

# Public Document Pack

## **MEETING OF PEOPLE AND COMMUNITIES COMMITTEE**

Dear Councillor

The above-named Committee will meet in the Lavery Room - City Hall on Tuesday, 4th February, 2025 at 5.15 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

John Walsh

Chief Executive

### **AGENDA:**

1. Routine Matters
  - (i) Apologies
  - (ii) Minutes
  - (iii) Declarations of Interest
2. Matter referred back by the Council/Notices of Motion
  - (i) Notice of Motion - Vital Role of Trees (Pages 1 - 2)
  - (ii) Notices of Motion - Update (Pages 3 - 10)
3. Restricted Matters
  - (i) Strategic Cemeteries and Crematorium WG - Update (Pages 11 - 18)
4. Committee/Strategic Issues
  - (i) Best Kept Awards - Request for Funding (Pages 19 - 26)
  - (ii) Proposed Workshop - Waste Access and Acceptance Policy (Pages 27 - 28)
5. Operational Issues
  - (i) Alleygates Phase 5 - Update (Pages 29 - 44)
  - (ii) Summer Schemes - Additional Needs Requirements (Pages 45 - 54)

- (iii) Community Summer Schemes (Pages 55 - 58)
  - (iv) Independently-Managed Community Centres Funding (Pages 59 - 60)
  - (v) Expansion of Glass Collections / Introduction of Smaller Vehicles for Difficult to Access Streets (Pages 61 - 66)
  - (vi) Temporary Closure of Park Road and Palmerstown Recycling Centres (Pages 67 - 72)
  - (vii) Requests to Host Events in Parks (Pages 73 - 78)
  - (viii) Public Rights of Way - Clarification re: Council's Legal Powers (Pages 79 - 82)
  - (ix) Applications for the Naming of New Streets (Pages 83 - 86)
  - (x) Applications for Dual Language Street Signs (Pages 87 - 92)
  - (xi) Transfer of Landlord Registration Scheme to Local Councils (Pages 93 - 96)
6. Issues Raised in Advance
- (i) Dilapidated/Dangerous Buildings in Belfast (Councillor Brooks to raise) (Pages 97 - 102)
  - (ii) Erection of Memorial Tree - Ruby Murray Village Green (Councillor Kelly to raise)
  - (iii) BCC Animal Welfare Services - Capacity and Emergency Access Arrangements (Cllr. Verner to raise)
  - (iv) Family Parking at GLL Leisure Centres (Councillor Maghie to raise)



<b>Subject:</b>	Notice of Motion: Vital Role of Trees
<b>Date:</b>	4th February, 2025
<b>Reporting Officer:</b>	Barry Flynn, Committee Services Officer
<b>Contact Officer:</b>	As above.

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To consider a motion entitled the <i>Vital Role of Trees</i> which was referred to the People and Communities Committee.
<b>2.0</b>	<b>Recommendation</b>
2.1	The Committee is requested to consider the motion and to take such action thereon as may be determined.
<b>3.0</b>	<b>Main report</b>
3.1	At the meeting of the Standards and Business Committee, held on 7th January, the following motion, which was proposed by Councillor Abernethy and seconded by Councillor Maghie, was, in accordance with Standing Order 13 (f), referred to the Committee for consideration:

	<p><b><i>The Vital Role of Trees</i></b></p> <p><i>“This Council recognises the vital role of trees in enhancing the health and well-being of people and communities, addressing climate change, and supporting biodiversity; commits to raising awareness among residents about these benefits and to actively support efforts to plant and protect the right trees in the right places and for the right reasons, ensuring that everyone can share in the benefits trees provide; and, will commit to exploring how we can educate and raise awareness of trees, the role they play in all our lives across Belfast.”</i></p>
3.2	<p>In considering the motion, for contextual purposes, the Committee will be aware that, at its meeting on 12th September, 2023, it had approved the Belfast Tree Strategy, which would encompass a 10-year period ending in 2033. That strategy was adopted by the Council at its meeting on 4th October. A link to the strategy is appended to the report for the Committee’s information.</p>
3.3	<p><b><u>Financial and Resource Implications</u></b></p> <p>None.</p>
3.4	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None associated with this report.</p>
4.0	<p><b>Appendix/Link attached</b></p>
	<p><a href="#">The Belfast Tree Strategy 2023 to 2033.</a></p>





Subject:	Notices of Motion update
Date:	4 February 2025
Reporting Officer:	David Sales, Strategic Director of City and Neighbourhood Services
Contact Officer:	Paula Carville, Executive Support Officer

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to provide an update on the Notices of Motion and Issues Raised in Advance allocated to the People and Communities Committee.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>It is recommended that People and Communities Committee:</p> <ul style="list-style-type: none"> <li>Notes the updates to all Notices of Motion / Issues Raised in Advance that People and Communities Committee is responsible for as referenced in Appendix 1; and</li> <li>Agree to the closure of 14 Notices of Motion / Issues Raised in Advance, as referenced in Appendix 1 and noted in paragraph 3.5 below.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Background</u></p> <p>Members will recall that the previous Notices of Motion update was presented to People and Communities Committee in August 2024.</p>
3.2	<p>This report provides an overview of the progress on those Notices of Motion and Issues Raised in Advance which remained open following the August 2024 update, and those Motions and Issues which have since arisen.</p>
3.3	<p><b>Notice of Motion Updates</b></p> <p>There are currently 42 active Notices of Motion and Issues Raised in Advance which the People and Communities Committee is responsible for. An update on those Notices of Motion and Issues Raised in Advance which remain active on the live database is attached at Appendix 1.</p>
3.4	<p><b>Closure of Notices of Motion and Issues Raised in Advance</b></p> <p>At SP&amp;R Committee on 20<sup>th</sup> November 2020, it was agreed that Notices of Motion could be closed for one of two reasons:</p> <ul style="list-style-type: none"> <li><b>Category 1 - Notices of Motion which contained an action that has been completed.</b> All Notices of Motion within this category contained a specific task that</li> </ul>

3.5	<p>has since been complete. It is worth noting that, when Committee agree to action a Notice of Motion, there are sometimes additional actions agreed alongside the Notice of Motion. As these are not technically part of the Notice of Motion, they are taken forward through normal committee decision making processes. The Notice of Motion can therefore be closed, but additional actions related to it will continue to be progressed and reported to the committee. These additional actions are not contained in this report, but will be noted in the live database moving forward.</p> <ul style="list-style-type: none"> <li>• <b>Category 2 - Notices of Motion have become Council policy or absorbed in to a strategic programme of work.</b> These Notices of Motion did not contain a specific task that could be complete. Instead, they were more strategic in nature and required changes in Council policy and/ or strategy for long term outcomes. Those listed within this category have all been agreed by Committee and are now either Council policy or are currently being implemented through a Council strategy that is managed by a Standing Committee through the corporate planning process.</li> </ul> <p>Following an update of those Notices of Motion and Issues Raised in Advance on the live database, it is recommended that Members approve the following Motions/Issues for closure.</p> <p><b><u>Category 1 Recommended Closures:</u></b></p> <p><b>Coláiste Feirste and Divis Back Path (Ref 160)</b> Further to continued engagement by officers with Coláiste Feirste relating to funding and what it will be used for, an agreement between Coláiste Feirste and Council is now in place. Monitoring of bookings by quarterly review is also now in place, with the funding payment having been made. As the specific asks within this request have now been addressed with any further reporting to be made to People and Communities Committee, it is recommended that this Issue is now closed.</p> <p><b>Review of Non-Residential Fees for the reopening of graves in Blaris Cemetery for Colin residents (Ref 262)</b> An update on this Issue was presented to the October 24 meeting of the Strategic Cemeteries and Crematorium Development Working Group, where it was agreed that this Issue can now be closed.</p> <p><b>Pavement Parking (Ref 335)</b> An update on this Motion was presented to People and Communities Committee in October 2024, with Committee agreeing that opportunities for further collaboration with PSNI and DfI to highlight the issue of pavement parking through digital channels where appropriate, as well as providing coverage of this issue in future editions of City Matters as the most appropriate mechanisms to progress this Motion. The Corporate Comms team will continue to use digital channels to highlight pavement parking messaging, and will include further articles on the issue in future issues of City Matters. It is therefore recommended that this Motion is now closed.</p> <p><b>Biodiversity in Council Parks and Open Spaces (Ref 363)</b> An update on this NoM was presented to People and Communities Committee in January 2025, with agreement that a sum of £50,000 (to support the delivery of the Local Biodiversity Action Plan - LBAP) and a sum of £35,000 (to scope and develop the LBAP) be included within the Department's draft estimates of expenditure for 2025/26, subject to approval the Strategic Policy and Resources Committee as part of the District Rate setting process for 2025/26. This Issue can now be closed.</p>
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**Request from Collin Gaels – shipping container at Brook Leisure Centre (Ref 397)**

A container has now been installed for use by Colin Gaels at this site, therefore this Issue can now be closed.

**Knockbreda Road Crossing (Ref 399)**

An update on correspondence received from the Minister for Infrastructure was presented to People and Communities Committee on 14 January 2025, therefore this Issue Raised in Advance can be closed.

**Request to present to Committee – Bryson Recycling (Ref 413)**

Bryson Recycling presented to People and Communities Committee in December 2024, therefore this Issue can be closed.

**Women's Safety in the City (Ref 415)**

Following discussion at People and Communities Committee on 5 November 2024, this issue was also raised at the November meeting of City Growth and Regeneration, and further reported upon at the November meeting of Strategic Policy and Resources Committee where Members received an update on the relevant activities underway in addressing violence against women and girls. A Local Change Fund was launched on 17 January, which offers a new grant scheme for community and voluntary groups to deliver projects by 31 March 2026 with the aim of ending violence against women and girls in Belfast. To raise awareness and improve capacity, we are offering free training for Belfast-based community and voluntary organisations who want to better understand the issues around ending violence against women and girls and how they can support this work. We are also hosting a networking and funding advice event in the City Hall on 3rd Feb. Registration for this event and the training is via our website along with further information on a range of the other EVAWG activity at <https://www.belfastcity.gov.uk/endviolence>

Council are also supporting the administration of the TEO's Regional Change Fund which offers £1.2m for eight identified organisations to deliver societal-wide change relating to ending violence against women and girls. Further updates on this work will be presented to the relevant Committees going forward, therefore it is recommended that this Issue is now closed.

**Notice of Motion update – Biodiversity Council (Ref 421)**

An update report was presented to People and Communities Committee in January 2025, as noted above in reference to Motion 363. This Issue can now be closed.

**Category 2 Recommended Closures:****On the Ball Campaign (Ref 09)**

Further to the operation of a pilot programme for the provision of free period products in designated Council facilities and GLL leisure centres, CMT agreed in November 2024 to continue the Free Period Provision pilot using existing budgets and extend provision across all main staff facilities, leisure centres and community centres, allocating the necessary budget, pending further TEO information and funding. Given that the specific ask within this Motion has been addressed, it is recommended that this Motion is now closed.

**Lighting of City Parks (Ref 12)**

Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme and will be reported upon on that basis. It is therefore recommended that this Motion is closed.

	<p><b>Future use of former horticultural training site (Ref 89)</b> Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme and will be reported upon on that basis. It is therefore recommended that this Motion is closed.</p> <p><b>Capital investments in parks, public and open spaces (Ref 258)</b> Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme and will be reported upon on that basis. It is therefore recommended that this Motion is closed.</p> <p><b>Feasibility study into a Blackstaff Greenway (Ref 348)</b> Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme. It is therefore recommended that this Motion is closed as progress reporting will now be made via Capital Programme reports to SP&amp;R.</p>
3.6	<p><b><u>Financial &amp; Resource Implications</u></b> There are no additional financial implications required to implement these recommendations.</p>
3.7	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b> There are no equality, good relations or rural needs implications contained in this report.</p>
4.0	<b>Appendices</b>
	<b>Appendix 1:</b> Notices of Motion Live Database – P&C Committee

Ref	Type	Meeting Date	Motion Title	Proposed by	Reporting Officer	Status	Feb 25 update
9	Notice of Motion	01/11/2018	<a href="#">“On the Ball” Campaign</a>	Cllr Sian O'Neill	David Sales	Recommend Close	Further to the operation of a pilot programme for the provisoin of free period period products in designated Council facilities and GLL leisure centres, CMT agreed in November 2024 agreed to continue the Free Period Provision pilot using existing budgets and extend provision across all main staff facilities, leisure centres and community centres, allocating the necessary budget, pending further TEO information and funding. Given that the specific asks within this Motion have been addressed, it is recommended that this Motion is now closed.
12	Notice of Motion	03/12/2018	<a href="#">Lighting of City Parks</a>	Cllr Emmett McDonough-Brown	Stephen Leonard	Recommend Close	Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme and will be reported upon on that basis. It is therefore recommended that this Motion is closed.
15	Notice of Motion	04/02/2019	<a href="#">Recycling in Colin Neighbourhood</a>	Cllr Seanna Walsh	Stephen Leonard	Ongoing	The Shared Island funded feasibility study into the potential for a Connected Circular Cities (Belfast/Dublin) approach has been completed and the report was launched in Dublin in March 2024. This recommendations outlined a number of approaches which could deliver transformational change with regards to circular economy activity in both cities. The Councils have submitted a further funding application to the Shared Island unit to explore the potential for progressing the Home Plus+ option i.e. sustainable construction materials and await the otcome. Note - the Project Lead is Economic Development, supported by R&F and the Climate Unit, therefore it is proposed that responsibilty for this Motion now transfers to Place and Economy.
22	Notice of Motion	01/07/2019	<a href="#">Glyphosate-Based Weed killer</a>	Cllr Fiona Ferguson	Stephen Leonard	Ongoing	A report was presented to P&C Committee in January 2025 by way of update to a NoM relating to delivery of our Local Biodiversity Action Plan. Committee agreed that a sum of £50,000 (to support the delivery of the Local Biodiversity Action Plan - LBAP) and a sum of £35,000 (to scope and develop the LBAP) be included within the Department’s draft estimates of expenditure for 2025/26, subject to approval the Strategic Policy and Resources Committee as part of the District Rate setting process for 2025/26. If this is secured, along with the additonal staffingg resources, this will help to deliver a herbicide reduction policy. Officers continue to monitor use of herbicides in line with all legislative requirements and will continue to seek ways in way to which to reduce herbicide usage.
30	Notice of Motion	02/09/2019	<a href="#">Rewilding our Wards</a>	Cllr Matt Garrett	Stephen Leonard	Ongoing	A bid has been submitted as part of the 2025/2026 estimates of expenditure for additonal funding to support delivery of initiatives across the city. In the meantime, officers are working to identify potential locations for rewilding. A report will be brought back to a future meeting of P&C Committee outlining proposed sites and delivery methodologies.
76	Notice of Motion	01/07/2020	<a href="#">Littering</a>	Cllr Aine Groogan	Stephen Leonard	Ongoing	A report on Binfrastructure was presented to P&C Committee in November 2024 oulining details of a Smart Bin (Big Belly) pilot initaitive to run until March 2025, including options for recycling bins. Following completion of the pilot, officers will bring an update report back to committee to consider these and other options for enhacing recycling rates in our parks.
89	Issue Raised in Advance	11/08/2020	<a href="#">Future Use of former Horticultural Training Site</a>	Cllr Matt Garrett	Stephen Leonard	Recommend Close	Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme and will be reported upon on that basis. It is therefore recommended that this Motion is closed.
145	Notice of Motion	07/01/2021	<a href="#">Creating Better Access into the Hills</a>	Cllr Michael Donnelly	Jim Girvan	Ongoing	A project to improve access to the hills and connectivity within forms part of the Belfast PEACEPLUS Local Community Action, which has been approved by SEUPB. The Letter of Offer for funding has been received and planning for the mobilisation of the project is progressing. It is anticipated that detailed design will commence mid-2025, with construction commencing in 2026. The project will develop a network of over 8 km shared pathways through the hills, including 6.5 km of improved pathways/quiet roads; 1.5 km of new pathways; develop 2 stream crossings introduce a boardwalk/bridge over Forth River. CNS and PP officers are working closely with National Trust to support their development of the Glencairn side of their Divis landholding and to collaborate on improved and sustainable access also.
146	Notice of Motion	07/01/2021	<a href="#">30 by 30 Biodiversity Campaign</a>	Cllr Brian Smyth	Stephen Leonard	Ongoing	Officers are contiuning to explore ways to progress this motion in partnership with the Climate team. This will considered as part of the LBAP implementation plan.
160	Issue Raised in Advance	12/02/2021	<a href="#">Colaiste Feirste and Divis Back Path</a>	Cllr Ciaran Beattie	Jim Girvan	Recommend Close	Further to continued engagement by officers with Coláiste Feirste relating to funding and what it will be used for, an agreement between Coláiste Feirste and Council is now in place. Monitoring of bookings by quarterly review is also now in place, with the funding payment having been made. As the specific asks within this request have now been addressed with any further reporting to be made to People and Communities Committee, it is recommended that this Issue is now closed.
161	Notice of Motion	01/03/2021	<a href="#">Belfast Hills "Call to Action" document</a>	Cllr Matt Collins	Jim Girvan	Ongoing	A project to improve access to the hills and connectivity within forms part of the Belfast PEACEPLUS Local Community Action, which has been approved by SEUPB. The Letter of Offer for funding has been received and planning for the mobilisation of the project is progressing. It is anticipated that detailed design will commence mid-2025, with construction commencing in 2026. The project will develop a network of over 8 km shared pathways through the hills, including 6.5 km of improved pathways/quiet roads; 1.5 km of new pathways; develop 2 stream crossings introduce a boardwalk/bridge over Forth River. CNS and PP officers are working closely with National Trust to support their development of the Glencairn side of their Divis landholding and to collaborate on improved and sustainable access also.
255	Notice of Motion	24/05/2022	<a href="#">Cleansing Task Force</a>	Cllr Ciaran Beattie	Stephen Leonard	Ongoing	The Cleanliness Task Force will reconvene on a date to be confirmed by the Lord Mayor's Office.
258	Notice of Motion	28/06/2022	<a href="#">Capital Investments in Parks, Public and Open Spaces</a>	Cllr Mal O'Hara	Stephen Leonard	Recommend Close	Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme and will be reported upon on that basis. It is therefore recommended that this Motion is closed.

262	Issue Raised in Advance	09/08/2022	<a href="#">Review of Non-Residential Fees for the re-opening of graves in Blaris Cemetery for Collin Residents</a>	Cllr Michael Collins	Siobhan Toland	Recommend Close	An update on this Issue was presented to the October 24 meeting of the Strategic Cemeteries and Crematorium Development Working Group, where it was agreed that this Issue can now be closed.
270	Notice of Motion	23/08/2022	<a href="#">Herbicide Reduction Policy</a>	Cllr Anthony Flynn	Stephen Leonard	Ongoing	A report was presented to P&C Committee in January 2025 by way of update to a NoM relating to delivery of our Local Biodiversity Action Plan. Committee agreed that a sum of £50,000 (to support the delivery of the Local Biodiversity Action Plan - LBAP) and a sum of £35,000 (to scope and develop the LBAP) be included within the Department's draft estimates of expenditure for 2025/26, subject to approval the Strategic Policy and Resources Committee as part of the District Rate setting process for 2025/26. If this is secured, along with the additional staffingg resources, this will help to deliver a herbicide reduction policy. Officers continue to monitor use of herbicides in line with all legislative requirements and will continue to seek ways in way to which to reduce herbicide usage.
273	Issue Raised in Advance	22/09/2022	<a href="#">Council Allotments</a>	Cllr Anthony Flynn	Stephen Leonard	Ongoing	Officers are preparing a report which is anticipated to be presented to P&C Committee in early spring 2024.
286	Notice of Motion	24/11/2022	<a href="#">Corey Jack Aughey Memorial Park</a>	Cllr Dale Pankhurst	Stephen Leonard	Ongoing	It is anticipated that an update report on this request will be presented to the March 2025 meeting of People and Communities Committee.
288	Notice of Motion	24/11/2022	<a href="#">Imagination Library</a>	Cllr Seamas De Faoite	Jim Girvan	Ongoing	Funding to progress this Motion has been included in 2025/26 growth proposals which are due to be discussed at SP&R in January. If approved, officers will liaise with the proposer of the Motion to take forward accordingly.
321	Notice of Motion	27/06/2023	<a href="#">Playful Belfast City Streets</a>	Cllr Ross McMullan	Stephen Leonard	Ongoing	Alliance members are considering how best to progress this Motion and will update officers in due course.
328	Notice of Motion	29/08/2023	<a href="#">Urban Wildflower Meadows</a>	Cllr Ronan McLaughlin	Stephen Leonard	Ongoing	A bid has been submitted as part of the 2025/2026 estimates for additional funding to support delivery of initiatives across the city. In the meantime, officers are working to identify potential locations. A report will be brought back to a future meeting of P&C committee outlining proposed sites and delivery methodologies.
335	Notice of Motion	26/09/2023	<a href="#">Pavement Parking</a>	Cllr Tara Brooks	Eunan McConville	Recommend Close	An update on this Motion was presented to People and Communities Committee in October 2024, with Committee agreeing that opportunities for further collaboration with PSNI and DfI to highlight the issue of pavement parking through digital channels where appropriate, as well as providing coverage of this issue in future editions of City Matters as the most appropriate mechanisms to progress this Motion. The Corporate Comms team will continue to use digital channels to highlight pavement parking messaging, and will include further articles on the issue in future issues of City Matters. It is therefore recommended that this Motion is now closed.
345	Notice of Motion	24/10/2023	<a href="#">Secure Needle/Drug Waste Bins</a>	Cllr Brian Smyth	Jim Girvan	Ongoing	Since the previous update, officers have been able to secure approval from DfC for the placement of the bin at Writers Square which was the preferred option given the level of discarded sharps at that location. Officers have explored a number of other locations close to Writers Square which have proved unsuccessful due to issues including determination of land ownership. Officers are now exploring the potential to place a sharps bin in a BCC Off Street Car Park close to where reports of discarded sharps are common. Members will be kept updated on the progress of this work.
348	Notice of Motion	28/11/2023	<a href="#">Feasibility Study into a Blackstaff Greenway</a>	Cllr Tara Brooks	Stephen Leonard	Recommend Close	Due to the capital implications associated with this Motion, this is now being considered in terms of the Council's Capital Programme. It is therefore recommended that this Motion is closed as progress reporting will now be made via Capital Programme reports to SP&R.
352	Notice of Motion	28/11/2023	<a href="#">Tiny Urban Forests</a>	Cllr Brian Smyth	Stephen Leonard	Ongoing	One of the 'Key Actions' of the Belfast Tree Strategy under the title of 'Community Involvement and Neighbourhood Action; is to collaborate with smaller community groups and schools through environmental/tree planting projects by means of the introduction of a Tree Warden programme. It would be the Council's intention to trial the Miyawaki tree planting method to see how it differs from traditional woodland tree planting, and if successful, this could be rolled out across the city, similar to the Plymouth urban forest programme.
353	Issue Raised in Advance	05/12/2023	<a href="#">Signage at Finaghy Community Centre</a>	Cllr Micky Murray	Stephen Leonard	Ongoing	DfI have confirmed that the signage is approved and an order has been raised for their contractor to complete the installation.
354	Issue Raised in Advance	05/12/2023	<a href="#">Engagement with LCCC re residents in the Collin area using the Cutts Recycling Centre</a>	Cllr Michael Donnelly	Stephen Leonard	Ongoing	This issue will be discussed in detail at a People and Communities Committee waste workshop to be held on 18 February 2025.
362	Issue Raised in Advance	06/02/2024	<a href="#">Signage at Ruby Murray Park</a>	Cllr Micky Murray	Stephen Leonard	Ongoing	Officers in OSS and Corporate Communications are working together to progress this work.
363	Issue Raised in Advance	06/02/2024	<a href="#">Biodiversity in Council Parks and Open Spaces</a>	Cllr Anthony Flynn	Stephen Leonard	Recommend Close	An update on this NoM was presented to People and Communities Committee in January 2025, with agreement that a sum of £50,000 (to support the delivery of the Local Biodiversity Action Plan - LBAP) and a sum of £35,000 (to scope and develop the LBAP) be included within the Department's draft estimates of expenditure for 2025/26, subject to approval the Strategic Policy and Resources Committee as part of the District Rate setting process for 2025/26. This Issue can now be closed.
368	Notice of Motion	28/03/2023	<a href="#">Graffiti - Development of Memorandums of Understanding</a>	Cllr Gary McKeown	Stephen Leonard	Ongoing	It is anticipated that an update report on this Motion will be presented to the March 2025 meeting of People and Communities Committee.
371	Issue Raised in Advance	12/03/2024	<a href="#">Request to invite South Belfast Youth League representative to present at a future meeting</a>	Cllr Ruth Brooks	Jim Girvan	Ongoing	As the proposer of this request, Cllr Brooks is to confirm a suitable time to invite the South Belfast Youth League to attend P&C Committee.



379	Issue Raised in Advance	09/04/2024	<a href="#">Dilapidated Buildings</a>	Cllr Ruth Brooks	Kate Bentley	Ongoing	An update on this Issue will be presented to Committee in March 2025.
380	Issue Raised in Advance	09/04/2024	<a href="#">Communication Boards</a>	Cllr Sarah Bunting	Stephen Leonard	Ongoing	Officers have spoken with the Member who raised this Issue and are taking forward with Mitchell House and Glenveagh schools to seek feedback on the proposed communication boards. Pending postivie feedback, boards will be purchased and installed at Taughmonagh and Tommy Patton playgrounds. An update report will be presented to People and Communities Committee in March/April 2025.
387	Issue Raised in Advance	02/05/2024	<a href="#">Provision of toilet facilities at Falls Park</a>	Cllr Michael Donnelly	Stephen Leonard	Ongoing	An update report will be presented to P&C Committee in March 2025 to establish a baseline of facilities across our Parks estate. In the meantime, and in addition to additonal signange at Falls, Shaws Bridge signage has also been imporved to signpost to Malone House. At the Waterworks a new arrangement is in place with North Belfast Play Forum and is now accessible for public use.
389	Issue Raised in Advance	02/05/2024	<a href="#">Books for Refugee Children living across Belfast</a>	Cllr Christine Bower	Jim Girvan	Ongoing	Officers have met with a number of potential providers, of whom only one has the capacity and resoures available to deliver this initiative. Work is ongoing to gather a range of data including the number of children, ages, need, demand and languages amongst ethnic minority children refugees. Members will be kept updated on the progress of this work.
397	Issue Raised in Advance	11/06/2024	<a href="#">Request from Colin Gaels - shipping container at Brook Leisure Centre</a>	Cllr Micheal Donnelly	Jim Girvan	Recommend Close	A container has now been installed for use by Colin Gaels at this site, therefore this Issue can now be closed.
399	Issue Raised in Advance	06/08/2024	<a href="#">Knockbreda Road Crossing</a>	Cllr Jenna Maghie	Nora Largey	Recommend Close	An update on correspondence received from the Minister for Infrastructure was presented to People and Communities Committee on 14 January, therefore this Issue Raised in Advance can be closed.
401	Issue Raised in Advance	10/09/2024	<a href="#">Update Report requested on Dog Litter Bins</a>	Cllr Ruth Brooks	Stephen Leonard	Ongoing	A report on ‘Binfrastructure’ was presented to People and Communities Committee in November 2024, with a second paper to follow in early spring 2025 detailing the outcome of the pilots and proposals for any extensions.
405	Issue Raised in Advance	08/10/2024	<a href="#">Pitch Bookings at Sally Gardens Playing Fields</a>	Cllr Matt Garrett	Jim Girvan	Ongoing	Officers are continuing to progress this request and will bring a report to Committee in the near future.
413	Issue Raised in Advance	05/11/2024	<a href="#">Request to present to Committee - Bryson Recycling</a>	Cllr Ruth Brooks	David Sales	Recommend Close	Bryson Recycling presented to People and Communities Committee in December 2024, therefore this Issue can be closed.
414	Issue Raised in Advance	05/11/2024	<a href="#">Communication Boards within Parks</a>	Cllr Sarah Bunting	Stephen Leonard	Ongoing	Officers have spoken with the Member who raised this Issue and are taking forward with Mitchell House and Glenveagh schools to seek feedback on the proposed communication boards. Pending postivie feedback, boards will be purchased and installed at Taughmonagh and Tommy Patton playgrounds. An update report will be presented to People and Communities Committee in March/April 2025.
415	Issue Raised in Advance	05/11/2024	<a href="#">Women's Safety in the City</a>	Cllr Ruth Brooks	Jim Girvan	Recommend Close	<p>Following discussion at People and Communities Committee on 5 November 2024, this issue was also raised at the November meeting of City Growth and Regeneration, and further reported upon at the November meeting of Strategic Policy and Resources Committee where Members received an update on the relevant activities underway in addressing violence against women and girls. A Local Change Fund was launched on 17 January, which offers a new grant scheme for community and voluntary groups to deliver projects by 31 March 2026 with the aim of ending violence against women and girls in Belfast. To raise awareness and improve capacity, we are offering free training for Belfast-based community and voluntary organisations who want to better understand the issues around ending violence against women and girls and how they can support this work. We are also hosting a networking and funding advice event in the City Hall on 3rd Feb. Registration for this event and the training is via our website along with further information on a range of the other EVAWG activity at <a href="https://www.belfastcity.gov.uk/endviolence">https://www.belfastcity.gov.uk/endviolence</a></p> <p>Council are also supporting the administration of the TEO’s Regional Change Fund which offers £1.2m for eight identified organisations to deliver societal-wide change relating to ending violence against women and girls. Further updates on this work will be presented to the relevant Committees going forward, therefore it is recommended that this Issue is now closed.</p>
421	Issue Raised in Advance	03/12/2024	Notice of Motion Update - Bio-Diversity in Council	Cllr Anthony Flynn	Stephen Leonard	Recommend Close	An update report was presented to People and Communities Committee in January 2025, therefore this Issue can now be closed.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 6  
of the Local Government Act (Northern Ireland) 2014.

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<b>Subject:</b>	Best Kept Awards – request for funding
<b>Date:</b>	4 February 2025
<b>Reporting Officer:</b>	Stephen Leonard, Director of Resources, Fleet and OSS
<b>Contact Officer:</b>	Stephen Leonard, Director of Resources, Fleet and OSS

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
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7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

☐  
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☐

## Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	The purpose of this report is to update Members on a request from the Best Kept Awards for an uplift in their current funding allocation.
<b>2.0</b>	<b>Recommendation</b>
2.1	Members are requested to consider the contents of the report and approve provision of additional funding of £700 to the Best Kept Awards.
<b>3.0</b>	<b>Main Report</b>
3.1	The Best Kept Awards are administered by the Northern Ireland Amenity Council which was established to promote the protection, preservation and improvement of the physical environment in Northern Ireland and is registered as a charity with the Charity Commission.
3.2	The Best Kept Awards are an annual competition Best Kept Awards are an annual competition which cover several categories including Best Kept City, Best Kept Large/Small/Medium Town, Best Kept Large/Small Village, Best Kept Housing Area and Best Kept Community Achiever. Entries are generally made via local authorities, housing associations and residents' groups.
3.3	A recent letter from the Best Kept Awards (attached at Appendix 1) highlights that since the Covid pandemic, their charity has struggled to source funding following the conclusion of their previous sponsor's contract in 2023, which they have plans in hand to remedy.
3.4	Council currently provides annual affiliation fees of £2300, which were agreed in 2015 when the new councils were formed. The attached letter details that whilst inflation over this period would require such fees to increase by over 34%, Best Kept Awards state that their proposal is to be contained below this level at a revised fee of £3000. This would therefore result in an increase in Council funding of £700.
3.5	Committee are asked to consider and approve this request for additional funding.
3.6	<p><b><u>Financial &amp; Resource Implications</u></b></p> <p>Should Committee be minded to approve this request, the additional £700 per annum to fund the Best Kept Awards will be met from within existing budgets.</p>
3.7	<p><b><u>Equality or Good Relations Implications /Rural Needs Assessments</u></b></p> <p>There are no Equality or Good Relations Implications /Rural Needs Assessments associated with this report.</p>
<b>4.0</b>	<b>Appendices - Documents Attached</b>
4.1	Appendix 1 – Letter from Best Kept Awards Appendix 2 and 3 – Best Kept Awards 2024 photographs



## BEST KEPT AWARDS

*Administered by Northern Ireland Amenity Council*

**Tel: 07780 803389**

**Email: [info@bestkeptawardsni.com](mailto:info@bestkeptawardsni.com)**

7 January 2025

Mr John Walsh  
Chief Executive  
Belfast City Council  
Belfast City Hall  
Belfast  
BT1 5GS

Dear Mr Walsh

Firstly, can I take this opportunity to wish you a very Happy New Year.

On behalf of Northern Ireland Amenity Council, may I take this opportunity to thank you and your council for your continuing affiliation and the support you continue to give the Best Kept Awards programme.

This, the 68<sup>th</sup> year of our competition, will hopefully see another action-packed year where communities across the province have competed to demonstrate their superiority in the improvements they have been able to incorporate in their towns and villages.

I have taken the liberty of attaching a double page spread of this year's presentation of our awards that took place in The Guildhall, Derry/Londonderry magnificent Guildhall that the Ulster Tatler incorporated in their November edition. This clearly demonstrates the heights our competition has reached due to the help of our local councils' support and the work of our invaluable volunteers.

Over the years, the environment has been greatly enhanced by the improvements in the appearance of our Townscapes, Villages, Housing Estates, Healthcare facilities, Schools and properties throughout Northern Ireland. Councils can be rightly proud of their contribution towards all these improvements over the years.

Since the Covid pandemic, our charity has struggled to source another route of funding as our last sponsor's contract concluded in 2023, we have plans in hand designed to remedy this shortcoming.

We have managed to maintain an annual affiliation fees for each council at £2300 since 2015 when the new councils were formed and hope that you would agree that we need to reconsider whether such a rate still meets today's needs. Inflation over this period would require such fees to increase by over 34%, however, we feel we should contain our proposed increase below this level at £3000.

I trust you will still consider this represents good value for money and would allow us to continue the great work our competition inspires in your community to the greater good of the whole environment.

Once again let me express my deep appreciation for your valuable support over the years and hope that we can look forward to your continuing support in the future.

Yours sincerely

Doreen E A Muskett, MBE  
Chairman

**When replying, please can this be done by email at [info@bestkeptawardsni.com](mailto:info@bestkeptawardsni.com)**





Best Kept Small Sheltered Area: Donard Fold, Newcastle.  
Doreen Muskett MBE, Andrea Harrison, David Lindsay, Alice Gibson, Joe Mahon and Lily Moreland.



Best Kept Small Housing Area: Moneydig Park, Garvagh.  
Doreen Muskett MBE, Mary Gibson, David Lindsay, Patricia McQuillan, Joe Mahon and Nuala McGoldrick.



Best Kept Large Housing Area: Merville Garden Village.  
Doreen Muskett MBE, The Mayor Cllr. Neil Kelly, David Lindsay, Joe Mahon and Paul Mawhinney.

## BEST KEPT AWARDS NI

The Best Kept Awards NI was held at The Guildhall in Derry on 16th October. Organised by the Northern Ireland Amenity Council (NIAC), the awards commend the dedication and hard work of volunteers, Improvement Groups and Councils who have made outstanding contributions to enhancing their local environments. Now in its 67th year, the Best Kept campaign attracted participants from all corners of Northern Ireland. NIAC Chairman Doreen Muskett MBE, said: "We are thrilled to acknowledge the outstanding environmental work being carried out across Northern Ireland and to celebrate the tireless dedication of those individuals and organisations who continuously strive to enhance the places they call home or work in."



Best Kept Medium Housing Area: Queens Park / New Line, Saintfield. Doreen Muskett MBE, Lawrence Murphy, David Lindsay, Vivien Lovell, Joe Mahon and Gareth Morgan.



Best of the Best: Randalstown.  
Doreen Muskett MBE, James McKeown, Mairead Cleary, Moore Blair, The Mayor Cllr. Neil Kelly, Joe Mahon, Clare Conway, Paul Mawhinney and Helen Boyd.



Best Kept Small Village: Runner Up - Ballynure.  
Doreen Muskett MBE, The Mayor, Cllr. Neil Kelly, Clare Conway, Richard Wallace, Joe Mahon and Isobel Wallace, Victor Campbell.



Best Kept Small Village: Donaghmore.  
Doreen Muskett MBE, Cllr. Wesley Brown, Sammy Wilson, Clare Conway, Angela Mullan, Joe Mahon and Sheila Donaghy.



Best Kept Large Village: Runner Up - Ahoghill.  
Doreen Muskett MBE, Ann McKay, Wallace Elder, Joe Mahon, Annella McKay and Clare Conway.



Best Kept Large Village: Royal Hillsborough.  
Doreen Muskett MBE, Clare Conway, Ken McEntee, Eddie McLaughlin, Dawn McEntee, Joe Mahon, Cllr. Jonathan Craig and Mark Rogan.



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**Best Kept Small Town: Runner Up - Donaghadee.**  
Doreen Muskett MBE, Clare Conway, Alastair Kerr and Joe Mahon.



**Best Kept Medium Town: Comber**  
Doreen Muskett MBE, Clare Conway, Jennifer Patterson, Alastair Kerr, Betty Ritchie, Joe Mahon and Roy Murray.



**Best Kept Small Town: Randalstown.**  
Doreen Muskett MBE, Helen Boyd, Clare Conway, The Mayor Cllr. Neil Kelly, Joe Mahon and Moore Blair.



**Best Kept Community Hero Award: Una Cooper, Culmore Community Partnership.**  
Doreen Muskett MBE, Clare Conway, Una Cooper, Ann McDuff and Joe Mahon.



**Best Kept Large Town: Runner Up - Antrim.**  
Doreen Muskett MBE, The Mayor, Cllr. Neil Kelly, Clare Conway, Paul Mawhinney and Joe Mahon.



**Best Kept Large Town: Omagh.**  
Doreen Muskett MBE, Gavin Mannix, Clare Conway, Cllr John McClaughry and Joe Mahon.



**Best Kept City: Derry.**  
Doreen Muskett MBE, Kelvin Shields, Clare Conway, The Deputy Mayor Darren Guy, Joe Mahon and Willian Ferguson.



**Best Kept Presidents Award: NIHE Beehives on Roof.**  
Doreen Muskett MBE, Clare Conway, David Lindsay, Shane Conlon and Joe Mahon.



**Best Kept Most Improved: Swatragh.**  
Doreen Muskett MBE, Siobhan Friel, Clare Conway, Cllr. Wesley Brown, Lucy Kearney, Joe Mahon, Kate Guy and Dermot Friel.



**Best Kept Welcome: Drumlegagh.**  
Doreen Muskett MBE, Judy Lafferty, Mona Allen, Ivan Wallace, Clare Conway and Joe Mahon.



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**Belfast**  
City Council

PEOPLE AND COMMUNITIES COMMITTEE

<b>Subject:</b>	Waste Workshop
<b>Date:</b>	4 February 2025
<b>Reporting Officer:</b>	Stephen Leonard – Director of Resources, Fleet and OSS
<b>Contact Officer:</b>	John McConnell, City Services Manager, Resources and Fleet

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="text"/>	
<ol style="list-style-type: none"> <li>1. Information relating to any individual</li> <li>2. Information likely to reveal the identity of an individual</li> <li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li> <li>4. Information in connection with any labour relations matter</li> <li>5. Information in relation to which a claim to legal professional privilege could be maintained</li> <li>6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction</li> <li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li> </ol>	
If Yes, when will the report become unrestricted?	
After Committee Decision After Council Decision Sometime in the future Never	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	The purpose of this report is to update Committee on arrangements for a waste workshop on 5 <sup>th</sup> March 2025 to which it is proposed that all elected members will be invited.
<b>2.0</b>	<b>Recommendation</b>
2.1	Committee are asked to note the information outlined in this report.
<b>3.0</b>	<b>Main Report</b>
3.1	Members will recall that a Resources and Fleet report was presented to the December 2024 meeting of People and Communities Committee which outlined updates on a number of key projects and areas of work.
3.2	Further to discussion of the report, it was agreed to support, in principle, the proposal to develop and introduce a Waste Access and Acceptance Policy for Household Waste Recycling Centres, subject to the hosting of a workshop to examine a full range of options for this proposal in conjunction with other relevant agencies, bodies and local authorities to be determined.
3.3	Following review of the potential content and format of the workshop, officers considered that it would be beneficial for an internal workshop in the first instance to allow for an increased understanding of Members' views on the proposed Waste Access and Acceptance Policy, and to allow for officers to work through potential solutions in advance of inviting the views of external agencies.
3.4	Officers will present relevant background, context and performance information, outline recent challenges and pressures, seek views on potential solutions and agree the next steps ahead of the external workshop.
3.5	It is therefore proposed that this internal workshop takes place on Wednesday 5 <sup>th</sup> March 2025 at 5.15pm. If agreed, invitations will be issued by Democratic Services in due course.
<b>4.0</b>	<b>Appendices - Documents Attached</b>
	None



<b>Subject:</b>	Alleygates Phase V
<b>Date:</b>	8 February 2025
<b>Reporting Officers:</b>	David Sales, Strategic Director of City and Neighbourhood Services Nora Largey, City Solicitor
<b>Contact Officer:</b>	Stephen Leonard, Operational Director, CNS Gavin Bell, Car Park Manager Conor Bayne, Solicitor, Legal Services

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<p><b>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</b></p> <p><b>Insert number</b></p> <ol style="list-style-type: none"> <li>1. Information relating to any individual</li> <li>2. Information likely to reveal the identity of an individual</li> <li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li> <li>4. Information in connection with any labour relations matter</li> <li>5. Information in relation to which a claim to legal professional privilege could be maintained</li> <li>6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction</li> <li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li> </ol>	
<p><b>If Yes, when will the report become unrestricted?</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p><b>After Committee Decision</b></p> <p><b>After Council Decision</b></p> <p><b>Sometime in the future</b></p> <p><b>Never</b></p> </div> <div style="width: 35%; text-align: center;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> </div>	

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	This report provides an update on the Alleygate Phase V Programme.
<b>2.0</b>	<b>Recommendation</b>
2.1	Members are asked to note the contents of this report and approve the enacting of the legislation.
<b>3.0</b>	<b>Main Report</b>
3.1	Progress has been made with the commencement of the installation of Phase 5a. There had been logistical issues for the contractor in December as they attempted to get vehicles and plant to the locations due to parked cars and traffic.
3.2	The Notice of Intention for those streets meeting the threshold in Phase 5b was advertised on Friday 29 <sup>th</sup> of November for the period of 30 days, for representations and objections. Appendix 1
3.3	There were three representations made, two regarding the locations (Appendix 2, 3 & 4 attached) of the gates one asking for assistance in securing an additional entrance into the alleyway. These representations have been acknowledged and resolved.
3.4	There were two objections (Appendix 5 & 6 attached) received to the Phase 5b Notice of intention. One citing: Rights of way, consideration of alternatives for gates and the impact of alleygates on cyclists and the lack of cycling lane provision on street. This included a petition for cycling lanes to be implemented within the area. The second cited the location of gate to the side of the property and a perceived problem with the retrieval of bins following the installation of gates.
3.5	An Officer has emailed the objector in Walmer Street (no address or contact number supplied) to inform them that cycling lanes are not the remit of Belfast City Council, however we will write to the Department for Infrastructure and liaise with colleagues in the active travel unit, to highlight residents' concerns, regarding cycling within the Ormeau area. However, it is our belief that the gates will benefit the whole community at this location and assist in reducing ASB. It should be noted that the majority of those signing the petition lived outside the Walmer Street area. We have had no further correspondence from the objector.
3.6	A letter to the objector in Northwood Street was sent to update them that the location of the gate would be set back to a point within the alleyway beyond the low wall and out of the sight of the objector. It was also noted that we would work with our colleagues in Waste Management to overcome any issues regarding the retrieval of bins following their collections. Further correspondence was received from the objector and discussions are ongoing with them in an attempt to allay their concerns.
3.7	Legal Services have confirmed that the guidance for promoters of Alleygate schemes (Part 6A of the Roads (NI) Order 1993) has been followed correctly. The guidelines note "Genuine concerns of crime and ASB should generally outweigh opposition from those non-residents"; the "right of way will only be suspended rather than revoked under this legislation" and the road "facilitates crime or antisocial behaviour." No objections have been received from service providers or any owners of cables, wires, mains, pipes, or any other apparatus and therefore do not need to hold a local inquiry, under the DfI guidance. Members should note that these objectors still could Judicially Review the process should they remain unhappy.



3.8	Belfast City Council are not legally required to conduct a local inquiry (Appendix 7) as no objections have been received from service providers or any owners of cables, wires, mains, pipes, or any other apparatus in accordance with the legislation and associated guidance. Furthermore, as indicated in the guidance, as most of the objections received are from persons outside the affected streets, the prevalence of crime and ASB outweighs opposition from non-residents. To this extent Officers are proposing that the gating order be enacted.
3.9	<b><u>Financial &amp; Resource Implications</u></b> All associated costs are covered within existing budget estimates.
3.10	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b> No Good Relations or Equality issues.
<b>4.0</b>	<b>Appendices - Documents Attached</b>
	Appendix 1 – Draft Order and Notice Phase 5a - RESTRICTED Appendix 2 – Alleygating Local Enquiry Terms of Reference – RESTRICTED

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<b>Subject:</b>	Summer Schemes – Additional Needs
<b>Date:</b>	4 February 2025
<b>Reporting Officer:</b>	Jim Girvan, Director of Neighbourhood Services
<b>Contact Officer:</b>	Cormac McCann, Lead Officer, Community Provision Lisa Wilson, Community Services Unit Manager

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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Insert number

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If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

☐  
☐  
☐  
☐

## Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.0	<b>Purpose of Report/Summary of Main Issues</b>																						
1.1	To provide committee with information on 2024 pilot funding to summer schemes for children with additional needs and proposed funding in 2025.																						
2.0	<b>Recommendation</b>																						
2.1	<p>Members are requested to:</p> <ul style="list-style-type: none"> <li>Consider the contents of the report which describes the impact of the pilot funding to summer schemes for children with additional needs.</li> <li>Agree to promote £80,000 funding for summer schemes for children with additional needs, with an amount of £20,000 to be available to groups in north, south, east and west Belfast.</li> <li>Approve the eligibility criteria for applications.</li> </ul>																						
3.0	<b>Main Report</b>																						
3.1	<b>Background</b>																						
3.2	<p><u>Pilot Funding for Children with Additional Needs</u></p> <p>A report proposing enhanced summer scheme provision was brought to the February 2024 meeting of the People and Communities Committee and an amount of £80,000 was approved through Strategic Policy and Resources committee to support provision across each of the four areas of the city with decisions to be approved through the Area Based Working Groups. The table below indicates the funding offered to each organisation.</p> <table border="1"> <thead> <tr> <th>Provider</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Sólás</td><td>£12,480</td></tr> <tr> <td>Belvoir ASD Support Group</td><td>£7,520</td></tr> <tr> <td>174 Trust</td><td>£13,771</td></tr> <tr> <td>Cedar Lodge School</td><td>£6,725</td></tr> <tr> <td>Kids Together</td><td>£9,100</td></tr> <tr> <td>St. Gerard's School</td><td>£9,500</td></tr> <tr> <td>Snowflakes</td><td>£2,800</td></tr> <tr> <td>Ledley Hall Trust</td><td>£8,538</td></tr> <tr> <td>Mencap</td><td>£10,000</td></tr> <tr> <td></td><td><b>£79,984</b></td></tr> </tbody> </table>	Provider	Amount	Sólás	£12,480	Belvoir ASD Support Group	£7,520	174 Trust	£13,771	Cedar Lodge School	£6,725	Kids Together	£9,100	St. Gerard's School	£9,500	Snowflakes	£2,800	Ledley Hall Trust	£8,538	Mencap	£10,000		<b>£79,984</b>
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3.3	Officers have continued to work alongside the delivery organisations, with eight of the nine organisations completing delivery, reporting on finance and performance, and receiving their funding in accordance with letters of offer. Reporting and final payment has not yet been completed by Ledley Hall Trust.																						
3.4	Delivery organisations applied a range of delivery methods based on their internal resources and specific needs of their target group. Data compiled to date, which does not include a return from Ledley Hall, confirms that the pilot scheme afforded a welcome opportunity for the organisations to provide high quality provision for 294 unique individuals with a total of 2,335 participations recorded across all sessions.																						
3.5	<p><u>Allocation Model for 2025</u></p> <p>The purpose of the funding is to enhance provision within the sector and will be available to support participation for those who cannot access any other summer scheme, programmes or services during the summer months due to support needs.</p>																						



3.6	<p>It is recommended that a total amount of £20,000 is allocated per area, north, south, east and west Belfast. Applicants will be required to submit a proposal demonstrating all of the following opportunities, along with a proposed budget;</p> <ol style="list-style-type: none"> <li>1. Participate in activities to improve health and well-being</li> <li>2. Learn new skills</li> <li>3. Participate in assorted physical activities (indoor or outdoor environments)</li> <li>4. Provide educational and learning opportunities</li> <li>5. Access to social activities</li> <li>6. Communication - listening, speaking and understanding</li> </ol> <p>Detail on funding eligibility is provided in appendix 1.</p>
3.7	<p><b><u>Financial &amp; Resource Implications</u></b></p> <p>Delivery of funding to summer schemes for children with additional needs in summer 2025 will require £80,000 to be allocated to Departmental budget estimates and a growth proposal has been submitted to support this.</p>
3.8	<p><b><u>Equality or Good Relations Implications</u></b></p> <p>This report proposes funding schemes which are designed to support improved outcomes for under-represented groups, specifically children with additional needs.</p>
4.0	<b>Appendices - Documents Attached</b>
4.1	Appendix 1 - Purpose of funding and eligibility

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## Guidance Notes for Applicants

### **1.0 Introduction to Summer Scheme for Children with disabilities and/or additional needs.**

- 1.1 Purpose of the fund
- 1.2 Project criteria
- 1.3 Grant Award Amounts
- 1.4 Who can apply?
- 1.5 What can be funded.
- 1.6 What cannot be funded.

### **2.0 General Information**

- 2.1. Key dates
- 2.2. Filling in the form and how we assess your application.
  - 2.2.1. Your Organisation
  - 2.2.2. Your Project
    - 2.2.2.1. Declarations and confirmations
  - 2.2.3. Criteria for our decision making
  - 2.2.4. Project Expenditure
  - 2.2.5. Procurement

### **3. What happens next**

- 3.1. Letter of Offer
- 3.2. Paying the funds
- 3.3. Monitoring and reporting
- 3.4. Marketing and promotion

## 1.1 Purpose of the grant

The purpose of this grant is to support local community, voluntary organisations and Special education schools to run a summer scheme for children and young people between 5 and 17 years of age with disabilities and/or additional needs who have restricted/limited access to any other summer scheme, programmes, or services during the summer months due to support needs.

This grant supports work that removes barriers to access (conditions or obstacles that prevent children with disabilities and/or additional needs from using or accessing services and resources as effectively as children without disabilities) and the programme should meet the needs of children with disabilities and/or additional needs, demonstrate how participants will benefit, provide suitable programming, and increase the overall number of additional needs summer scheme places available across Belfast.

## 1.2 Project Criteria

Funded activity must occur between 30 June 2025 and 29<sup>th</sup> August 2025 and should have a minimum length of 5 days. Any activity outside these timescales will not be eligible for funding.

The programme must be age appropriate and take the range of abilities, needs and interests of the children and young people into consideration.

The children and young people who participate in the summer scheme with disabilities and/or additional needs should benefit as detailed below.

1. Participate in activities to improve health and well-being	Suggestions include: Physical activity/exercise Mental health Healthy diet/nutrition Sensory activity
2. Learn new skills	Provide opportunities for children to experience new topics/activities. Provide taster sessions or activities that will be new to the children and young people.
3. Participate in assorted physical activities (indoor or outdoor environments)	to suit age, need, ability and stage of development.
4. Provide educational and learning opportunities	activities to stimulate, interest, nurture, and support child development

5. Access to Social activities	engage socially and take part in activities
6. Communication - listening, speaking, and understanding	supporting children's communication needs

### 1.3 Number of applications and grant Award Amounts

Each organisation can only make one application to the Summer Scheme Grant for Children with disabilities and/or additional needs and the small grants summer scheme programme. The organisation cannot submit more than one application for the same programme.

The Summer Scheme Grant for Children with disabilities and/or additional needs 2025-26 can provide funding from a minimum of £1,000 up to a maximum grant of £20,000

Please note that applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change. Grant funding is limited. Even if an application scores highly, we cannot guarantee funding.

### 1.4 Who can apply?

Formally constituted local community, voluntary and statutory organisations whose primary purpose is to support children or adults who have disabilities and/or additional needs. This should be stated in the organisations governing document.

The organisation applying for the grant must be based within and deliver the Summer Scheme within the City of Belfast boundary.

Your organisation must also be able to provide the following at the submission of the application:

- a fully completed application form submitted to xxxxxxxx
- Governing document - a copy of your constitution or memorandum and articles of association or school (EA) Governance document. If it is a constitution, it must be signed and dated as adopted by the Chairperson at the time or the current chairperson to confirm its your organisation's constitution.
- Bank statements - copies of your organisation's most recent **3 months** bank statements. The bank statements must show your organisation's name as the name of the account.

- Annual accounts – copy of your organisation’s most recent, current, signed annual accounts. This document must be signed by the Chairperson or Treasurer to confirm it is your organisation’s accounts. The accounts must be no more than 18 months old.
- Policy confirmations - To be eligible for funding, your organisation must also have the following policies in place, Child protection and Equality and Disability policy.

## **1.5 What can be funded**

The grant will provide funding for costs to support your organisation’s delivery of the Summer Scheme for Children with disabilities and/or additional needs to include:

- Transport costs to include bus hire or if your organisation owns its own minibus, we will not pay commercial hire rates for its use in the project. We will pay a maximum mileage rate based on local government rate which includes insurance, maintenance, and fuel use. Petrol receipts must be supported by detailed mileage claims.
- Admission/entrance fees up to that are no more than £20 per person per session unless agreed in advance and forms part of the Letter of Offer.
- Tutors / entertainers.
- Materials and small play equipment.
- Room hire.
- Small scale hospitality i.e. snacks or light refreshments.
- Staff costs (for example, additional hours, casual/agency staff, and so on) that must be for administrative/staff costs and/or running costs directly incurred in the planning and delivery of the proposed activity.
- Internal costs - costs for use of own facilities or internal charges within an organisation (notional costs) will only be eligible if they are normally used for commercial activity. If you are also in receipt of a grant that contributes to the running of your building, and you have now also been awarded funding towards these costs through the small grants you must notify your BCC Project Officer. You will also be asked to provide confirmation of this when you complete project monitoring.
- Volunteer expenses – Volunteers can be reimbursed for expense incurred during their volunteering for the summer scheme project. These costs should be genuine and necessary for the role. Adequate records should be kept of the expenses e.g. receipts, travel tickets and can include travel to and from the organisation and meals while volunteering to a limit of £10 per day.
- Cash payments - a limit of £20 per cash transaction. Any items of project expenditure more than £20 should be paid for by organisation cheque, BACs, debit, or credit card.

Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also

offer you less than the amount you applied for. To make sure you provide value for money, we can cap any project costs we are funding. If you are successful, these costs will be shown in the letter of offer, for example, facilitators, residentials, catering, and so on.

### **1.6 What cannot be funded.**

The following projects and costs are not eligible for funding: -

- have no significant benefit to the Belfast City Council area.
- provide no potential benefit to the public, either in the short or long term.
- could be carried out on a commercial basis.
- duplicate what already exists.
- are charity or fundraising events or activities.
- are of a party-political nature.
- promote a particular religion.
- are against Belfast City Council policy. For example, we do not allow balloon or Chinese lantern releases as they are against our environmental policy.
- Where alternative funding is available, appropriate and accessible from another statutory funding body
- Overheads/core costs allocated or apportioned at rates more than those used for any similar work you carry out and other than administrative/staff costs and/or running costs directly and necessarily incurred in the delivery of the proposed activity
- Building/capital costs (including equipment exceeding £1,000).
- Costs which are not clearly linked to the project.
- Costs that are associated with filling in this application form.
- Costs that are poor value for money, or that are bought from outside of Belfast City Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Costs related to private or unfunded pensions.
- Reclaimable VAT
- Flags and bunting.
- Alcohol, gratuities, gifts, donations, competition entry, prizes, and trophies
- Equipment costs unless they have an ongoing use throughout the project and are essential and necessary to complete the project.
- Loan Repayments, Bank interest charges, referral fees and foreign currency transaction charges.
- On-going Licence Fees
- Costs towards utility or fuel support for beneficiaries.

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<b>Subject:</b>	Community Summer Schemes
<b>Date:</b>	4 February 2025
<b>Reporting Officer:</b>	Jim Girvan, Director of Neighbourhood Services
<b>Contact Officer:</b>	Cormac Mc Cann, Lead Officer Community Provision Lisa Wilson, Community Services Unit Manager

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

☐  
☐  
☐  
☐

Call-in

Yes

☐

No

☐

Is the decision eligible for Call-in?	
<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	To provide Committee with information on delivery of community centre summer schemes and seek approval for open access registration and reinstatement of fees.
<b>2.0</b>	<b>Recommendation</b>
2.1	Members are requested to: <ul style="list-style-type: none"> <li>• Confirm that registration is open access for Belfast residents.</li> <li>• Agree re-introduction of registration charge in the amount of £1 per hour of registration.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	<b>Background</b>
3.2	<u>Community Centre Summer Schemes</u> Community Centre summer schemes are delivered in each of Council's 27 directly managed community centres during July and August. Each scheme has an Assistant Community Development Officer who designs a programme to cater for children between five and 11 years of age, with either two hours or four hours per day available for the two-week schemes.
3.3	<u>Programming</u> Each Community Centre Summer Scheme programme included in-centre activities such as baking, arts and crafts, board games and sports as well as having facilitators coming to each facility and delivering a wide range of workshops such as sports, arts, and crafts, environmental, technological and environmental sessions. Each centre also delivered an out of centre programme which included trips to parks, play and activity centres, forests, and areas of nature as well as local tourist destinations.
3.4	<u>Staffing</u> Each centre's programme is delivered in line with appropriate supervision ratios and our staff teams are supported by recruitment of 45 temporary assistants. The number of staff at each site and the age of the participants determines the number of places available at registration.
3.5	<u>Registration</u> Registration takes place at the start of May and is administered at each location. Promotion is carried out locally to include posters in the community centres, local shops, schools and facilities, advisory information is sent to the local community and voluntary sector organisations and to parents of children who attend programmes within the community centres. Places are provided on a first come first served basis and the scheme is open to all children aged P1-P7 who reside in the Belfast City Council area. Each child is only permitted to attend at one location. Demand regularly exceeds supply at each location and following registration. A total of 841 children were registered, with 88 children placed on waiting lists. Registration detail shows that 145 children were from minority ethnic backgrounds and 137 children had additional needs.
3.6	<u>Open access</u> At two sites, complaints were received about registration criteria. In both cases the complainants believed that registration at those sites should be limited to people living in specific neighbourhoods. Officers responded to the complaints confirming that registration at each site is available for all Belfast residents. Local access criteria would limit registration to children living in neighbourhoods where there is local community centre.

3.7	<p><b><u>Registration fee</u></b></p> <p>Departmental estimates include an income target, there has been no income from community summer schemes since 2019. In 2021 when this service was re-instated post pandemic, it was agreed that the registration fee would not be levied as a mitigation to support return to normal. As demand for places has now returned to full capacity a fee should be reintroduced at £1 per hour, equivalent to £10 per week for a morning or afternoon scheme and £20 per week for a morning plus afternoon scheme. This will support achievement of income targets and ensure the budget is available to continue to offer provision at current levels.</p>
3.8	<p><b><u>Financial &amp; Resource Implications</u></b></p> <p>The reintroduction of charges for community centre summer schemes will support the achievement of agreed income targets.</p>
3.9	<p><b><u>Equality or Good Relations Implications</u></b></p> <p>The community centre summer schemes are designed to support improved outcomes for under-represented groups, primarily children, and children from ethnic minority backgrounds and children with additional needs.</p>
<b>4.0</b>	<b>Appendices - Documents Attached</b>
4.1	None

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<b>Subject:</b>	Independently Managed Community Centres Funding
<b>Date:</b>	4 <sup>th</sup> February 2025
<b>Reporting Officer:</b>	Jim Girvan, Director of Neighbourhood Services
<b>Contact Officer:</b>	Cormac McCann, Lead Officer – Community Provision

Is this report restricted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>								
<b>1.1</b>	<p>To seek authority to pay:</p> <ul style="list-style-type: none"> <li>Independently Managed Community Centres (IMCCs) awards for the 2024/25 funding period</li> <li>An annual Consumer Price Index increase (CPI) award to IMCCs.</li> </ul>								
<b>2.0</b>	<b>Recommendations</b>								
<b>2.1</b>	<p>That authority is given to;</p> <ul style="list-style-type: none"> <li>pay annual revenue awards for the 2025/26 funding period to seven IMCC's including the annual CPI increase. Award amounts will increase each year requiring Committee authorisation.</li> <li>Make separate payments of the CPI increase where applicable following its confirmation April/May 2025.</li> </ul>								
<b>3.0</b>	<b>Main report</b>								
	<b>Key Issues</b>								
3.1	Members will recall Council has long standing arrangements in place to provide financial support to 7 Council community centres that are managed independently by the community sector.								
3.2	As part of the rate setting process for 2020/21, Committee agreed the allocation to IMCC's would be subject annually to any CPI increase to be applied on issue of Letter of Offer. However, as CPI details may not be available until April/May 2025 some CPI payments will be paid separately from the award. A clause will be included in all funding agreements to allow for the processing of the CPI increase payment when the details are available.								
3.3	The 2024/25 individual allocations to IMCC's are below. CPI increase to be added when available April/May 2025.								
	<table> <tr> <th>Independently Managed Centres</th><th>Amount</th></tr> <tr> <td>Shaftesbury Recreation Centre</td><td>£71,552.46</td></tr> <tr> <td>Grosvenor Recreation Centre</td><td>£71,552.46</td></tr> <tr> <td>Ballymacarrett Recreation Centre</td><td>£71,552.46</td></tr> </table>	Independently Managed Centres	Amount	Shaftesbury Recreation Centre	£71,552.46	Grosvenor Recreation Centre	£71,552.46	Ballymacarrett Recreation Centre	£71,552.46
Independently Managed Centres	Amount								
Shaftesbury Recreation Centre	£71,552.46								
Grosvenor Recreation Centre	£71,552.46								
Ballymacarrett Recreation Centre	£71,552.46								

	Denmark Street Community Centre	£24,811.86
	Carrick Hill Community Centre	£39,485.03
	Sally Gardens	£71,552.46
	Hanwood Trust	£71,552.46
	<b>Total</b>	<b>£422,059.19</b>
3.4	<u>Compliance with reporting requirements</u> The offer of award listed for Ballymacarrett Recreation Centre will be subject to the Agreement Holder complying with the reporting requirements from the 2024 – 2025 Letter of Offer. Officers continue to regularly offer support to the organisation, however Council has not received the appropriate reporting returns to enable payment of any of the 2024 – 2025 funding. Officers have written to the Agreement holders reminding them of their responsibilities and the risk to their funding and future implications.	
3.5	<b><u>Financial Implications</u></b> Annual awards to IMCC's including CPI are contained within approved budgets and factored into future budgeting/forecasting processes.	
3.6	<b><u>Equality or Good Relations Implications and Rural Needs Assessment</u></b> This will be considered throughout and any appropriate issues highlighted to Members. Any amendments to existing scheme or new scheme will be considered in the context of any equality/Good Relations and rural needs considerations.	
4.0	<b>Documents attached</b>	
	None.	



<b>Subject:</b>	Resources and Fleet Project Updates – Expansion of Glass Collections and Introduction of Smaller Vehicles for Difficult to Access Streets
<b>Date:</b>	4th February 2025
<b>Reporting Officer:</b>	Stephen Leonard, Director of Resources, Fleet and OSS
<b>Contact Officer:</b>	John McConnell, City Services Manager (Resources and Fleet)

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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☐  
☐  
☐

## Call-in

Is the decision eligible for Call-in?

Yes

☒

No

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**1.0 Purpose of Report/Summary of Main Issues**

1.1	The purpose of this report is to update Members on the roll out of the first phase of the expansion of glass collections which commenced on 27 <sup>th</sup> January 2025.
<b>2.0</b>	<b>Recommendation</b>
2.1	Members are requested to note the contents of the report.
<b>3.0</b>	<b>Main Report</b>
3.1	<b><u>Expansion of Kerbside glass collections</u></b>
3.2	Members will be aware of the ongoing work to deliver phase 1 of the expansion of the kerbside glass collection scheme. As previously reported, this phase will cover approximately 23,000 households in the east, south and west of the city, including the circa 3000 LGR transfer households who were switched to a blue bin scheme during the Local Government Reform transfer and therefore their kerbside glass service was discontinued at that time.
3.3	The project, which is part funded by DAERA, intends to expand the service to all remaining Council Households in phases 2 and 3 in 2025/26 and 2026/27, subject to further funding being agreed by Council.
3.4	The project will improve access to kerbside services and increase the amount of household waste that can be recycled and drive improved circularity of materials, which will be processed locally in Northern Ireland.
3.5	The current kerbside glass service will be expanded to include two additional vehicles and two additional crews. They will collect 44 litre boxes from households and shared 240 litre communal glass bins from apartments every two weeks. Each crew and vehicle will service 10 routes across a fortnightly cycle, meaning 20 additional routes in total. A total of 22,597 households will receive glass collections as part of this expansion phase.
3.6	<p><b><u>Individual Households</u></b></p> <p>The Resource and Fleet Service began the operational rollout of the expanded service on 27 January 2025. For all of the service expansion for individual households there will be a rollout plan with three elements</p> <ul style="list-style-type: none"> <li>• Firstly, The Resource Advisor Team will begin hand delivering communications to every address, in route onboarding sequence to residents, outlining how the scheme</li> </ul>



	<p>works (example letter in <b>Appendix 1</b>), when to expect their new container and when to expect their first collection.</p> <ul style="list-style-type: none"> <li>• Next the BCC contractor will deliver 44 litre boxes to households within 3-6 working days after letters are delivered. The boxes delivered will also contain a leaflet giving more information and QR code if needed, which will allow the resident to check their collection day (<b>Appendix 2</b>). Corporate Comms will also provide communications support through social media and web updates.</li> <li>• Finally, collections will begin. For those residents receiving letters week commencing 27<sup>th</sup> of January, glass collections will commence on 10<sup>th</sup> February. It is envisaged that all individual households will be fully onboarded and receiving fortnightly collections by week commencing 7<sup>th</sup> March.</li> </ul> <p><b><u>Apartments</u></b></p>
3.7	In relation to apartments, those apartments within phase 1 which have already been assessed in advance to have communal bins, will be onboarded separately.
3.8	The BCC contractor will deliver bins to these 72 sites week commencing Monday 3 March with communications rolled out to sites by the Resource Advisor team. The apartments collections will commence between 10 March and 21 March. After this point, the service will be fully onboarded and become “business as usual”.
3.9	<p><b>Financial and Resource Implications</b></p> <p>In relation to the expansion of glass collections, DAERA will 50/50 match fund the agreed capital requirements as agreed in their Letter of Offer, subject to the Memorandum of Understanding having been agreed by the Council.</p>
3.10	<p><b>Equality or Good Relations Implications/Rural Needs Assessment</b></p> <p>None</p>
	<b>Appendices - Documents Attached</b>
4.1	<b>Appendix 1 Sample Letter to residents</b>

**City & Neighbourhood Services Department**

City Services – Resources & Fleet

Your reference: DT/BM

Our reference: Glass 4 B Friday

Date: As Posted

Dear Resident,

**Re: Expansion of kerbside glass collections**

We are pleased to advise that your property will be receiving a new fortnightly kerbside glass collection service. This will allow residents to easily recycle empty glass bottles and jars from the kerbside.

Our contractor will deliver a 44-litre purple box with lid within 7 days of receiving this letter. The new box will also contain a leaflet explaining how the scheme will work. You can then start to use your new glass recycling box.

The first collections of your glass recycling box will be:

**Friday 14 February 2025  
Friday 28 February 2025  
Friday 14 March 2025  
and fortnightly on a Friday thereafter.**

Please place your glass recycling box with lid on the kerbside at your normal collection point by 7am on your collection day. It is important that the lid is secured, and your box contains no broken glass, ceramics or pyrex, or it may not be collected. These materials should be disposed of carefully in your general waste bin. Crews will empty your container and return it to your collection point. If you are due a collection on a bank holiday, please check <https://www.belfastcity.gov.uk/holidayarrangements> for alternative collection dates.

The scheme aims to deliver environmental benefits and at the same time support local jobs through the processing of the material.

Our plan is to roll this scheme out over the next 3 years to all households without a glass collection, subject to funding. The initiative is jointly funded by the Council and DAERA through the Household Waste Recycling Collaborative Change Programme.

You can email [waste@belfastcity.gov.uk](mailto:waste@belfastcity.gov.uk) or visit our website on [www.belfastcity.gov.uk/glass-recycling](http://www.belfastcity.gov.uk/glass-recycling) where you will find more information on the new service. Missed collections or any issues can be reported online or by contacting the Customer Hub on **0800 032 8100**.

Please keep this letter handy to remind you of when the changes are happening and of your new collection day. Thank you for helping make Belfast a more sustainable city, protecting our environment and supporting local jobs.

Yours faithfully,

Resources and Fleet Team

**Belfast City Council**, City & Neighbourhood Services Department  
The Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP  
Telephone: 02890 320202  
Email: [waste@belfastcity.gov.uk](mailto:waste@belfastcity.gov.uk)  
Telephone for people who are deaf or hearing impaired: 028 9027 0405



**Belfast  
City Council**

Part-funded by:



**DAERA**  
Department of Agriculture,  
Environment and Rural Affairs

An Roinn Talmhaíochta,  
Comhshaoil agus Gnóthaí  
Tuaithe

Department o' Fairmin,  
Environment an' Kintra  
Matthers

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

# Glass recycling at home

To recycle glass bottles and jars, you must use the 44-litre recycling box we provide. Glass must be secured in the box with the lid on. Don't put broken glass in the recycling box. You should place this in the general waste bin.

- Lid must be used for safety.
- No broken glass bottles or jars.



For more information call **028 9032 0202** or email **waste@belfastcity.gov.uk**



Find your collection day at: **[www.belfastcity.gov.uk/waste](http://www.belfastcity.gov.uk/waste)**  
or scan the QR code below.



Department of  
**Agriculture, Environment  
and Rural Affairs**



**Belfast  
City Council**

**[www.belfastcity.gov.uk/bins](http://www.belfastcity.gov.uk/bins)**

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Subject:	Temporary Closure of Park Road and Palmerston Road recycling centres for repair works
Date:	4 <sup>th</sup> February 2025
Reporting Officer:	Stephen Leonard, Director of Resources, Fleet and OSS
Contact Officer:	John McConnell – City Services Manager Resources & Fleet

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to inform members of the phased, temporary closure of the Household Waste Recycling Centres at Park Road (Ormeau) and Palmerston Road Alexandra Park. This is required in order to carry out essential repairs to the service bays to maintain health & safety on site and long-term service continuity.
<b>2.0</b>	<b>Recommendations</b>
2.1	Members are asked to note the contents of the report and the alternative arrangements that will be available to residents during temporary closure of the affected sites.

<b>3.0</b>	<b>Main report</b>
3.1	Members will be aware that a series of repair works have taken place at the Household Waste Recycling Centres (HWRCs) over the years in order to maintain the integrity of the surface of the service bays. The most recent works involved the installation of steel plates in the concrete floor of the bay at Alexandra HWRC which was carried out in October 2024.
3.2	The HWRCs at Park Road and Palmerston Road remain outstanding and there is a window of opportunity to complete these essential works during February & March 2025.
3.3	The works are required in order to address concrete degradation within the service bay containing the compactors and skips. This presents increasing safety concerns for both staff and service contractors when using equipment within the service bay. In the longer term the repair works will ensure service continuity, as failure to address the issue would lead to further degradation and the cessation of operations resulting in site closure.
3.4	It is therefore essential that these repairs are completed as urgently as possible and unfortunately it is not possible to complete any work whilst continuing to provide a service from the site. Accordingly, the sites will have to be completely closed during the repair period.
3.5	The temporary closures will be phased so that residents will have alternative facilities available to deposit their waste. The temporary closure to Park Road (Ormeau) HWRC will be from 16 February to 9 March inclusive and for Palmerston it will be 9 <sup>th</sup> March to 31 March inclusive. These timescales may be affected by weather conditions but the reopening dates will be kept under constant review and any changes (weather and works dependent) will be communicated via the Council's social media platforms.
3.6	It is proposed that the attached letters (Appendix 1) will be issued to all elected members to advise of the temporary closures and the Marketing and Communication Team will publicise the closure to residents through the usual media channels. Signage will also be placed at the entrance to each site.
3.7	Due to the timescales involved and licencing requirements associated with waste facilities, it will not be possible to provide any 'popup' alternative sites and accordingly residents will be signposted to the other facilities across the city during this period.
	<b><u>Financial and Resource Implications</u></b>
3.8	The associated repairs costs will be met from within existing budgets.
	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b>
3.9	There are no equality, good relations or rural needs assessments associated with this report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendices 1 and 2 – Draft letters for Members notifying of temporary closure of Park Road and Palmerston HWRC
<b>5.0</b>	<b>Abbreviations</b> HWRC – Household Waste Recycling Centre



Your reference JMcC/JB

Our reference

Date

Cllr <xxxxxx>  
c/o. Members' Room  
City Hall  
Belfast  
BT1 5GS

Dear Councillor <xxxxxx>,

**RE: Temporary closure to Park Road (Ormeau) Household Waste Recycling Centre**

I am writing to inform you that Park Road (Ormeau), Household Waste Recycling Centre will be closed temporarily from Sunday the 16<sup>th</sup> February – 9<sup>th</sup> March 2025 inclusive, to facilitate urgent and essential safety related repair works to the concrete surface of the service bay. The site will reopen on Monday 10<sup>th</sup> March 2025.

This disruption to service and alternative sites will be communicated through the Councils website, social media platforms and by signage placed on the site entrance gate.

The nearest alternative recycling and waste facilities are located at:

Palmerston Road Recycling Centre, 2-4 Palmerston Road Belfast BT4 1QA,  
Blackstaff Way Recycling Centre, 1 Blackstaff Way Belfast BT11 9DT  
Alexandra Park Recycling Centre, 180 Alexandra Park Avenue Belfast BT15 3GJ  
Cregagh Civic Amenity site, 368 Cregagh Road, Belfast, BT6 9EY

I apologise for any inconvenience caused but the nature of the works require this course of action.  
If I can be of any further assistance, please do not hesitate contact me.

Yours sincerely

City Services Manager (Resources and Fleet)

John McConnell  
City Services - Resources & Fleet Manager

**Belfast City Council**, City & Neighbourhood Services Department  
The Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP  
Freephone: 0800 0328100  
Email: [wastemanagement@belfastcity.gov.uk](mailto:wastemanagement@belfastcity.gov.uk)  
Telephone for people who are deaf or hearing impaired: 028 9027 0405

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Your

Our reference

Date

Cllr <xxxxxx>  
c/o. Members' Room  
City Hall  
Belfast  
BT1 5GS

Dear Councillor <xxxxxx>,

**RE: Temporary closure to Palmerston Road Household Waste Recycling Centre**

I am writing to inform you that Palmerston Road, Household Waste Recycling Centre will be closed temporarily from Sunday the 9<sup>th</sup> March – 31<sup>st</sup> March 2025 inclusive, to facilitate urgent and essential safety related repair works to the concrete surface of the service bay. The site will reopen on Tuesday 1<sup>st</sup> April 2025.

This disruption to service and alternative sites will be communicated through the Council's website, social media platforms and by signage placed on the site entrance gate.

The nearest alternative recycling and waste facilities are located at:

Ormeau Recycling Centre, 6 Park Road Belfast BT7 2FX,  
Alexandra Park Recycling Centre, 180 Alexandra Park Avenue Belfast BT15 3GJ  
Blackstaff Way Recycling Centre, 1 Blackstaff Way Belfast BT11 9DT  
Cregagh Civic Amenity site, 368 Cregagh Road, Belfast, BT6 9EY

I apologise for any inconvenience caused but the nature of the works require this course of action. If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

City Services Manager (Resources and Fleet)

John McConnell  
City Services - Resources & Fleet Manager

**Belfast City Council**, City & Neighbourhood Services Department  
The Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP  
Freephone: 0800 0328100  
Email: [wastemanagement@belfastcity.gov.uk](mailto:wastemanagement@belfastcity.gov.uk)  
Telephone for people who are deaf or hearing impaired: 028 9027 0405

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<b>Subject:</b>	<b>Request for the use of Parks for 2024 Events</b>
<b>Date:</b>	4 February 2025
<b>Reporting Officer:</b>	David Sales, Strategic Director of City and Neighbourhood Services.
<b>Contact Officer:</b>	Stephen Leonard, Director of Resources, Fleet and OSS

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none"> <li>1. Information relating to any individual.</li> <li>2. Information likely to reveal the identity of an individual.</li> <li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li> <li>4. Information in connection with any labour relations matter</li> <li>5. Information in relation to which a claim to legal professional privilege could be maintained.</li> <li>6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction.</li> <li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li> </ol>	
If Yes, when will the report become unrestricted?	
After Committee Decision After Council Decision Sometime in the future Never	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	<p>The Committee is asked to note that Council has received a number of requests to hold events across our parks:</p> <ul style="list-style-type: none"> <li>• Belfast Children's Festival Family Day Out - Cathedral Gardens</li> <li>• CardioSoc Colour Run – Ormeau Park</li> <li>• Bloomfield Gospel Hall Gospel Outreach - Dixon Playing fields.</li> <li>• Darkness into Light – Ormeau Park</li> <li>• 24 Hour Run – Victoria Park</li> <li>• Belfast Memory Walk – Ormeau Park</li> <li>• Autism NI Colour Run – Ormeau Park</li> </ul>
<b>2.0</b>	<b>Recommendation</b>
2.1	<p>The Committee is asked to grant authority to the applicants for the proposed events on the dates noted; subject to the completion of the appropriate event management plans and satisfactory terms being agreed by the Director of City &amp; Neighbourhood Services and on the condition that the Event Organisers:</p> <ul style="list-style-type: none"> <li>• resolves all operational issues to the Council's satisfaction;</li> <li>• meets all statutory requirements including Public Liability Insurance cover, Health and Safety, and licensing responsibilities; and</li> <li>• shall consult with adjoining public bodies and local communities as necessary.</li> </ul>
2.2	<p>Please note that the above recommendations are taken as a pre-policy position in advance of the Council agreeing a more structured framework and policy for 'Events', which is currently being taken forward in conjunction with the Councils Commercial team.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p><b><u>Key Issues</u></b></p> <p>If agreed, the event organiser or promoters will be required in advance of the event to submit an event management plan for approval by the Council and all relevant statutory bodies. This will include an assessment of how the event will impact upon the surrounding area and measures to mitigate these impacts.</p>
3.2	<p><b><u>Belfast Children's Festival Family Day Out - Cathedral Gardens</u></b></p> <p>Belfast City Council has received a request from Young at Art to host their family day out at Cathedral Gardens during the weekend before St Patricks day. This event took place in 2024 with no issues arising from it.</p>
3.3	<p>The activities will include three music performances from local bands and singers, a magician and a live theatre &amp; comedy show. Further entertainment will include walkabout performances from the acts. The event organiser has requested access to the electric supply at Cathedral Gardens for the duration of the event. The event will be free for all to attend and is designed to have people come into the city during the festivities that are held during St Patricks Day weekend.</p>

3.4	This request will be subject to entertainment licence implications being considered by Building Control and if required the license will be transferred via appropriate legal agreement prepared by the City Solicitor
3.5	<p><b>The Key dates for the request are:</b></p> <p>Set Up – 9am, Saturday 15 March 2025  <b>Main Event – 1pm to 4pm, Saturday 15 March 2025</b>  De Rig – 5pm, Saturday 15 March 2025</p>
3.6	<p><b><u>CardioSoc Colour Run – Ormeau Park</u></b></p> <p>Belfast City Council has received a request from Queens University Belfast’s Cardiology Society to host a charity colour run at Ormeau Park. The paint that is used is washable and will not damage any areas of the park. They have requested permission to collect money on site to raise funds for the British Heart Foundation with 50% of all money raised being donated to them. The cost for participating is:</p> <ul style="list-style-type: none"> <li>• £5 for Adults</li> <li>• £3 for Children</li> <li>• £15 for groups of 4</li> </ul>
3.7	The organisers are still deciding on which charity the remaining 50% will be donated to and will inform the council of their choice prior to the event.
3.8	<p><b>The Key Dates for the request are:</b></p> <p>Set Up – 8.30am, Sunday 23<sup>rd</sup> March 2025  <b>Main Event – 10am to 1pm, Sunday 23<sup>rd</sup> March 2025</b>  De Rig – 2.30pm, Sunday 23<sup>rd</sup> March 2025</p>
3.9	<p><b><u>Bloomfield Gospel Hall Gospel Outreach - Dixon Playing fields</u></b></p> <p>Belfast City Council has received a request from Bloomfield Gospel Hall to host their annual Outreach activities at Dixon Playing fields. The church has a small congregation with around 50 members who meet in Bloomfield Gospel Hall, Woodcot Avenue. As part of their community work, they have held a number of gospel outreach events in Dixon Park in recent years. This has involved the erection of a portable hall for a number of weeks. In 2024 the council granted permission for drive-in services on Sunday evenings throughout the Spring and Summer months. In addition, the church also hosted their outreach programme Monday to Friday throughout the month of June. The organiser has informed Council that this was very well received by the local community with a number of non-members attending the services.</p>
3.10	The organiser would like to repeat the success of the last 3 years in 2025. During the Sunday evening services a small curtain-sided van will be used as a platform for the event guest speaker with low volume battery powered portable loudspeakers being used to enable the persons speaking to be heard within the carpark. The group have also requested to carry out a Summer Bible time outreach event that would include children from the local area along with Polish, Slovakian & Romanian children.
3.11	The organisers have a good working relationship with the Scirocco Football Club who use the playing fields. The football club help to advertise the services on their website and on the few occasions that football training occurs during the services, there is ample room for both groups to co-exist.

3.12	<p><b>The Key Dates for the request are:</b></p> <p><b>Sunday Evening Services</b> Sunday 6 April 2025 to Sunday 28 September 2025 – 7pm to 7.30pm</p> <p><b>Tent Outreach</b> Saturday 14 June 2025 to Friday 11 July 2025, Sundays 7pm to 8pm &amp; Monday to Friday, 8pm to 9pm</p> <p><b>Summer Bible Time</b> Monday 7 July 2025 to Thursday 10 July 2025 – 4pm to 5pm &amp; 6.30pm to 7.30pm Friday 9 August 2024 – 4pm to 8pm</p>
3.13	<p><b><u>Darkness into Light – Ormeau Park</u></b> Belfast City Council has received a request from PIPS Suicide prevention for the use of Ormeau Park to host their annual Darkness into Light Walk. Darkness into Light walk is a pre dawn walk around the 5 kilometre track in Ormeau Park. Each year the walk provides an opportunity for people to connect with their local community and to bring hope to people who have been impacted by suicide. PIPS Charity the organiser and beneficiary of this walk are a local charity who provide support and counselling to people affected by mental unwellness, suicide and self-harm.</p>
3.14	<p><b>Key Dates for the request are.</b></p> <p>Set-up – 9am, Friday 9<sup>th</sup> May 2025  <b>Main Event – 4.15am to 11am, Saturday 10<sup>th</sup> May 2025</b>  De-Rig – 9am, Saturday 10<sup>th</sup> May 2025</p>
3.15	<p>The event is due to take place out of hours and will use the main paths around the park for the 5km walk. The event organiser has requested for money to be collected on site through charity buckets. It is anticipated that there will be between 50 to 200 people attending.</p>
3.16	<p><b><u>24 Hour Run – Victoria Park</u></b> The event organiser has requested the use of Victoria Park to host the 24-hour championship race. The race is in its 14<sup>th</sup> year having moved to Victoria Park in 2016.</p>
3.17	<p>It is estimated that around 250 runners will take part. This event takes place throughout the night. In previous years there have been a number of reports of noise disturbances so Council Officers will work closely with the event organiser again this year to ensure these disturbances are mitigated.</p>
3.18	<p>As Victoria Park has 24-hour access due to forming part of the Connswater Community Greenway there are no additional operational considerations that need addressed as part of this request.</p>
3.19	<p><b>The Key Dates for the request are:</b></p> <p>Set Up – 12pm, Friday 13<sup>th</sup> June 2025  <b>Main Event – 12pm Saturday 14<sup>th</sup> June 2025 to Sunday 15<sup>th</sup> June – Official Race ends at 12pm</b>  De Rig – 3pm, Sunday 15<sup>th</sup> June 2025</p>
3.20	<p><b><u>Belfast Memory Walk – Ormeau</u></b> The Alzheimer’s Society has requested the use of Ormeau Park for their Belfast Memory Walk charity event. Belfast Memory Walk is a family friendly fundraising walk, which will raise money to provide help and hope to everyone affected by dementia. Everyone is welcome to</p>

	take part, and registration is free. Walkers can sign up on our website and will receive a fundraising pack and t-shirt in the post.
3.21	<p><b>The Key Dates for the request are:</b></p> <p>Set up – 7am to 10am, Saturday 27<sup>th</sup> September 2025  <b>Main Event – 10am to 3pm, Saturday 27<sup>th</sup> September 2025</b>  De-Rig 4.30pm , Saturday 27<sup>th</sup> September 2025</p>
3.22	On the day there will be an event site, where there will be food and drink vendors, an information stand, a merchandise stand, a Memory Tree and a stage with a Zumba warm up. There will be a long and short route around the park, meaning there will be something to suit everyone.
3.23	They have requested permission to collect donations in buckets across the stands. Their charity number is 296645.
3.24	<p><b><u>Autism NI Colour Run – Ormeau Park</u></b></p> <p>Belfast City Council has received a request from Autism NI to host a charity 5k Colour run at Ormeau Park. They have requested permission to collect money on site through the use of Charity Collection Buckets.</p>
3.25	The route they have requested to use is that of the 5k loop used for Parkrun. The event organiser will be responsible for ensuring the park is tidied and clear of any paint once the event is complete.
3.26	Their charity number is – XR22944 with 100% of the donations going to the charity.
3.27	<p><b>The Key Dates for the request are:</b></p> <p>Set Up – 9am, Sunday 27<sup>th</sup> April 2025  <b>Main Event -10am to 12pm, Sunday 27<sup>th</sup> April 2025</b>  De Rig – 1pm, Sunday 27<sup>th</sup> April 2025</p>
3.28	<p><b><u>Financial and Resource Implications</u></b></p> <p>There are no known implications.</p>
3.29	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>There are no known implications.</p>
<b>4.0</b>	<b>Appendices</b>
	None

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Subject:	Public Rights of Way
Date:	4 <sup>th</sup> February 2025
Reporting Officer:	Stephen Leonard, Director of Resources, Fleet and OSS
Contact Officer:	Duane Fitzsimons, Outdoor Recreation & Education Officer Edel Gowdy OSS Lead Officer

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Some time in the future

Never

☐  
☐  
☐  
☐

## Call-in

Is the decision eligible for Call-in?

Yes

☒

No

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<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>To provide clarification from Legal Services that the Council could commit to maintaining the surfaces and keeping the rights of way clear for:</p> <ol style="list-style-type: none"> <li>1. Upper Malone Road to Old Coach Road</li> <li>2. Old Coach Road to Malone Heights</li> <li>3. Old Coach Road to Malone Playing Fields.</li> </ol>
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>Members are asked to note that the Council is statutorily bound to assert the public rights of way, and to note the update and advice on maintaining surfaces and keeping the public rights of way clear.</p>

<b>3.0</b>	<b>Main report</b>
	<b>Background and Context</b>
3.1	<p>At People and Communities Committee in September 2024, Committee considered a report seeking approval to assert three public rights of way. The Committee agreed, in principle, to assert three Public Rights of Way on foot from:</p> <ol style="list-style-type: none"> <li>1. Upper Malone Road to Old Coach Road;</li> <li>2. Old Coach Road to Malone Heights; and</li> <li>3. Old Coach Road to Malone Playing Fields.</li> </ol>
3.2	<p>Subject to clarification being sought from Legal Services that the Council could commit to maintaining the surfaces and keeping the right of ways clear and accessible.</p>
3.3	<p>Officers have spoken with legal services and they have confirmed that the Council is under a statutory duty to assert these three public rights of way. The clarification from legal has been provided in relation to the Council's duties and powers regarding maintaining the surfaces and keeping public rights of way clear and accessible. This advice is detailed below:</p>
3.4	<p>In answer to the query above, Article 3 of the Access to the Countryside (Northern Ireland) Order 1983 stipulates:</p> <p>3.—(1) A district council shall assert, protect and keep open and free from obstruction or encroachment any public right of way; and for this purpose a district council may institute proceedings in its own name.</p> <p>(2) A district council may, after consultation with the owner of the land concerned, maintain any public right of way; but this paragraph shall not relieve any person from any liability to maintain a public right of way.</p>
3.5	<p>This means that:</p> <ol style="list-style-type: none"> <li>a. The Council have a statutory duty to assert any route they have identified as a public right of way. In this case, the evidence presented to the Council is sufficient to make the case that these three routes meet the criteria for public rights of way and therefore must be asserted as such. Furthermore, the Council are statutorily bound to ensure that a public right of way is clear and accessible; but</li> <li>b. The Council are not statutorily bound to maintain any public right of way. Rather they have a power to do this after consulting with the owner of the land.</li> </ol>
3.6	<p>Implications of maintaining the route:</p> <ol style="list-style-type: none"> <li>1. Policy – The Council does not have any policy in relation to the maintenance of public rights of way.</li> <li>2. Budget – The Council has no assigned budget for the maintenance of public rights of way across the city.</li> <li>3. Precedent – The Council does maintain at its discretion across the city a number of public rights of way of various typologies. However, the Council has not assumed nor can it assume the duty to maintain these routes.</li> </ol>

3.7	<p>4. Liability – The Council has never changed or maintained the surface of any public right of way. By altering the surface of the path there is a potential liability for a misfeasance if the work is done negligently. There is no liability for nonfeasance (doing nothing) should the path come into disrepair.</p> <p>The approach for all public rights of way is to maintain them in their present condition. According to the guidance on the legislation “minor flooding, long grass or uneven surfaces may not be considered as obstructions.” However, the Council after consulting with the owner of the land and the adjacent properties can seek to deal with the issues of overhanging vegetation and even the surface of the path. The Council will continue to consider this on a case-by-case basis.</p>
3.8	<p><b><u>Financial &amp; Resource Implications</u></b></p> <p>There is no provision in the revenue estimates for maintaining public rights of way.</p>
3.9	<p><b><u>Equality or Good Relations Implications /Rural Needs Assessments</u></b></p> <p>There are no good relations or rural needs implications.</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	n/a

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<b>Subject:</b>	<b>Proposal for naming new streets.</b>
<b>Date:</b>	4 <sup>th</sup> February 2025
<b>Reporting Officer:</b>	Kate Bentley, Director of Planning and Building Control
<b>Contact Officer:</b>	Ian Harper, Building Control Manager, ext. 2430 Heather Wylie, Property and Legal Coordinator, ext. 2464

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual,
2. Information likely to reveal the identity of an individual,
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained,
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction,
7. Information on any action in relation to the prevention, investigation or prosecution of crime.

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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☐  
☐

## Call-in

Is the decision eligible for Call-in?

Yes

☒

No

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1.0	Purpose of Report/Summary of Main Issues									
1.1	To consider the application for the naming of two new streets in the city.									
2.0	Recommendation									
2.1	<p>Based on the information presented, the Committee is required to make a recommendation in respect of the application for naming 2 new streets in the city.</p> <p>The Committee may either:</p> <ul style="list-style-type: none"><li>• Grant the applications, or</li><li>• Refuse the applications and request that the applicant submits other names for consideration.</li></ul>									
3.0	Main Report									
3.1	<p><u>Key Issues</u></p> <p>The power for the Council to name streets is contained in Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995.</p>									
3.2	<p>Members are asked to consider the following application for naming 2 new streets in the city. The application particulars are in order and the Royal Mail has no objections to the proposed names. The proposed new names are not contained in the Council's Streets Register and do not duplicate any existing approved street names in the city.</p>									
3.3	<table><tr><th>Proposed Name</th><th>Location</th><th>Applicant</th></tr><tr><td>Ben Madigan Mews</td><td>Will be located off new street Ben Madigan Wood, BT36 area</td><td>Alskea Ltd</td></tr><tr><td>Ben Madigan Lane</td><td>Will be located off new street Ben Madigan Wood, BT36 area</td><td>Alskea Ltd</td></tr></table>	Proposed Name	Location	Applicant	Ben Madigan Mews	Will be located off new street Ben Madigan Wood, BT36 area	Alskea Ltd	Ben Madigan Lane	Will be located off new street Ben Madigan Wood, BT36 area	Alskea Ltd
Proposed Name	Location	Applicant								
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Ben Madigan Lane	Will be located off new street Ben Madigan Wood, BT36 area	Alskea Ltd								
3.4	<p>Alskea are developing lands to the rear of 722 Antrim Road, behind St Gerard's Church. Phase 2 of the development includes two new streets containing 20 properties (10 in each street). For the first street, the developer has proposed Ben Madigan Mews as their first name choice. The second name choice is Ben Madigan Green and the third name choice is Ben Madigan Grove.</p> <p>For the second street, the developer has proposed Ben Madigan Lane as their first name choice. The second name choice is Ben Madigan Close and the third name choice is Ben Madigan View.</p>									
3.5	<p>Both streets are linked with the surrounding local Ben Madigan area and are part of the new Ben Madigan housing development.</p>									
3.6	<p><u>Financial and Resource Implications</u></p> <p>There are no Financial, Human Resources, Assets and other implications in this report.</p>									

3.7	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b> There are no direct Equality implications.
4.0	<b>Appendices</b>
	None

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<b>Subject:</b>	<b>Proposals for dual language street signs</b>
<b>Date:</b>	4 <sup>th</sup> February 2025
<b>Reporting Officer:</b>	Kate Bentley, Director of Planning and Building Control
<b>Contact Officer:</b>	Ian Harper, Building Control Manager, ext. 2430 Heather Wylie, Property and Legal Coordinator, ext. 2464

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
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7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

☐  
☐  
☐  
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## Call-in

Is the decision eligible for Call-in?

Yes

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No

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<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>																																																		
1.1	To consider applications for the erection of dual language street signs for thirteen existing streets within the city.																																																		
<b>2.0</b>	<b>Recommendation</b>																																																		
2.1	The Committee is asked to agree to the erection of a second street nameplate in Irish at, Lismoyne Park, Slievecoole Park, Malone Valley Park, Mooreland Park, Riverdale Gardens, Riverdale Park South, Riverdale Park Avenue, Orchardville Crescent, Brooke Park, Ladybrook Parade, Broom Drive, Cliftonville Road and Old Throne Park.																																																		
<b>3.0</b>	<b>Main Report</b>																																																		
3.1	<p><u>Key Issues</u></p> <p>The Council may erect a second street nameplate in a language other than English pursuant to Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995.</p>																																																		
3.2	Members are asked to consider the following applications to erect dual language street nameplates showing the name of the street expressed in a language other than English. The second language is Irish.																																																		
3.3	<table border="1"> <thead> <tr> <th>English Name</th><th>Non- English Name</th><th>Location</th><th>Persons surveyed</th></tr> </thead> <tbody> <tr> <td>Lismoyne Park, BT15 5HU</td><td>Páirc Lios Maighin</td><td>Off North Circular Road, BT15</td><td>100</td></tr> <tr> <td>Slievecoole Park, BT14 8JN</td><td>Páirc Shliabh Cúile</td><td>Off Slivetoye Park, BT14</td><td>65</td></tr> <tr> <td>Malone Valley Park, BT9 5PZ</td><td>Páirc Ghleann Mhaigh Luain</td><td>Off Malone Meadows, BT9</td><td>80</td></tr> <tr> <td>Mooreland Park, BT11 9AZ</td><td>Páirc Mooreland</td><td>Off Andersonstown Road, BT11</td><td>121</td></tr> <tr> <td>Riverdale Gardens, BT11 9DG</td><td>Gairdíní Ghleanntán na hAbhann</td><td>Off Riverdale Park West, BT11</td><td>137</td></tr> <tr> <td>Riverdale Park South, BT11 9DB</td><td>Páirc Ghleanntán na hAbhann Theas</td><td>Off Finaghy Road North, BT11</td><td>179</td></tr> <tr> <td>Riverdale Park Avenue, BT11 9DP</td><td>Ascaill Pháirc Ghleanntán na hAbhann</td><td>Off Finaghy Road North, BT11</td><td>12</td></tr> <tr> <td>Orchardville Crescent BT10 0JS</td><td>Corrán Orchardville</td><td>Off Orchardville Avenue, BT10</td><td>256</td></tr> <tr> <td>Brooke Park, BT10 0NJ</td><td>Páirc an tSrutháin</td><td>Off Blacks Road BT10 0NJ</td><td>87</td></tr> <tr> <td>Ladybrook Parade, BT11 9ER</td><td>Paráid Shruthán na Bantiarna</td><td>Off Ladybrook Park, BT11</td><td>47</td></tr> <tr> <td>Broom Drive, BT17 0ZA</td><td>Céide na nGioldach</td><td>Off Broom Park, BT17</td><td>9</td></tr> </tbody> </table>			English Name	Non- English Name	Location	Persons surveyed	Lismoyne Park, BT15 5HU	Páirc Lios Maighin	Off North Circular Road, BT15	100	Slievecoole Park, BT14 8JN	Páirc Shliabh Cúile	Off Slivetoye Park, BT14	65	Malone Valley Park, BT9 5PZ	Páirc Ghleann Mhaigh Luain	Off Malone Meadows, BT9	80	Mooreland Park, BT11 9AZ	Páirc Mooreland	Off Andersonstown Road, BT11	121	Riverdale Gardens, BT11 9DG	Gairdíní Ghleanntán na hAbhann	Off Riverdale Park West, BT11	137	Riverdale Park South, BT11 9DB	Páirc Ghleanntán na hAbhann Theas	Off Finaghy Road North, BT11	179	Riverdale Park Avenue, BT11 9DP	Ascaill Pháirc Ghleanntán na hAbhann	Off Finaghy Road North, BT11	12	Orchardville Crescent BT10 0JS	Corrán Orchardville	Off Orchardville Avenue, BT10	256	Brooke Park, BT10 0NJ	Páirc an tSrutháin	Off Blacks Road BT10 0NJ	87	Ladybrook Parade, BT11 9ER	Paráid Shruthán na Bantiarna	Off Ladybrook Park, BT11	47	Broom Drive, BT17 0ZA	Céide na nGioldach	Off Broom Park, BT17	9
English Name	Non- English Name	Location	Persons surveyed																																																
Lismoyne Park, BT15 5HU	Páirc Lios Maighin	Off North Circular Road, BT15	100																																																
Slievecoole Park, BT14 8JN	Páirc Shliabh Cúile	Off Slivetoye Park, BT14	65																																																
Malone Valley Park, BT9 5PZ	Páirc Ghleann Mhaigh Luain	Off Malone Meadows, BT9	80																																																
Mooreland Park, BT11 9AZ	Páirc Mooreland	Off Andersonstown Road, BT11	121																																																
Riverdale Gardens, BT11 9DG	Gairdíní Ghleanntán na hAbhann	Off Riverdale Park West, BT11	137																																																
Riverdale Park South, BT11 9DB	Páirc Ghleanntán na hAbhann Theas	Off Finaghy Road North, BT11	179																																																
Riverdale Park Avenue, BT11 9DP	Ascaill Pháirc Ghleanntán na hAbhann	Off Finaghy Road North, BT11	12																																																
Orchardville Crescent BT10 0JS	Corrán Orchardville	Off Orchardville Avenue, BT10	256																																																
Brooke Park, BT10 0NJ	Páirc an tSrutháin	Off Blacks Road BT10 0NJ	87																																																
Ladybrook Parade, BT11 9ER	Paráid Shruthán na Bantiarna	Off Ladybrook Park, BT11	47																																																
Broom Drive, BT17 0ZA	Céide na nGioldach	Off Broom Park, BT17	9																																																

	Cliftonville Road, BT14 6JN	Bóthar Cliftonville	Off Antrim Road, BT14	481
	Old Throne Park, BT36 7SG	Páirc na Seanríchathaoireach	Off Whitewell Road BT36	89
3.4	The translations were authenticated by Queens University, the approved translator for Belfast City Council.			
3.5	In accordance with the Council's policy for the erection of dual language street signs, surveys of all persons appearing on the electoral register plus owners or tenants in actual possession of commercial premises for the above streets were carried out and the following responses were received.			
3.6	<p>Lismoyne Park, BT15</p> <ul style="list-style-type: none"> <li>• 39 occupiers (39%) were in favour of the erection of a second street name plate.</li> <li>• 17 occupiers (17%) were not in favour of the erection of a second name plate.</li> <li>• 4 occupiers (4%) had no preference either way.</li> </ul> <p>One resident is not in favour of the erection of a second street name plate as they believe that the street is a mixed area where even at the height of the troubles everyone has been welcome to live, and they do not want this perception to change.</p>			
3.7	<p>Slievecoole Park, BT14</p> <ul style="list-style-type: none"> <li>• 26 occupiers (40%) were in favour of the erection of a second street name plate.</li> <li>• 8 occupiers (12.3%) were not in favour of the erection of a second name plate.</li> <li>• 3 occupiers (4.61%) had no preference either way.</li> </ul> <p>Two residents who are not in favour of the erection of a second nameplate commented that they believe the street is a mixed area and they do not want it turned into a ghetto or enclave.</p>			
3.8	<p>Malone Valley Park, BT9</p> <ul style="list-style-type: none"> <li>• 12 occupiers (15%) were in favour of the erection of a second street name plate.</li> <li>• 13 occupiers (16.25%) were not in favour of the erection of a second name plate.</li> <li>• 3 occupiers (3.75%) had no preference either way.</li> </ul>			
3.9	<p>Mooreland Park, BT11</p> <ul style="list-style-type: none"> <li>• 22 occupiers (18.18%) were in favour of the erection of a second street name plate.</li> <li>• 3 occupiers (2.47%) were not in favour of the erection of a second name plate.</li> <li>• 3 occupiers (2.47%) had no preference either way.</li> </ul>			

3.10	<p>Riverdale Gardens, BT11</p> <ul style="list-style-type: none"> <li>• 49 occupiers (35.76%) were in favour of the erection of a second street name plate.</li> <li>• 3 occupiers (2.18%) were not in favour of the erection of a second name plate.</li> <li>• 1 Occupier (0.72%) had no preference either way.</li> </ul>
3.11	<p>Riverdale Park South, BT11</p> <ul style="list-style-type: none"> <li>• 50 occupiers (27.93%) were in favour of the erection of a second street name plate.</li> <li>• 1 occupier (0.55%) had no preference either way.</li> </ul>
3.12	<p>Riverdale Park Avenue, BT11</p> <ul style="list-style-type: none"> <li>• 4 occupiers (33.33%) were in favour of the erection of a second street name plate.</li> </ul>
3.13	<p>Orchardville Crescent, BT10</p> <ul style="list-style-type: none"> <li>• 91 occupiers (35.54%) were in favour of the erection of a second street name plate.</li> <li>• 1 occupier (0.39%) were not in favour of the erection of a second name plate.</li> <li>• 4 occupiers (1.56%) had no preference either way.</li> </ul>
3.14	<p>Brooke Park, BT10</p> <ul style="list-style-type: none"> <li>• 25 occupiers (28.73%) were in favour of the erection of a second street name plate.</li> </ul>
3.15	<p>Ladybrook Parade, BT10</p> <ul style="list-style-type: none"> <li>• 14 occupiers (29.78%) were in favour of the erection of a second street name plate.</li> </ul>
3.16	<p>Broom Drive, BT17</p> <ul style="list-style-type: none"> <li>• 2 occupiers (22.22%) were in favour of the erection of a second street name plate.</li> </ul>
3.17	<p>Cliftonville Road, BT14</p> <ul style="list-style-type: none"> <li>• 124 occupiers (25.77%) were in favour of the erection of a second street name plate.</li> <li>• 9 occupiers (1.87%) were not in favour of the erection of a second name plate.</li> <li>• 2 occupiers (0.41%) had no preference either way.</li> </ul>
3.18	<p>Old Throne Park, BT36</p> <ul style="list-style-type: none"> <li>• 40 occupiers (44.94%) were in favour of the erection of a second street name plate.</li> <li>• 7 occupiers (7.86%) were not in favour of the erection of a second name plate.</li> </ul>

3.19	<p><b><u>Assessment against policy</u></b></p> <p>The Council's policy on the erection of a second street nameplate requires that at least fifteen percent (15%) of the occupiers surveyed must be in favour of the proposal to erect a second street sign in a language other than English, to progress to Committee for consideration.</p> <p>All the surveys listed above demonstrate compliance with the threshold contained within the Policy.</p>
3.21	<p><b><u>Financial and Resource Implications</u></b></p> <p>There is a cost of approximately £5100 to cover the cost of the manufacturing and erection of the dual language street signs. The cost for these street signs has been allowed for in the current budget.</p>
3.22	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>Each application for a dual language street sign is subject to an initial assessment for any potential adverse impacts on equality, good relations, and rural needs.</p> <p>The initial assessments and elected member notification carried out for the applications being considered did not identify any potential adverse impacts to prevent the surveys being carried out</p>
<b>4.0</b>	<b>Appendices</b>
	None

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<b>Subject:</b>	Transfer of Landlord Registration Scheme to Local Councils
<b>Date:</b>	4 <sup>th</sup> February 2025
<b>Reporting Officer:</b>	Siobhan Toland, Director of City Services
<b>Contact Officer:</b>	Claire O'Neill Principal Environmental Health Officer Vivienne Donnelly City Protection Manager

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>The Landlord Registration Scheme was introduced on the 25<sup>th</sup> February 2014</p> <p><a href="http://www.internalminutes/documents/s20802/Update%20on%20Landlord%20Registration%20Scheme%20Regulations%20Northern%20Ireland%202014.pdf">http://www.internalminutes/documents/s20802/Update%20on%20Landlord%20Registration%20Scheme%20Regulations%20Northern%20Ireland%202014.pdf</a></p> <p>This created a single database of private landlords in Northern Ireland, allowing relevant and up to date information to be held about the landlords and their properties. The Department for Communities (DfC) has responsibility for management of the current database and Councils are responsible for enforcement of the regulations.</p>
1.2	<p>Following consideration of a report from the Department for Communities by SOLACE in 2023, outlining the benefits of transferring the functions of Landlord Registration Scheme to Councils, Lisburn and Castlereagh City Council (LCCC) agreed to act as the lead Council in</p>

	the preparation for and transfer of the functions under the Landlord Registration Scheme within Northern Ireland.
1.3	This report outlines the transfer arrangements from the Department for Communities to Lisburn and Castlereagh City Council who will administer the Landlord Registration Scheme within Northern Ireland on behalf of Councils.
1.4	There is no change in the current enforcement arrangements as each Council will continue to undertake any enforcement action in accordance the relevant regulations when a landlord fails to register a tenancy within their district.
<b>2.0</b>	<b>Recommendations</b>
2.1	The members of the Committee are asked to note the update provided in this report concerning the transfer arrangements of the landlord registration function from the Department for Communities to Councils which will be administered by Lisburn and Castlereagh City Council.
<b>3.0</b>	<b>Main report</b>
3.1	<b><u>Background and Key Issues</u></b>
3.2	Landlord Registration was introduced <i>through ‘The Landlord Registration Scheme Regulations (Northern Ireland) 2014’</i> to create a single database of landlords who rent within the Private Rented Sector. The Scheme is currently managed by a Landlord Registrar and small team that sits within the Department for Communities. Councils have enforcement powers to act against non-compliant landlords.
3.3	In 2023, SOLACE considered a report from the Department for Communities outlining the benefits of transferring the functions of Landlord Registration Scheme to Councils and in March 2023, Lisburn and Castlereagh City Council agreed to act as the lead Council in the preparation for and transfer of the functions under the Landlord Registration Scheme within Northern Ireland.
3.4	In September 2023, a Programme Board was established to oversee the delivery of the project with representatives from Department for Communities, Lisburn & Castlereagh City Council and an independent SOLACE representative to oversee the transfer of these functions from the Department for Communities to Councils by March 2025.
3.5	Engagement has been ongoing with Councils and other stakeholders throughout the lifetime of this project including various all Councils’ group including Environmental Health NI



	(EHNI), IT officers', Head of Communications and Information Governance groups. Other stakeholders have included landlords, agents, tenants, DfC, PropertyPal and those who have contracts with the current scheme.
3.6	This Landlord Registration Scheme operates on a cost neutral basis with all services offered by this scheme being funded from the registration fee only.
3.7	<p><b>New Website and Registration Portal:</b></p> <p>Following an open procurement exercise conducted by Lisburn and Castlereagh City Council in March 2024, an IT software company was awarded the contract for the build and management of a new dedicated website and registration portal. Currently, this system is going through the User Acceptance Testing stage which once finalised in early February will allow the data stored on the current system to be migrated over.</p>
3.8	The transfer of the landlord registration functions to Councils will occur on Saturday 1 <sup>st</sup> March 2025 with a 'go live' date for the new system on Monday 3 <sup>rd</sup> March 2025. This will see the completion of Phase 1. Phase 2 will commence shortly after that date with all additional functionality completed by June 2025.
3.9	All landlords who let properties must register their properties every three years and will pay one fee regardless of the number of properties rented. The fee to register is £70 for an online application and £80 for a paper registration.
3.10	Full training, including user guides for employees who will access the database, will be provided to all Councils and other users to maximise the benefits of the new system.
3.11	<p><b>Appointment of New Landlord Registration Team:</b></p> <p>A recruitment exercise for a new landlord registration team was completed by Lisburn and Castlereagh City Council in 2024 and a team of three positions have now been filled, including the appointment of a new Landlord Registrar.</p>
3.12	This team is funded wholly from the income received from the landlord fee with no cost to any Council.
3.13	<p><b>Communications Plan:</b></p> <p>The Department for Communities have developed an advertising campaign as part of a wider communications plan associated with the transfer of functions. This includes radio and social media advertisements that will go live from February 2025. These advertisements will</p>

	<p>focus on the need of any landlords within the private rented sector to register with the scheme with updates being provided by email or letter to those already registered about the changes. Post-transfer any campaigns will be led by the Landlord Registrar and shared with all other Councils for their social media channels.</p>
3.14	<p><b>Governance Structures Post Transfer:</b></p> <p>The Programme Board will formally agree an MOU, new operational model and a timeline for regulation change being brought forward by Department for Communities prior to the transfer. These documents will provide clarity to the Council on the governance structures for the scheme post transfer and will provide proposals on how the Landlord Registration Scheme can become more meaningful to Councils and landlords in the long term.</p>
3.15	<p>The transfer of the landlord registration data base from the Department for Communities to Lisburn and Castlereagh City Council will have no impact on current working arrangements undertaken by BCC Environmental Health Officers to enforce the provisions of the landlord registration scheme, however, work will continue on proposed improvements to the Scheme, post transfer which will assist with better regulation of the private rented sector with the overall aim of improving housing standards.</p>
3.16	<p><b>Financial and Resource Implications</b></p> <p>There is no financial implication to any Council. All funding for the project to date has been funded by the Department for Communities. Post transfer of functions, all staffing costs, contracts and future initiatives will be funded through the registration fee. There will be no cost to any Council.</p>
3.17	<p><b>Equality or Good Relations Implication</b></p> <p>On-going by Lisburn and Castlereagh City Council.</p>
<b>4.0</b>	<b>Appendices</b>
	None

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