute of Environmental Health Continuing Professional Development (CPD) scheme.

4.3.2 The Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement requires Local Authorities to appoint enough authorised officers to carry out food enforcement work and that they shall have suitable qualifications, training, and experience consistent with their authorisation and duties in accordance with the relevant Food Safety Code of Practice.

4.3.3 The Food Safety Code of Practice requires the Local Authority to ensure that every officer receives structured on-going training, which is managed, assessed, and recorded. The minimum on-going/update training for each officer should be at least 20 hours per year, of which at least 10 hours must be food based.

4.3.4 Each member of staff receives one annual appraisal, and one-to-one meetings every six to eight weeks at which time development needs are identified and a plan agreed to address these.

5. Quality Assessment

5.1 Quality assessment is undertaken for all Environmental Health functions. For the Food Control Service, the Environmental Health Manager monitors paperwork and accompanies officers on monitoring visits, undertakes a one to one meeting with each member of the food team on a regular basis or as required and checks on all food businesses who have been rated from A or B into lower risk categories and counter signs the documentation.

Any issues are used to develop service delivery mechanisms for subsequent years and the development of a Performance Improvement Plan.

The FSANI undertakes a programme of regular audits of specific areas of the Food Service of district councils in respect of compliance with the Food Law Code of Practice and the Framework Agreement on Official Feed and Food Controls by Local Authorities. Ards and North Down Borough Council were last audited in 2018. An annual return is submitted to the Food Standards Agency.

Additionally, with the development of systems to meet the FSA Enforcement Framework requirements, management procedures and quality assessment will be further enhanced as an ongoing process.

6. REVIEW

6.1 Review against the service plan

Due to the Covid19 pandemic a Food Service Plan was not developed for 21/22 and the impact of coronavirus on delivering the food safety/standards interventions has been impacted as detailed in section 3.1.1. During the pandemic, the Food Control Service continued to meet the requirements of the FSA's Recovery Plan in 21/22 (Appendix 2).

6.2 Identification of any variation from the service plan

In the year 2021/22 the Food Control Service achieved the following:

Food Hygiene

- Inspected all category A premises
- Investigated 35 food poisoning identifications on behalf of the Public Health Agency
- Reacted to and actioned 91 complaints regarding premises hygiene.
- Collected 623 food samples for microbiological analysis.
- 69.4% of new businesses received an onsite inspection.
- Served 5 Hygiene Improvement Notices.
- Served 1 Remedial Action Notice.
- 2 Food businesses voluntary closed.

Food Standards

- 16 A rated premises inspected for food standards.
- Collected 345 food samples for chemical analysis.
- Investigated 139 complaints regarding allergens, composition, and labelling irregularities.
- Conducted a fish speciation survey to identify if substitution was being carried out.
- Mailshot sent out to 679 premises outlining the legal requirements for labelling foods that are prepacked for direct sale.
- 183 Businesses contacted either via email or mailshot regarding reformulation of cheesecake workshop hosted by the Food Standards Agency.

The delivery of this plan will be reviewed quarterly and reported on to the Health and Wellbeing Committee annually.

6.3 Areas of Improvement

Since the Covid pandemic there has been an increase in reactive workload due to the number of new food businesses opening or changing ownership which must be inspected within 28 days of opening. As previously noted, the food section is finding that there is a fall in food safety standards across the catering sector. This is resulting in more revisit inspections to ensure compliance and an increase in Re-Rating inspection applications compared to previous years.

These additional inspections and the realignment with the Food Law Code of Practice inspection frequencies will continue to exert significant pressure on the section to deliver the service. Workloads will continue to be prioritised by risk and officers will be tasked with a target figure for inspections to be achieved within a calendar month.

Retention of qualified and competent food officers within the food section has been challenging and will be prioritised for 2022/23.

6.4 Contingency plans

The Councils, Business Continuity Management Plan sets out potential incidents and identifies how the service will manage risks to ensure we can continue to deliver essential services in the event of an emergency, or during a disruption of normal day-to-day activities.

The channels and procedures for sharing information between Competent Authorities and agencies involved are set out in Memorandums of Understanding which are discussed and reviewed at Northern Ireland Food Managers.

Head of Environmental Health Protection and Development

September 2022
AF/JN

Date adopted by Council: _____

Appendix 1 – Profile of the Borough



Appendix 2 – LA Recovery Plan

OFFICIAL - SENSITIVE: This information is for feed and food enforcement authorities use only. It should not be shared beyond its intended recipients.



COVID-19 Local Authority Recovery Plan: guidance and advice to local authorities for the period from 1 July 2021 to 2023/24

Local authorities should also refer to the COVID-19 Local Authority Recovery Q&A.

Introduction

1. This Recovery Plan sets out the Food Standards Agency's (FSA) guidance and advice to local authorities for the period from 1 July 2021 to 2023/24. The associated COVID-19 Local Authority Recovery [Q&A](#) supplements the Recovery Plan.
2. The guidance and advice aim to ensure that during the period of recovery from the impact of COVID-19, local authority resources are targeted where they add greatest value in providing safeguards for public health and consumer protection in relation to food. It also aims to safeguard the credibility of the Food Hygiene Rating Scheme (FHRS).
3. The Recovery Plan provides a framework for re-starting the delivery system in line with the Food Law Codes of Practice (for England, Wales and Northern Ireland) for new food establishments and for high-risk and/or non-compliant establishments while providing flexibility for lower risk establishments. This should be implemented alongside delivery of:
 - official controls where the nature and frequency are prescribed in specific legislation and official controls recommended by FSA guidance that support trade and enable export
 - reactive work including enforcement in the case of non-compliance, managing food incidents and food hazards, and investigating and managing complaints
 - sampling, and
 - ongoing proactive surveillance.

Important notes

4. All local authorities are expected to have regard to the guidance and advice in this Recovery Plan. This will apply from 1 July 2021 at which time it will supersede the guidance and advice provided in response to the COVID-19 pandemic that applies to 30 June 2021.

5. We recognise and acknowledge that local authorities will be starting from different positions in terms of the impact that COVID-19 has had to date, the challenges they will face during the recovery period and the resources that they have available.
6. Local authorities should, where they can, move at a faster pace in realigning with the intervention frequencies and other provisions set out in the Food Law Codes of Practice.
7. Where local authorities are unable to deliver in line with the recovery plan, they should alert us by emailing us so that we can explore together what support we might provide. Please contact us in:
 - England at LAengagement@food.gov.uk
 - Wales at lasupportwales@food.gov.uk
 - Northern Ireland at executive.support@food.gov.uk
8. We will be keeping our guidance and advice under close review and will amend and update it as necessary in response to changes in the COVID-19 situation.

Recovery Plan timeline

9. There are two phases to the Recovery Plan:
 - Phase 1 - 1 July to 30 September 2021
 - Phase 2 – 1 October 2021 to 2023/24.
10. In essence, Phase 2 will continue until a new food standards delivery model and a revised food hygiene intervention rating scheme are in place. The new delivery model for food standards is being piloted in England and Northern Ireland until the end of December 2021. Subject to the findings of an evaluation of the pilot and stakeholder consultation, it is anticipated that the new model will be rolled out nationally from April 2023. Work to review and revise the food hygiene intervention rating scheme is planned to commence shortly with a view to implementation in 2023/24.
11. An outline of the recovery plan is provided at Figure 1.

Figure 1: Outline of the Recovery Plan



Notes

The key milestone dates within the Recovery Plan for higher risk establishments are shown.

For lower risk establishments not shown in the figure, local authorities have the flexibility to defer planned interventions and only undertake intervention where information/intelligence suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed.

In the case of food standards, the impact on the business of the new requirements on allergen labelling for products prepacked for direct sale - that apply from 1 October 2021 - should also be taken into account.

Principles common to Phase 1 and Phase 2

12. Some important principles underpin both Phase 1 and Phase 2:

- when intelligence suggests risks have increased (irrespective of the risk category) local authorities should undertake interventions to assess and address those risks
- when an onsite intervention is undertaken, local authorities should programme subsequent interventions in line with the Codes of Practice
- local authorities should give new food hygiene ratings where appropriate interventions are undertaken and the establishment falls within scope of the FHRs
- where non-compliance is found at any intervention, local authorities should take appropriate action to secure compliance including formal enforcement action where necessary
- remote assessment may be used in certain circumstances – this includes to facilitate the targeting of what to focus attention on at a subsequent onsite visit, to help inform the need for onsite intervention at lower risk premises where an intelligence/information based approach is being used and, in England, in certain limited cases for FHRs requested re-visits.

Phase 1 (1 July to 30 September 2021)

13. In Phase 1, local authorities are expected to deliver the following:

- official controls where the nature and frequency are prescribed in specific legislation and official controls recommended by FSA guidance that are undertaken to support trade and enable export
- reactive work including enforcement in the case of non-compliance, managing food incidents and food hazards, and investigating and managing complaints
- sampling in accordance with the local authority sampling programme or as required in the context of assessing food business compliance, and any follow-up necessary in relation to the FSA Surveillance Sampling Programme
- ongoing proactive surveillance to obtain an accurate picture of the local business landscape and to: identify open/closed/recently re-opened/new businesses; as well as businesses where there has been a change of operation, activities, or Food Business Operator (FBO)
- for 'new businesses', consideration of registration information and intelligence with appropriate onsite interventions carried out where there are concerns around public health/consumer protection
- for 'new businesses' where consideration of registration information and intelligence indicates low risk, initial visits should be prioritised and undertaken in accordance with the Codes of Practice and Practice Guidance taking account of the flexibilities provided
- planning for resumption of planned intervention programmes for high-risk category and non-compliant establishments in Phase 2.

Phase 2 (1 October 2021 to 2023/24)

14. In Phase 2, local authorities are expected to deliver the following:

- official controls where the nature and frequency are prescribed in specific legislation and official controls recommended by FSA guidance that are undertaken to support trade and enable export
- reactive work including, enforcement in the case of non-compliance, managing food incidents and food hazards, and investigating and managing complaints
- sampling in accordance with the local authority sampling programme or as required in the context of assessing food business compliance, and any follow-up necessary in relation to the FSA Surveillance Sampling Programme
- ongoing proactive surveillance to obtain an accurate picture of the local business landscape and to: identify open/closed/recently re-opened/new businesses; as well as businesses where there has been a change of operation, activities or FBO

- for 'new businesses', consideration of registration information and intelligence with appropriate onsite interventions carried out where there are concerns around public health/consumer protection
- for 'new businesses' where consideration of registration information and intelligence indicates lower risk, initial visits should be prioritised and undertaken in accordance with the Codes of Practice and Practice Guidance taking account of the flexibilities provided
- implementing planned intervention programmes for high-risk category and non-compliant establishments in accordance with the timeline in Table 2
- implementing an intelligence/information based approach for lower risk category establishments
- responding to FHRS requested re-visits in line with the timelines specified in the FHRS Brand Standard for England or the statutory guidance in Wales and Northern Ireland.

Table 1 - Sector specific official controls and official controls that must be undertaken to support trade and enable export

Activity	Requirements
Import controls at points of entry	Official controls in accordance with relevant legislation taking account of agreed temporary contingency measures to be taken at Border Control Posts (BCPs) during Covid-19.
Shellfish	Shellfish and water sampling from harvesting areas.
Granting of approval under Regulation (EC) No. 853/2004	Granting of approvals in accordance with the relevant legislation and the Food Law Code of Practice. 'Distance communication' can be used in exceptional circumstances prior to physical visits to minimise time onsite.
Fishing vessels	Registration and inspection of fishing vessels remains extremely important to enable export certification requirements for fish to be fulfilled.

Table 2 – Detailed timeline for Phase 2 of the recovery plan (1 October 2021 to 2023/24)

Activity/Category	Timeline	Expectation
Food/feed import controls at points of entry	Ongoing	In accordance with relevant legislative requirements
Official control monitoring relating to shellfish harvesting areas	Ongoing	In accordance with relevant legislative requirements

Conditional and full approval visits	Ongoing	In accordance with relevant legislative requirements
Inspection of fishing vessels	Ongoing	In accordance with separately issued FSA advice

Activity/Category	Timeline	Expectation
Proactive surveillance to obtain an accurate picture of the local business landscape and to identify: <ul style="list-style-type: none"> - open/closed/recently re-opened/new businesses - change of operation, activities or FBO 	Ongoing	Consideration of registration information and intelligence on the food business establishment identified through surveillance Undertake appropriate onsite interventions where there are concerns around public health/consumer protection
New food business establishments where consideration of registration information/intelligence indicates low risk	Ongoing	Initial visits should be prioritised and undertaken in accordance with the Food Law Codes of Practice
Management of food incidents and hazards (including outbreaks of foodborne illness)	Ongoing	In accordance with the Food Law Codes of Practice
Investigation and management of complaints	Ongoing	In accordance with the Food Law Codes of Practice
Enforcement action in case of non-compliance	Ongoing	In accordance with the Food Law Codes of Practice and the local authority's enforcement policy
FHRS requested re-visits	Ongoing	Wales and Northern Ireland - in accordance with the legislative requirements England – within three months of request if a charge is made and within six months if no charge but with use of remote assessment in place of onsite visit in limited circumstances on a trial basis

Sampling	Ongoing	In line with local authority sampling programme or as required in the context of assessing food business compliance, and any follow up necessary in relation to the FSA Surveillance Sampling Programme
Category A for hygiene	Over the period to 31 March 2022	All establishments should have received an onsite intervention and thereafter be back in the system for interventions in accordance with the Food Law Codes of Practice.

Activity/Category	Timeline	Expectation
Category B for hygiene	Over the period to 30 June 2022	All establishments should have received an onsite intervention and thereafter be back in the system for interventions in accordance with the Food Law Codes of Practice
Category A for standards	Over the period to 30 June 2022	All establishments should have received an onsite intervention and thereafter be back in the system for interventions in accordance with the Food Law Codes of Practice
Category C for hygiene – less than broadly compliant (FHRS 0, 1 or 2)	Over the period to 30 September 2022	All establishments should have received an onsite intervention and thereafter be back in the system for interventions in accordance with the Food Law Codes of Practice
Category D for hygiene – less than broadly compliant (FHRS 0, 1 or 2)	Over the period to 31 December 2022	All establishments should have received an onsite intervention and thereafter be back in the system for interventions in accordance with the Food Law Codes of Practice

<p>Category C for hygiene – broadly complaint or better (FHRS 3, 4 or 5)</p>	<p>Over the period to 31 March 2023</p>	<p>For establishments with two consecutive food hygiene ratings of 5 (or equivalent standards if outside the scope of FHRS) one intervention may be missed and then the establishment put back in the system for interventions in accordance with the Codes of Practice (so the due intervention date would be moved forward by 18 months)</p> <p>For other establishments – those with hygiene ratings of 3 or 4 (or equivalent if outside the scope of FHRS) - should have received an onsite intervention and thereafter be back in the system for interventions in accordance with the Codes of Practice</p>
<p>Category D for hygiene – broadly complaint or better (FHRS 3, 4 or 5)</p>	<p>Ongoing</p>	<p>No interventions will be required during the recovery period unless intelligence/information suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed</p>
<p>Activity/Category</p>	<p>Timeline</p>	<p>Expectation</p>
<p>Category E for hygiene</p>	<p>Ongoing</p>	<p>No interventions will be required during the recovery period unless intelligence/information suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed</p>
<p>Category B for standards</p>	<p>Ongoing</p>	<p>No interventions will be required during the recovery period unless intelligence/information suggests that risks have increased or if the establishment is otherwise considered a priority for intervention due to the risk posed or because of the impact on the establishment of the new requirements on allergen labelling for products prepacked for direct sale</p>

<p>Category C for standards</p>	<p>Ongoing</p>	<p>No interventions will be required during the recovery period unless intelligence/information suggests that risks have increased or if the establishment is otherwise considered a priority for intervention due to the risk posed or because of the impact on the establishment of the new requirements on allergen labelling for products prepacked for direct sale</p>
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Unclassified

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

Report Classification	Unclassified
Council/Committee	Communtiy and Wellbeing Committee
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development
Date of Report	17 August 2022
File Reference	CW39
Legislation	The Food Safety (NI) Order 1991
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Consultation response on the Food Hygiene Rating (Online Display) Regulations 2023
Attachments	Appendix Food Hygiene Consultation Response

Consultation on the Food Standards Agency's Food Hygiene Rating (Online Display) Regulations (NI) 2023

The Food Hygiene Rating Scheme is a key public health measure and an important commercial driver for businesses to achieve and maintain compliance with existing food hygiene law. It provides transparency to consumers about the hygiene standards in food outlets at the time of inspection by District Councils food safety officers. This allows consumers to make informed choices about where they eat out or shop for food.

In October 2016, the operation of the Food Hygiene Rating Scheme in NI became statutory with District Councils being responsible for its operation and enforcement. Food Hygiene Ratings (FHR) are determined by Councils following inspections carried out to verify compliance with food hygiene laws. Food businesses are given a rating from 0 (urgent improvement necessary) to 5 (very good) which reflects the food hygiene standards found at the time of inspection. Currently businesses must display their rating on a prominent place and it is also available on the Food Standards Agency Website.

Unclassified

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With an increasing trend for consumers to purchase food online, a key provision within the Food Hygiene Rating Act (NI) 2016 is for online display of food business Food Hygiene Ratings to further increase the accessibility of this information. The Food Standards Agency have launched a consultation on the draft regulations which will provide the legal framework requiring food businesses to display FHRs online. Details of the consultation are available at <https://www.food.gov.uk/news-alerts/consultations/the-food-hygiene-rating-online-display-regulations-northern-ireland-2023>. ANDBC have submitted the attached consultation response to the consultation which closed on 9th September 2022.

The response indicates that the Council is broadly supportive of online FHR and has raised issues with the capacity for enforcement, timing of the commencement of the Regulations and some technical areas for clarification.

RECOMMENDATION

It is recommended that Council approves the attached Food Standards Agency's Food Hygiene Rating (Online Display) Regulations (NI) 2023 consultation response.

APPENDIX

Consultation on the Food Standards Agency's Food Hygiene Rating (Online Display) Regulations (NI) 2023

Document: [The Food Hygiene Rating \(Online Display\) Regulations \(Northern Ireland\) 2023 | Food Standards Agency](#)

Response submission: executive.support@food.gov.uk

Closing Date: 9th September 2022

Ards and North Down Borough Council (ANDBC) welcomes the opportunity to provide the comments below on The Food Hygiene Rating (Online Display) Regulation (NI) 2023. While it should be anticipated that these regulations will ensure consistency of Food Hygiene Rating display across all platforms and provide authorised officers with the appropriate tools for enforcement, ANDBC has some reservations in respect of being able to enforce this piece of legislation.

Question 1:

Do you agree with the proposed commencement date which will be immediately following the legislative process (est. April 2023)? If you consider an alternative date appropriate, please specify this and provide a rationale.

As is the case with all District Councils, ANDBC are addressing the backlog of inspections that resulted from the pandemic and would point out the focus for the last quarter of the 22/23 year will be on working to the FSA recovery milestone of 31st March 2023. Promotion of the FHRS online display regulations is not a priority in the current FSA recovery plan and it may be likely that ANDBC will not have the resources to support a PR campaign at that time.

ANDBC are also aware that should the appropriate legislative processes not be in place then it is likely that the suggested commencement date above may have to be extended. ANDBC would point out that the impact assessment refers to additional funding given to all DC's for the 22/23 year for use towards the costs of implementing these regulations. Consideration needs to be given to the possibility that not all work in this regard will be undertaken in the 22/23 financial year. ANDBC would welcome further updates regarding changes to the proposed commencement date and expectations on DC's during the lead up period.

Question 2:

Do you have any comments regarding the definition of an "online facility" which will bring certain businesses within scope of this requirement? If you think this definition has included or excluded certain business in the scheme that should or should not be, please provide details and a rationale of why they should be included or excluded.

ANDBC do not have any comments regarding the definition of an "online facility".

Question 3:

Do you agree with the proposed specified relevant period of 7 days (beginning on the day the rating is published on www.food.gov.uk/ratings) for online display? If not, please state why and provide a rationale for an alternative period.

ANDBC are in agreement with the proposed specified relevant period of 7 days for online display as all businesses will have been through the appropriate notification and appeal period prior to publishing.

Question 4:

Do you have any comments regarding the definition of the "relevant point" which defines the location of where the food hygiene rating icon must be displayed?

ANDBC have no comments in relation to the definition of the "relevant point" as it is clearly explained in the interpretation section of the draft regulations.

Question 5:

Do you have any comments regarding the definition of a "social media service"?

ANDBC do not have any comments regarding the definition of a "social media service".

Question 6:

- a) Does the wording in regulation 3 (2)(a) make it clear who the regulations apply to?
- b) Do you have any comments regarding regulation 3 (2)(a)?

a) ANDBC interprets the wording in regulation 3 (2)(a) to apply to those food business operators who use their own online facility from which food can be purchased and to online facilities that are used by one or more food business operators to sell their foods.

b) ANDBC have no further comments regarding regulation 3(2)(a)

Question 7:

- a) Does the wording in regulation 3 (2)(b) make it clear who the regulations apply to?
- b) Do you have any comments regarding regulation 3 (2)(b)?

a) Please see comments in b)

b) ANDBC is aware of the Food Standards Agency's work with online aggregators and welcome the opportunity for District Council's to participate in such workstreams. The willingness of online aggregators to display prescribed and valid food hygiene ratings is an important factor in the implementation of the online display regulations. ANDBC would seek clarification on whether a failure to display a prescribed and valid FHR on an aggregator site constitutes an offence that can be enforced by a Fixed Penalty Notice (FPN), in that failure to display an icon at the relevant point is an offence by the FBO. As there does not appear to be any legal requirement in the draft regulations for aggregators to display ratings, ANDBC are concerned that there may be some reluctance from aggregators to do so. FBO's could be committing offences through no fault of their own.

Clarification is being sought on the offence of failure to display a prescribed valid online food hygiene rating. The wording of the fixed penalty notice in Schedule 2 of the Food Hygiene Rating Regulations (NI) 2016 refers to the offence as failure to display an 'online link' contrary to section 10 (1) of the Food Hygiene Rating Act (NI) 2016. The

draft online display regulations reference an 'icon'. It is the understanding of ANDBC that a link is only to be used by food business operators that have a chain of establishments as detailed in section 3(3) of the draft regulations.

In Schedule 2 Part A of the Food Hygiene Rating Act should the FPN reference section 7(3) in the alleged offence for online display, in a manner similar to the reference of 7(1) in the alleged offence of failure to display a sticker?

ANDBC would welcome further engagement by the FSA with social media platform providers in order to address ongoing difficulties District Councils are experiencing with food traders using such platforms. It is envisaged that there may be an increase in complaints from consumers with regard to the display of a FHR by businesses selling via social media. Businesses may not provide all the necessary information on these platforms to enable District Council's to identify where the business is operating from, leaving them unable to register the business or take appropriate enforcement actions.

Question 8:

Do you have any comments regarding regulation 3 (3)?

ANDBC would bring to the attention of the FSA that as per Regulation 3, a facility that operates in respect of an operator's chain who is permitted to provide a hyperlink to the required information should be encouraged to do so in a way that does not provide an overwhelming amount of information to the consumer on establishments that it would not be possible for them to order from. For example, a UK wide chain listing the FHR of all its establishments including those in mainland GB.

Question 9:

- a) Do you foresee issues with any of the proposed prescribed key branding parameters in Regulation 4? In particular, do you have any issues with the specification of the colour Green Pantone 376?
- b) Do you foresee any issues with the rating being within the rating scale (0 to 5), to provide some context to consumers, as shown in the FHR images in Figure 2 and Figure 4?
- c) Do you have any other comments on Regulation 4?

ANDBC do not have any comments to question 9 or foresee any issues with the questions asked in parts a) and b).

Additional comments

ANDBC would welcome guidance and/or training in evidence gathering for FHR offences committed online, particularly to ensure compliance with RIPA. Currently RIPA investigations require the agreement and sign off by a magistrate.

ANDBC would bring to the attention of the FSA that not all District Councils can carry out online monitoring checks due to internal security restrictions on their IT systems. The use of personal technology would not be acceptable for enforcement purposes. ANDBC acknowledge that the additional funding can be used to facilitate exploration into overcoming these barriers however there are still concerns that District Council's will have difficulty enforcing this legislation.

ANDBC would welcome further guidance on the use of fixed penalty notices to ensure consistency of enforcement among District Councils. Currently District Councils may operate different time scales for the enforcement of FPN's based on internal procedures.

ANDBC are largely in agreement with the assessment of the potential impact and costs of implementation on food businesses and District Councils. ANDBC acknowledge the additional funding given to District Councils for the 22/23 financial year is to accommodate the estimated costs. ANDBC agree that the scoping estimate of 26% of businesses in NI that use an online ordering facility is low and would suggest a much greater percentage of food businesses will be required to display an online FHR. ANDBC note this is acknowledged by the FSA in the impact assessment in that the most up to date data is pre-pandemic and may not reflect the changes to consumer behaviour which resulted from the pandemic.

ANDBC also agree that in order to minimise impacts on District Councils in the monitoring and enforcement of the online display regulations, they should adopt a risk based and proportionate approach and target resources to focus on businesses that are non-broadly compliant.

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

Report Classification	Unclassified
Council/Committee	Communtiy and Wellbeing Committee
Date of Meeting	21 September 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development
Date of Report	17 August 2022
File Reference	EHPD4
Legislation	The Food Safety (NI) Order 1991
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Consultation response on DAERA Intertidal Hand-gathering of Shellfish
Attachments	Appendix Intertidal Hand-gathering of Shellfish Consultation Response

DAERA Consultation and Call for Evidence on Intertidal hand-gathering of Shellfish In NI

DAERA have launched a consultation and call for evidence on Intertidal hand gathering of shellfish in NI. Details of the consultation can be found at <https://www.daera-ni.gov.uk/consultation/shellfishgathering2022> and the closing date for responses was 1st September 2022.

Intertidal hand gathering of shellfish refers to the collection of wild shellfish from the shore without the aid of mechanised equipment. In Northern Ireland this is predominantly for periwinkles but also includes cockles, native oysters and blue mussels. The activity is common and is undertaken for both personal consumption and as a commercial activity.

There is a common law right for members of the public to gather shellfish from the shore for their personal consumption. Shellfish gathering undertaken as a commercial activity and sold into the food chain must comply with appropriate food

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safety requirements. Both personal and commercial gathering are also subject to some local geographical restrictions.

The purpose of the consultation is to seek the views of stakeholders on potential management options to ensure that the gathering of shellfish is conducted in a sustainable manner including a closed season, minimum landing size and a personal consumption limit. Given Ards and North Down Borough Council's rich fishing heritage and extensive coastline, ANDBC have submitted the attached consultation response to the consultation which closed on 1st September 2022.

The response indicates that the Council is broadly supportive of the sustainable approach included in the proposals and asks for clarification on the proposed enforcement authority.

RECOMMENDATION

It is recommended that Council approves the attached Evidence on Intertidal hand-gathering of Shellfish in NI consultation response.

APPENDIX

Intertidal hand-gathering of shellfish in Northern Ireland - A call for evidence. **Ards and North Down Borough Council Consultation Response**

Q. Do you support the proposal for a periwinkle gathering closed season from January to April?

Ards and North Down Borough Council supports the proposal for a periwinkle gathering closed season from January to April to allow spawning to take place along with appropriate mechanisms in place to ensure that this can be effectively policed. Ards and North Down Borough Council would welcome information as to who the proposed enforcement authority might be and would point out that we would not have the capacity to undertake this without additional resource.

Q. Do you support the proposal for a minimum landing size of 16mm for periwinkles?

Ards and North Down Borough Council supports the proposal for a minimum landing size for periwinkles along with appropriate mechanisms in place to ensure that this can be effectively policed and enforced. Ards and North Down Borough Council would welcome information as to who the proposed enforcement authority might be and would point out that we would not have the capacity to undertake this without additional resource.

Q. Do you support the proposal for a registration system for commercial harvesters and the requirement to complete an activity log?

Ards and North Down Borough Council supports the proposal for a registration system for commercial harvesters and the requirement to complete an activity log. This would allow better traceability of the product. We would also welcome partnership working with DAERA to share information on commercial gatherers so that EHOs can apply official controls where appropriate.

Q. Do you support the proposal for personal consumption bag limit? Please suggest what level this should be set at and why?

Ards and North Down Borough Council supports the proposal for personal consumption bag limit to allow for better differentiation between personal and commercial gatherers along with appropriate mechanisms in place to ensure that this can be effectively policed and enforced. Ards and North Down Borough Council would welcome information as to who the proposed enforcement authority might be and would point out that we would not have the capacity to undertake this without additional resource.

Q. Do you have evidence that would support the introduction of closed areas?
Please provide detail.

No

Q. Do you have evidence that would support the restriction or prohibition of hand gathering blue mussels in Strangford Lough? Please provide detail.

No

Q. Do you have evidence that would support the restriction or prohibition of hand gathering native oysters in Strangford Lough? Please provide detail.

No

Q. Do you support the proposal to reduce risk of environmental damage through a Code of Practice for intertidal shellfish gathering?

Ards and North Down Borough Council support the proposal for a Code of Practice for intertidal shellfish gathering to ensure that the activity is carried out in a sustainable manner.

Q. Do you support the proposal for a night time curfew (hours of darkness) for gathering intertidal shellfish?

Ards and North Down Borough Council supports the proposal for a night time curfew along with appropriate mechanisms in place to ensure that this can be effectively policed and enforced. Ards and North Down Borough Council would welcome information as to who the proposed enforcement authority might be and would point out that we would not have the capacity to undertake this without additional resource.

Q. Do you know of other examples of effective management of shellfish gathering? Please provide detail.

No

Q. Will any of the proposed measures have an economic impact on you or a particular sector of society? Please provide evidence.

Ards and North Down Borough Council does not foresee that any of the proposed measures will have an economic impact on us or a particular sector of society.

Q. Do you feel that any particular section of society would be negatively impacted by management of shellfish gathering? Please provide detail

Ards and North Down Borough Council does not feel that any particular section of society would be negatively impacted by management of shellfish gathering.