



September 18th, 2017

**Notice Of Meeting**

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 18th September 2017 at 6:00 pm in Commedagh Room, Downshire Civic Centre.**

**Chair: Cllr W Walker**

**Vice: Cllr D Taylor**

**Members:**

**Cllr T Andrews Cllr P Brown**

**Cllr S Burns Cllr S Doran**

**Cllr C Enright Cllr G Fitzpatrick**

**Cllr V Harte Cllr L Kimmins**

**Cllr K Loughran Cllr A McMurray**

**Cllr B Ó'Muirí Cllr B Quinn**

**Cllr J Trainor**

# Agenda

## 1.0 Apologies and Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action Sheet arising from AHC Meeting held on 21.8.2017 (copy attached)

[AHC - 21082017.pdf](#)

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### *Community Engagement*

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## 4.0 Peace IV Local Action Plan (copy attached)

[PEACE IV September 2017 .pdf](#)

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[Appendix 1 - PEACE IV Minutes 29.6.2017.pdf](#)

Page 14

## 5.0 Community Centre Effectiveness - Stage III Report (copy attached)

[Community Centre Effectiveness Audit - Stage 111 Report.pdf](#)

Page 17

[Phase III report Final.pdf](#)

Page 19

[Phase 4 Methodology and Timeframe.pdf](#)

Page 24

[Stage 4 ToR.pdf](#)

Page 25

## 6.0 Financial Assistance Call 13 Timeline (copy attached)

[Financial Assistance September 2017.pdf](#)

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### *Leisure and Sports*

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## 7.0 Notice of Motion received from Councillor P Brown

'That this Council will make the necessary changes to enable leisure facilities in our main towns (Newcastle, Kilkeel, Downpatrick and Newry) to open from 10am on Sunday mornings as of the 2018/19 year of Council'.

## 8.0 Newry Leisure Centre Opening Sales Promotions (copy attached)

[NLC Opening Sales Promotions.pdf](#)


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## **9.0 Newry Leisure Centre Softplay operating arrangements (copy attached)**

 *AHC Sept- NLC Soft Play Operating Arrangementsv2.pdf* *Page 32*

 *Appendix 1 - NLC Soft Play Operating Arrangements.pdf* *Page 34*

## **10.0 New Leisure Sport Visualisation (copy attached)**

 *AHC Sept- New Leisure Identity and Campaignsv2.pdf* *Page 35*

 *Be Active Proposed visualisation.pdf* *Page 37*

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### *Health & Wellbeing*

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## **11.0 Request to Match fund an invasive species eradication programme in Daisy Hill Wood using existing resources (copy attached)**

 *Daisy Hill - ED.pdf* *Page 38*

 *App 1 Daisy Hill Wood Map.jpg* *Page 40*

## **12.0 Request from the Federation of City Farms and Community Gardens (FCFCG) to become Local Authority Members (copy attached)**

 *FCFCG AHC committee report Sept 2017.pdf* *Page 41*

 *Appendix 1 - FCFCG.pdf* *Page 43*

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### *For Noting*

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## **13.0 Leisure IT Update (copy attached)**

 *AHC Sept- Leisure IT Applicationsv2.pdf* *Page 45*

## **14.0 Health & Wellbeing - Departmental Report (copy attached)**

 *H&W Dept Report.pdf* *Page 47*

 *Appendix 1 - HWB Annual Report Sept 17 FINAL.pdf* *Page 48*

## **15.0 DEA Fora - Update (copy attached)**

 *DEA Fora Report .pdf* *Page 82*

📄 <i>Appendix 1 - Crotlieve DEA.pdf</i>	<i>Page 84</i>
📄 <i>Appendix 2 - Newry DEA.pdf</i>	<i>Page 86</i>
📄 <i>Appendix 3 - Slieve Gullion DEA.pdf</i>	<i>Page 87</i>
📄 <i>Appendix 4 - Rowallane DEA.pdf</i>	<i>Page 90</i>
📄 <i>Appendix 5 - Mournes DEA.pdf</i>	<i>Page 93</i>

## **16.0 Neighbourhood Renewal Partnerships' Report (copy attached)**

📄 <i>Neighbourhood Renewal Partnerships' Report.pdf</i>	<i>Page 96</i>
📄 <i>Appendix 1 NRP.pdf</i>	<i>Page 98</i>
📄 <i>Appendix 2 - NRP.pdf</i>	<i>Page 103</i>

## **17.0 Social Investment Fund - Update (copy attached)**

📄 <i>Social Investment Update - JMcC.pdf</i>	<i>Page 108</i>
📄 <i>Appendix 1 21 July 2017 SIF MINUTES.pdf</i>	<i>Page 110</i>

## **18.0 Ethnic Minority Support Update (copy attached)**

📄 <i>Ethnic Minority Report - JMcC.pdf</i>	<i>Page 115</i>
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### *Additional Items*

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## **19.0 Memorandum of Understanding between NM&DDC and KYCA**

Please note - this is an additional item

📄 <i>MoU KYC.pdf</i>	<i>Page 117</i>
📄 <i>Appendix 1 - MoU with KYCA.pdf</i>	<i>Page 118</i>

# Invitees

Cllr Terry Andrews	<a href="mailto:terry.andrews@nmandd.org">terry.andrews@nmandd.org</a>
Cllr Naomi Bailie	<a href="mailto:naomi.bailie@nmandd.org">naomi.bailie@nmandd.org</a>
Mr Alan Beggs	<a href="mailto:alan.beggs@nmandd.org">alan.beggs@nmandd.org</a>
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**ACTIONS OUTSTANDING FROM PREVIOUS ACTIVE & HEALTHY COMMUNITIES MEETINGS**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/117/2016	Indoor Leisure Business Plan	<p>It was agreed to approve as follows as per Report dated 19 September 2016 regarding Indoor Leisure Business Plan Update: The Council to progress the recommendations set out in the Report, specifically Table 3 (as per Appendix A), and engage assistance where necessary, in order to achieve this plan by the end of 2020/21 financial year, specifically;</p> <ul style="list-style-type: none"> <li>• ICT – immediate review, enhancement and implementation of modern infrastructure by end of 2016/17 to support Business Plan objectives and reporting.</li> <li>• Marketing and Branding – immediate development and implementation of a strategy to include sub brand, transparent customer journey, staff training and recruitment of additional resource by end of 2016/17.</li> <li>• Pricing – review and simplification of structure with presentation of proposals for Committee decision by end of 2016/17.</li> <li>• Programme and Resource – develop clear linkages with other departments, specifically</li> </ul>	R Moore	<p><b>ICT – Phase 1 complete April 17, Phase 2 In progress</b></p> <p><b>Marketing and Branding – in progress</b></p> <p><b>Pricing – complete Feb 17</b></p> <p><b>Programme and resource – in progress</b></p> <p><b>Additional income opportunities – in progress</b></p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Sports Development, to begin to increase participation and programmes on offer with additional 2 Officers resource as identified, recruited by end of 2016/17.</p> <ul style="list-style-type: none"> <li>• Additional income opportunities – develop proposals for consideration for facility enhancements for use of low occupancy space and specifically Kilkeel Leisure Centre Fitness Suite Space by end of 2017/18.</li> </ul>			
AHC/118/2016	Newry Leisure Centre – Phase 2	<p>It was agreed as follows as per recommendation contained in report dated 19 September 2016 from Mr K Gordon, Head of Indoor Leisure, regarding Newry Leisure Centre – Phase 2 – Operating Model:</p> <ul style="list-style-type: none"> <li>• To approve opening arrangements</li> <li>• Officers to commence consultation with staff over proposed hours and shifts and also clubs and user groups in relation to booking provision</li> <li>• On conclusion of consultation process, officers to provide an accurate budget proposal for 2017/18 Rate Estimates process</li> <li>• Officers and staff to further develop the transitional plans</li> </ul>	R Moore	<b>In progress</b>	N



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		and preparations needed for the future opening of Newry Leisure Centre Phase 2. These proposed arrangements should allow an ability to adapt over time as customer focus will be key.			
AHC/169/2016	Creche Space Operating Model for Newry Leisure Centre – Phase 2	It was agreed to accept the officer's recommendation not to proceed with making arrangements to operate a drop-in baby minding service and research alternate operating models and use for the space and bring a report back to Committee at a later date detailing proposed options for consideration.	R Moore	In progress	N
AHC/14/2017	Ballyhornan Coastal Improvement	It was agreed that an interpretation panel be included explaining to the public why the fence had been erected.	D Begley	<b>Creative Circle have completed the artwork for the sign and it will be printed and erected as soon as possible.</b>	N
AHC/20/2017	Proposed Licence Agreement between the Down Community and NMDDC for use of Meeting Room in Dan Rice Hall.	<ol style="list-style-type: none"> <li>1. Approval given to the LPS valuation for proposed 5 yr licence for the full use of the meeting room in Dan Rice Hall by the Down Community Group (estimate for both 5 and 7 days).</li> <li>2. If the valuation is agreeable to both parties; documentation in relation to a Licence agreement be drawn up and brought back to Committee for</li> </ol>	J McCann	<b>Down Community Group no longer interested.</b>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		approval.			
AHC/56/2017	Action Sheet of AHC Committee held on 20 March 2017	AHC/38/2017 - Presentation – ORNI It was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.	C Haughey	<b>In progress</b>	N
AHC/57/2017	Community Trails SLA with Outdoor Recreation	As above, it was agreed to proceed to develop an SLA with ORNI which would be brought back to the next Committee Meeting providing Members with more detail, including the level of cost required.	C Haughey	<b>In progress</b>	N
AHC/62/2017	Disability Sports Hub Project	It was agreed to support the development of a Disability Sports Development Plan 2017-2019 and set up a Disability Sports Hub in partnership with Disability Sport NI and to consider Council signing up to a Memorandum of Understanding with Disability Sport NI in order to accept the new Hub equipment and thereafter develop a 2 year development plan and increase access to sports for less abled.  It was recommended that the training fund for the equipment of £1900 which was to be provided	C Haughey	<b>In progress</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>by the Council that should have been noted in the report was agreed.</p> <p>It was also agreed to ensure the Hub equipment was transferable across the District.</p>			
AHC/63/2017	Expression of Interest Regards Leasing Council Land	<p>It was agreed to approve the public adverts for the Expression of Interest in line with NMDDC lease/sale policy and to approve the officer's recommendation.</p> <p>It was agreed that any submissions would be evaluated by the Administration Department to ensure their business case sets out how sports clubs would deliver on the rights of all existing users.</p>	C Haughey	<b>In progress</b>	N
AHC/65/2017	Macmillan Cancer Support Project	<p>It was agreed to submit the application and letter of support to the Macmillan Move More Project 2017-2020, in order to improve the quality of life for people living with cancer in Newry, Mourne and Down District and to consider recommendations as outlined below:</p> <ul style="list-style-type: none"> <li>• The Council agreed to submit the application for the partnership of Move More programme with Macmillan Cancer Support for Newry,</li> </ul>	C Haughey	<b>In progress</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Mourne and Down</p> <ul style="list-style-type: none"> <li>The Council to approve the letter of support to Macmillan approving to be the lead partner for this project</li> <li>If the application for the 3 year funded programme was successful then allow officers to proceed and internally recruit the coordinator post, to commence the programme from September 2017 to September 2020.</li> </ul>			
AHC/99/2017	Lease of Land at 16 The Square, Rostrevor to Men's Shed for further One Year Period	It was agreed to agree a one year extension to licence agreement to Men's Shed, Rostrevor, at a peppercorn rent. Area of Licence to be extended to include all of ground floor and outdoor storage, subject to Estates Section being satisfied that all is in order.	B Magill	<b>Completed. Licence has been signed.</b>	Y
AHC/100/2017	Play Strategy Update	It was agreed to note the Play Strategy Update; approve tender process for fixed play equipment; approve commencement of Consultation process; commence non-fixed play recommendations within each DEA i.e. free play schemes and community training.	C Haughey	<b>Ongoing</b>	
AHC/101/2017	Clubmark NI Online Scheme – Operating Protocols	It was agreed to approve NMDDC Clubmark NI Online Scheme – Operating Protocols and the licensing agreement with Sport NI. It was also agreed that officials	C Haughey		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		write to those clubs in the District whose membership of Clubmark had lapsed to remind them to renew same.			
AHC103/2017	Leasing and Purchasing of Council Land	It was agreed to amend the previous report in April 2017 with regard to leasing/sale of Council lands.	C Haughey		
AHC/104/217	Loose Fixtures, Fittings and Equipment needed for the new Downpatrick Leisure Centre	It was agreed to procure the loose fixtures, fittings and equipment that were not included within the tender contract award and that were needed for the new Downpatrick Leisure Centre.	K Gordon	<b>In progress</b>	N
AHC/105/2017	Newry Leisure Centre Phase 2 Transitional Arrangements	It was agreed to note the contents of the report.	K Gordon	<b>Noted and completed</b>	Y
AHC/106/2017	New Downpatrick Leisure Centre Operating Arrangements	It was agreed to approve the new Downpatrick Leisure Centre operating arrangements.	K Gordon	<b>In progress</b>	N
AHC/107/2017	Indoor Leisure Marketing Plan	The Indoor Leisure Marketing Plan was agreed.	K Gordon		
AHC/108/2017	Indoor Leisure Fitness Suite Operating Arrangements	It was agreed to proceed with maintaining over 60 membership permissions to allow unlimited access to its swimming pools/sauna/steam room at £3.60 per year and promotion of a new over 60's gym membership category at £15 per month.	K Gordon	<b>In progress</b>	N
AHC/109/2017	Licence – Fishing Rights at Donaghaguy	It was agreed to extend the 1 year licence agreement with Warrenpoint, Rostrevor and	B Magill	<b>Awaiting Estates to check electricity and water. Licence Agreement drafted.</b>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Reservoir, Warrenpoint	District Angling Club – commencing 1 July 2017 – for fishing rights at Donaghaguy Reservoir. It was also agreed that conditions to be similar to the previous licence agreement but with the provision that the Club would be responsible for regular safety inspection of the site and in particular the fishing stands. It was also agreed to permit use of small Club boat to carry out maintenance works and re- stocking of reservoir with fish.			
AHC/113/2017	Letter received from Department for Communities regarding the Affordable Warmth Scheme	It was agreed to write a letter to Department for Communities expressing the Committee's disappointment at their response.	E Devlin		

**ACTION SHEET ARISING FROM AHC MEETING HELD ON 21 August 2017**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/118/2017	Advance Payments for SLA's	Release of up to 50% advance funding for Community Groups in receipt of Facility Management Agreements (FMAs) and Service Level Agreements (SLAs) going forward – agreed.	J McCann	<b>Agreed.</b>	
AHC/119/2017	Financial Assistance – Call 2 Update and Call 3 Request for Approval	<ol style="list-style-type: none"> <li>1. Approved – fund applications in Call 2 2017/18 as detailed in Appx 1 (previously circulated) which includes an enhanced Christmas Illuminations Budget.</li> <li>2. Approved – Financial Assistance Call 3 (Sports Development and Capital Call 2018/19)(Subject to Budget)</li> </ol>	J McCabe	<b>Letters of offer issued to successful groups.</b>  <b>Call 3 opens 18/09/17</b>	Y
AHC/120/2017	South Armagh/South Down Peace Centre	Approval to submit an application for full planning permission to progress the application	J McCabe	<b>Ongoing</b>	N
AHC/121/2017	Cullyhanna Community Centre	Approval for replacement flooring in the main hall of Cullyhanna Community Centre at a cost of approx. £11,000.	T McDonald/J McCann	<b>Approved.</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
AHC/122/2017	SIF Capital Project Update	Approved Project Board to continue to manage the delivery of these projects subject to on-going update reports.	J McCabe	Ongoing – monthly reports will be submitted to AHC	Y
AHC/123/2017	DEA For a Update	Approval of actions outlined in following action sheets: <ul style="list-style-type: none"> <li>• Rowallane DEA Private Mtg 6 June 2017.</li> <li>• Crotlieve DEA Private Mtg 20 June 2017</li> </ul>	D Brannigan	Approved.	y
AHC/124/2017	Lease of Land for Play area at Martin's Lane, Newry	Approval to renew lease at Martin's Lane, Newry, together with the £9,000 overspend (due to legacy Newry and SPR departments previously holding the budgets for these; responsibility now transferred to AHC)	C Haughey	In progress	N
AHC/125/2017	Active Ageing	Approval to accept the SHE&SCT Service Level agreement for an Active Ageing Programme	K Gordon	In progress	N
AHC/126/2017	Commonwealth Games Queen's Baton	Approval to promote the District and the Sports Facilities by welcoming the Commonwealth Games Queen's Baton on 30 August 2017 at St Colman's College Complex, Newry	C Haughey	Completed	Y
AHC/127/2017	Donaghaguy	Approved – proposed existing 3	C Haughey	In progress	N



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Reservoir Capital Works	year for upgrading Donaghaguy Reservoir to be amalgamated as a single project within 2017/18 financial year with an overall budget of £150,000.			
AHC/128/2017	EBA 2000 Partnerships	Approved - amalgamation of 2 partnership members within the EBA 2000 programme, in order to deliver more effective programmes and by doing so, reach higher KPI targets as set by Sport NI.	C Haughey	In progress	N
AHC/129/2017	Surestart South Armagh	Agreed that officers consult with Craobh Rua prior to proceeding to develop a lease in line with Council Policy.	C Haughey.	In progress	N
AHC/130/2017	Co Down Games Centre	Approval given for officers to continue to work with the Down Co Board.	C Haughey	In progress	N
AHC/131/2017	Information Sharing Protocol between Landlord Registration Registrar and the NMDDC	Approved – protocol to be signed by the CE on behalf of Council.	E Devlin	Approved.	
AHC/134/2017	Food Service Plan	Approved adoption of the Food Service Plan 2017/18	E Devlin	Approved.	

<b>Report to:</b>	<b>Active &amp; Healthy Communities Committee</b>
<b>Date of Meeting:</b>	18 September 2017
<b>Subject:</b>	<b>Peace IV Local Action Plan</b>
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Manager

#### Decisions required:

- To approve the recommendations of the PEACE IV Partnership.
- Delegated authority is sought to submit applications to SEUPB for underspend in line with the identified need and subject to Partnership approval.
- Minutes of the PEACE IV Partnership meeting (June 2017) for noting.

#### 1.0

#### Purpose and Background:

SEUPB have confirmed that as the Council is now in receipt of a formal Letter of Offer, the Council also has permission to start to formally commence the implementation of the Action Plan. Some follow-up is required on a few of the pre-commencement conditions but these can be addressed and discussed at future project meetings.

We have also received a Memorandum and associated documents in relation to the PEACE IV Local Action Plan Application for underspend. At the Partnership meeting and the AHC Committee meeting in January 2017 a number of projects were approved for submission however the need for them will be re-assessed and presented at the next Partnership meeting.

The Chair and Vice Chair of the PEACE IV Partnership were appointed in September 2016 and because of the delay in the commencement of the programme, it is proposed that they remain in post until June 2018.

Three Peace Officers (2 FTE) have been recruited to support the delivery of the Programme.

The Peace IV Partnership met on 24 August and the following recommendations were agreed:

#### Management Support:

- To postpone the election of new Chair and Vice Chair until June 2018.
- To submit applications for the approved projects.
- To develop promotional materials as per the Communications Plan.

#### Children and Young People:

- Tender and appoint a provider to deliver the Personal Development Programme for Children – estimated cost: £25,000
- Tender and appoint a provider for Youth Leadership Seasonal Projects - estimated cost: £75,000

#### Shared Spaces and Services:

- Tender and appoint a provider for Flags, Emblems and Bonfires Protocol

	<p>Programme - estimated cost: £65,400</p> <ul style="list-style-type: none"> <li>• Ex-military Sites Programme - tender and appoint a provider to carry out engagement with the communities in Bessbrook and Ballyhornan - estimated cost: £5,000 for each area – total £10,000</li> <li>• Addressing Community Tensions through Dialogue, Mediation &amp; Conflict Resolution - cover the cost of the on-going mediation process - estimated cost: £1,800</li> <li>• Faith Based &amp; Church Programme – tender and appoint a provider to deliver the programme - estimated cost: £67,800</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>• The successful implementation of the programme relies on the on-going community engagement through Peace Officers and DEA Co-ordinators.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>• To approve the recommendations of the PEACE IV Partnership and proceed to go to tender as outlined in the report.</li> <li>• Delegated authority is sought to submit applications to SEUPB for underspend in line with the identified need and subject to Partnership approval.</li> <li>• Minutes of Partnership meeting (June 2017) for noting.</li> </ul>
<b>4.0</b>	<b>Resource implications:</b>
4.1	Project 85% funded by the EU and 15% by the two Governments.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	This was undertaken as part of the application process.
<b>6.0</b>	<b>Appendices</b>
	Minutes of PEACE IV Partnership (June 2017)

**PEACE IV Partnership Meeting**  
**Council Chamber Downpatrick**  
**Thursday 29<sup>th</sup> June 2017**

In attendance: Declan Murphy, Social Partner  
Seamus Camplisson, Social Partner  
Aimee Boyde, Social Partner  
Gordon McDade, Social Partner  
Cllr David Highland, Newry, Mourne and Down District Council  
Cllr Terry Andrews, Newry, Mourne and Down District Council  
Cllr Gillian Fitzpatrick, Newry, Mourne and Down District Council

Officials in Attendance: Michael Lipsett, Newry, Mourne and Down Council  
Janine Hillen, Newry, Mourne and Down Council  
Justyna McCabe, Newry, Mourne and Down District Council  
Ciara, Newry, Mourne and Down District Council

**Photocall for launch of PEACE IV Local Action Plan**

The Official launch of the PEACE IV Local Action plan was held and a Press photograph was taken to include:

Aimee Boyd – Deputy Chairperson of PEACE IV Partnership  
Michael Lipsett – Director of Active and Healthy Communities NMDDC  
Councillor Michael Ruane - Chairperson of PEACE IV Partnership  
Councillor William Clarke – Deputy Chairperson Newry, Mourne and Down District Council  
Ciaran Hanna – Programme Officer SEUPB  
Kerry Morrison – The Executive Office, Programmes Manager PEACE IV & District Council Good Relations  
Janine Hillen - Assistant Director of Active and Healthy Communities NMDDC

A press release will be circulated to all local Newspapers.

### **Welcome and Introductions**

Apologies were received from:  
Martin Mc Mullan, Social Partner  
Breige Jennings, Social Partner  
Siobhan Fearon, PCSP

Aimee Boyd commenced the meeting at 6:30pm and welcomed the members of the Peace IV Partnership.

### **Minutes of previous meeting (Copy enclosed)**

It was agreed that the enclosed minutes be adopted as a true and accurate record. This was proposed by, Seamus Camplisson Social Partner and seconded by Declan Murphy, Social Partner

### **Update from SEUPB**

Justyna McCabe presented an update from SEUPB. She noted that the Letter of Offer had been received through EMS system and a hard copy will follow. Newry, Mourne and Down Council can now progress in the implementation of the plan.

Officers will begin to develop and complete the terms of reference throughout July and August and anticipate delivery from September onwards.

### **Newry, Mourne and Down Local Action Plan (enclosed)**

Members were asked if they had received and reviewed a summary of the Local Action Plan, members agreed that they were content with the summary of the Action Plan.

Justyna McCabe informed members that once the terms of reference had been developed they would be sent to SEUPB for approval. Partners can submit tenders but must ensure the appropriate procedure is followed in relation to declaring an interest.

**Date of Next meeting**

Aimee Boyd thanked all the partnership members for attending and gave an update on the dates of the next meeting which are:

24<sup>th</sup> August, Newry Monaghan Row, 6pm

27<sup>th</sup> September, Downpatrick Civic Centre, 6pm

19<sup>th</sup> October, Newry Monaghan Row, 6pm

23<sup>rd</sup> November, Downpatrick Civic Centre, 6pm

Aimee Boyd closed the meeting at 6:45pm.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	Community Centre Effectiveness Review
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie McCann Head of Community Services, Facilities & Events

**Decisions required:**

- Request for Committee approval to accept findings of Stage III, Community Centre Effectiveness Review and proceed with implementation of Stage IV.

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>In January 2016, AHC Committee agreed to continue providing allocations for community facilities through the rates process and also subsequently agreed to;</p> <p><i>'carry out a holistic review of allocations, including an audit of facility effectiveness. Initiate a consultation exercise with DEA Fora and with facilities currently funded and for DEA Coordinators to liaise on an individual basis and build capacity with centre representatives who have been in receipt of council support for a considerable time from legacy Councils'</i></p> <p>Terms of Reference for the 'review' were subsequently agreed by AHC in April 2016 and Stage I commenced. Findings of Stage I were approved by AHC in October 2016 and Terms of Reference agreed for Stage II. Findings of Stage II were approved by AHC in May 2017 and Terms of Reference agreed for Stage III.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	Subject to agreement on the findings of Stage III and to continue building an evidence base for the comparison of different operating models, Stage IV (Review of Council owned and staffed) should commence without delay.
<b>3.0</b>	<b>Recommendations:</b>
3.1	Request for Committee approval to accept findings of Stage III, Community Centre Effectiveness Review and proceed with implementation of Stage IV.
<b>4.0</b>	<b>Resource implications:</b>
4.1	Officers time Resource for County Down Rural Community Network (assisted by Confederation of Community Groups when required) has been built into Service Level Agreements for 2017/18.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	All centres will be reviewed using the same assessment tools.

<b>6.0</b>	<b>Appendices:</b>
6.1	Appendix 1: Centre Review Terms of Reference Appendix 2: Stage III Effectiveness Review Report.



## CDRCN review of Community Centres - Phase 3 interim report to Council September 2017

CDRCN undertook Phase 3 of the Community Centre Audit in which we visited 13 community centres which are community-owned and run, but not in receipt of an SLA from Council. Visits took place between June and July 2017 and consisted of a 2 hour review with Management Committee members.

A brief summary of the findings are listed below.

### Location of the centres

The centres were randomly selected based on the following criteria:

- Maximum 2 per DEA area, where possible
- Halls open to the wider community (ie not a church hall, Orange Hall, GAA sports facility)

Centre	DEA	Legacy Council	Urban / rural
Altnaveigh House	Newry	Newry	Urban
Annsborough Community Hall	Slieve Croob	Down	Rural
Attical	Mournes	Newry	Rural
Ballyholland	Crotlieve	Newry	Rural
Ballymote Community	Downpatrick	Down	Urban
Bracken Centre	Mournes	Newry	Rural
Dromintee	Slieve Gullion	Newry	Rural
Newtownhamilton	Slieve Gullion	Newry	Rural
Seaford YFC	Slieve Croob	Down	Rural
St Marys Youth Club	Newry	Newry	Urban
Rowallane Community Hub	Rowallane	Down	Rural
Trojan Horse	Downpatrick	Down	Urban
Langley Road	Rowallane	Down	Urban

### Management of the centres

- All committees managing the centres are constituted groups; of which 8 are Company Limited by Guarantee and 8 are registered Charities.
- 100% of the groups manage the buildings and undertake all aspects of maintenance, both inside and outside.
  - 7 groups undertake organisation of occasional events for the community, eg Christmas events.
  - 2 of groups also directly run a youth club in their building, and 3 groups run events for seniors.
- 8 centres do not have paid staff and all work is undertaken on a voluntary basis. 5 centres have paid workers consisting of caretakers / cleaners / youth workers / admin staff.
- All centres keep an accident report book; however they do not return this to the Council.
- 4 centres have an Entertainment Licence. All centres reported that they undertake Fire Risk Assessments. Most centres also undertake Electrical Tests, Accident Reporting Procedures, and Evacuation Procedures.
- 5 of the centres were aware of Legionella; however with the exception of 3, no centres undertook risk testing for Legionella.

### Capacity of the committees

As with Phase II centres, we found the committees had a greater sense of ownership than Phase I committees. The same issues face these committees i.e. difficulties with volunteer recruitment, succession planning, burn-out, over reliance on a few key volunteers.

All of the centres regularly link in with support organisations such as CDRCN, CCG, TADA and NICVA for support.

**Ownership of facilities:**

- 9 of the Centres are owned by the Committee,
- One is owned by the Education Authority;
- One is leased from Parish:
- One is a long term lease from a private landlord;
- One is owned by a parent organisation and managed by a board of Trustees.

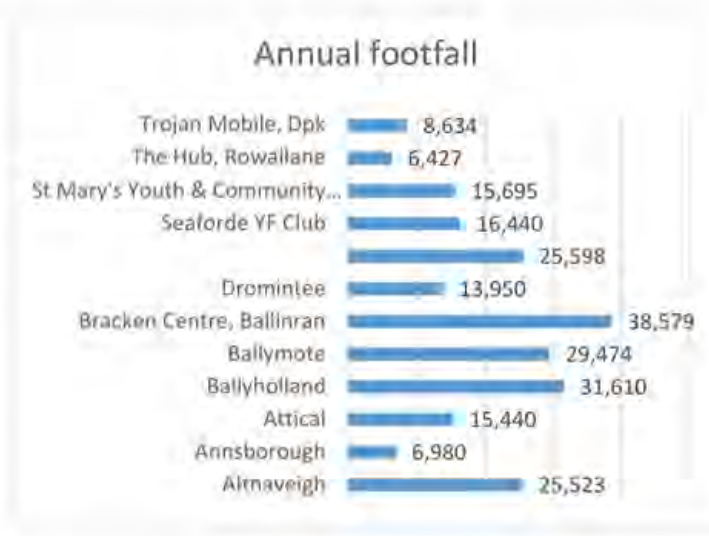
**Facilities within the building**

- All centres surveyed have a main hall. Of these, 3 centres have a good-sized main hall that can be classified as a sports hall. Rates for hire of the facilities varies greatly between centres (£10 - £25 per hour).
- All centres have a kitchen, disabled access and disabled toilets. In addition:
  - 10 centres have meeting rooms / break out rooms.
  - 3 centres have showers / changing rooms.
  - 4 centres have a crèche / preschool as anchor tenant.

**Usage of the centres**

Although some centres demonstrate a high footfall per annum, others have longer usage of the centre in terms of hours of use. The following graphs and tables demonstrate which centres have the highest annual footfall (Bracken Centre) and which centres demonstrate the most usage in terms of hours (Ballymote followed by Altnaveigh).

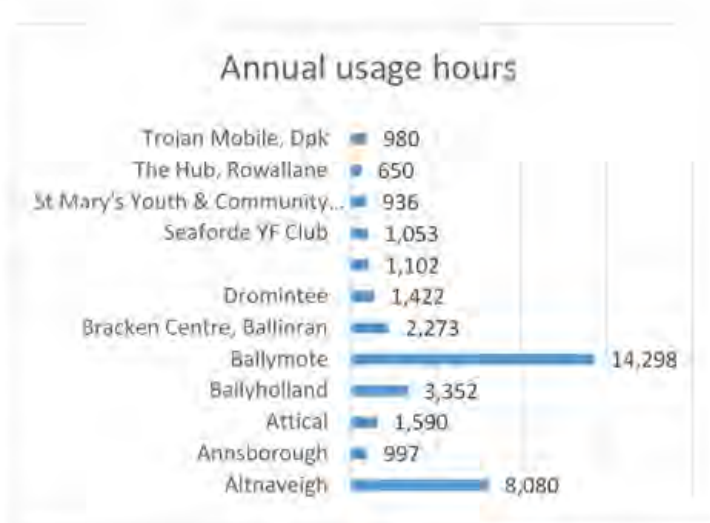
Phase 3 Centres	Annual footfall
Altnaveigh	25,523
Annsborough	6,980
Attical	15,440
Ballyholland	31,610
* Ballymote	29,474
Bracken Centre, Ballinran	38,579
Dromintee	13,950
Newtownhamilton Rural	25,598
Seaforde YF Club	16,440
St Mary's Youth &	15,695
The Hub, Rowallane	6,427
Trojan Mobile, Dpk	8,634



NB: \* For the purpose of this report the information for the Ballymote Centre does not relate to the shop units on the ground floor, only the Community and voluntary usage of the main hall and first floor rooms was collected.

\*Figures not available for Langley Road, this centre is primarily used as a Youth Centre with very little other community activities taken place within it. Running costs are covered by EA funding for youth activities.

Phase 3 Centres	Annual usage (Hours)
Altnaveigh	8,080
Annsborough	997
Attical	1,590
Ballyholland	3,352
Ballymote	14,298
Bracken Centre,	2,273
Dromintee	1,422
Newtownhamilton	1,102
Seaforde YF Club	1,053
St Mary's Youth &	936
The Hub, Rowallane	650
Trojan Mobile, Dpk	980



It should be noted once again, that despite a lower footfall in some of the centres, these centres remain an important asset to the local community and to the groups running their activities from them, particularly in the very rural areas.

While a number of centres are used by a wide variety of user groups offering the community a varying range of activities, a few Centres depend heavily on a restricted number of user groups. This has the possibility of causing problems of future sustainability for these Centres if these user groups decide to cease their activities or to move to a different venue.

### Funding

Eleven of the centres under Phase 3 cover their running costs through rental income alone and do not receive any form of financial support from Council or other funding organisations. The other two centres St Marys Newry and Langley Road receive funding from the Education Authority through the Youth Club.

A number of the centres actively apply to the Council funding programmes, such as Financial Assistance programme, however this funding tends to be for specific programme work and does not cover running costs. With the exception of the Ballymote Centre, the centres stated that a contribution from Council towards running costs would be extremely beneficial and in some instances would be the difference between the groups being able to keep their doors open in the future.

### Communication with the Council

The majority of centres considered that the communication levels with the council are currently adequate – but that there is room for improvement. Some comments included:

- Groups need to get to know their DEA officers and know the role of the DEA officers.
- There is an overload of information (both relevant and irrelevant to groups) sent to some groups in duplicate or more often by email.
- Group feels there is less clarity since the Councils merged.
- The group have had good communication with DEA officer in the past year.

### Conclusion and Recommendations

Whilst the standard of facilities varies greatly across the centres that were visited, it remains clear that these community centres are vital to the communities that they serve. Usage of the centres varies considerably with some groups clearly providing a better physical facility than others. However even though some centres have limited footfall they still are important assets within their communities. All the Centres depend entirely on rental income to cover running costs. The Council contribution towards the running costs is vital to the future viability of these centres.

Once again, volunteers are key to the success of the centres – managing the centres, undertaking caretaking and cleaning duties, and running events. The management group volunteers also enable a range of other voluntary / community activities to take place in the centres for the benefit of all.

When considering the level of community activity generated through these Centres and the importance they hold within the communities, especially within the rural areas, that if Council were to direct funding towards the running of these Centres it would indeed represent an extremely good return on investment and very good value for money.

## **Recommendations**

### **1. Fire Risk Assessments**

Whilst most Centres undertook some form of Fire Risk Assessment the extent varied greatly between centres as did the cost associated with this, with some centres undertaking the assessment themselves and others bringing in outside companies to carry out on their behalf. All management committees viewed having up to date Fire Risk assessments as very important; however many were unclear as to the actual process involved - for example how often it has to be carried out, and what exactly has to be assessed.

In view of this, it is recommended that a Best Practice Booklet be developed by Council to be used by the Community Centres, to set out the correct procedures that should be followed in carrying out a Fire Risk Assessment.

The provision of regular training could be provided for the management groups to ensure they have the necessary skills and understanding of how to adequately carry out regular Fire Risk Assessments and the importance of it ensuring any work identified through the assessment is carried out in a timely manner.

### **2. Maintenance Grants**

Like the centres under Phase 2, the centres under Phase 3 all were responsible for the full maintenance of their facilities, both inside and outside. Sourcing funding to carry out minor repairs and remedial works has proved to be extremely difficult for the centres.

As the funds raised by these centres through room hire is covering the running costs, it leaves very little for minor repairs and maintenance works to be carried out. It also leaves the groups restricted in applying for grants that require match funding and/or full cost recovery.

It is recommended that Council considers establishing a Small Grants Centre Modernisation programme that will allow for minor repair works up to £30,000, but which only required a minimum amount of (of 15%) match funding.

### **3. Council review of SLAs**

Most of the management committees of the centres queried the reasons why they are not eligible to apply for / receive financial assistance through an SLA from the Council as a contribution towards running costs. They feel aggrieved that they are providing a much needed community service but without help or support from Council, whilst other similar centres receive SLA support or even full financial support. We would recommend that Council review support arrangements for community centres across the District, to make it a fairer and more equitable system.

#### **4. Council support of marketing and promotion**

The majority of the management committees of the Centres see their role solely as a provider of a venue, i.e. they are mostly concerned with providing an adequate venue for the Community from which other groups can use to run activities, classes and events. However, when it comes to attracting user groups many of the committees have limited skills in how to best market and promote their venues, especially in the use of social media. It is recommended that Council consider training be made available to all centre management committees that will help them to improve and address this skills deficit.

## Community Facilities Audit (Newry, Mourne & Down District)

### Phase 4 – Council owned and Council managed facilities

#### Methodology and Timeline

CDRCN proposed methodology with the timeframe to undertake Phase 4 of the Facilities Audit set out below:

Methodology	Timeframe
1. Initial meeting with relevant NM&D council staff to agree <ul style="list-style-type: none"> <li>• proposed methodology,</li> <li>• timescales for undertaking this piece of work,</li> <li>• agree list of staff members/facilities to be include within this stage of the review,</li> <li>• agree format of final report</li> </ul>	September 2017
2. Develop a survey/questionnaire that will be used to gather all relevant information that will be included in this phase of the review	September 2017
3. Council staff to contact identified facilities staff members to: <ul style="list-style-type: none"> <li>• Outline the purpose of the Audit,</li> <li>• Agree date and time to carry out the Audit with CDRCN staff</li> </ul>	September 2017
4. Face to face meeting with each staff member from each identified facility to undertake the audit	September 2017
5. Analysis of information gathered – we will carry out a full analysis of the information gathered, focusing on main priorities of Council and compile findings into a report	End September 2017
6. First draft report to Council staff	W/B 9 <sup>th</sup> October 2017
7. Final report to include recommendations to Council Staff	W/B 13 <sup>th</sup> November 2017
8. Presentation of Full report to Council Active and Healthy Communities Committee	November 2017



## **COMMUNITY CENTRE PROVISION REVIEW**

### **& AUDIT OF EFFECTIVENESS**

#### **Terms of Reference**

##### **Purpose and Background**

At present, Newry, Mourne & Down District Council are either directly or indirectly involved in supporting a large number of community organisations/facilities. There are a number of different operating/funding models currently being employed as a result of legacy arrangements in place before the formation of the new Council.

At a recent meeting of the Active & Healthy Communities Committee (Jan 16), it was acknowledged that a comprehensive review was required before support mechanisms could be overhauled, realigned and distributed more equitably across the District.

It was further accepted that many of the current arrangements had been in place for a considerable period of time and that a programme of support and capacity building would have to be developed in tandem with the review. The role of the newly established District Electoral Area Forums (and Coordinators) would also be central to partnership working in community centre provision in the future.

##### **Review Specifications**

##### **Overall objectives:**

- Initiate investigation into current community centre provision across District
- Engage in discussion around key local issues emerging in relation to capacity/effectiveness/value for money
- Identify short, medium and long-term objectives relating to future support mechanisms
- Implement agreed District wide plan to ensure equitable community centre/support provision

## Review Stages

### 1. Map current provision

- Identify the number of supported community facilities throughout the District
- Ascertain the different ownership arrangements/funding models in place, specifically:
  1. Council owned and community managed
  2. Community owned with Council contribution
  3. Externally funded with Council input (e.g. DSD Neighbourhood Renewal)
  4. 100% Council owned and managed
- Physically map provision across the District to determine areas with concentrated or lack of supported facilities

### 2. Audit of Effectiveness

- Initiate effectiveness review across identified models
- Review of models should include:
  - Effectiveness of facility management (usage figures vs capacity)
  - Capacity of management/volunteers/staff
  - Frequency of meetings
  - Administrative arrangements (including agendas/filing)
  - Training provided/attended
  - Procedures to include health & safety, first aid, child protection, access checks for volunteers
  - Financial accountability (audited accounts/signatories/debt management/profit)
  - Forward planning (including marketing/fundraising/crisis management)
  - Physical survey (floor plan, areas for potential development, areas of risk)
- Identify programme of capacity building, training & development to maximise effectiveness (with particular focus on community led models)
- Production of report highlighting review findings and draft proposals for future centre provision

### 3. Consultation with DEA Fora & N,M&DD Council

- Undertake robust consultation with DEA Fora (to include wider community) on the report findings
- Review internally, to include Council Equality Officer, Human Resources, Trade Unions and Legal Advisor



#### 4. Implementation of Agreed Centre Provision Models and Capacity Building Programme

- Subject to ratification at full Council, implement new support models/mechanisms for community centre provision
- Roll out District wide capacity building programme for community organisations involved in centre provision

#### Proposed Timeline & Areas of Responsibility

Review Stage	Timescale	Responsibility
Map current provision	March 2016	Council Officers
<b>Stage 1 – Council owned/ Community Managed Centres</b>		
Audit of Effectiveness	April 2016 – Aug 2016	Council Officers(incl DEA Coordinators) CDRCN
Consultation	Sept – Dec 2016	DEA Fora Wider Community N,M & DDC
Implementation	April 2017 – Forward	N,M & DDC External provider
<b>Stage 2 – Community Owned / Council Contribution</b>		
Audit of Effectiveness	November 2016 – March 17	Council Officers(incl DEA Coordinators) CDRCN
Consultation	April 17 – June 17	DEA Fora Wider Community N,M & DDC
Implementation	Sept 2017 – Forward	N,M & DDC External provider
<b>Stage 3 – Community Owned without Council Contribution</b>		
Map Current Provision	May 17	Council Officers (Inc DEA Coordinators)
Audit of Effectiveness	May 17 – June 17	Council Officers (inc DEA Coordinators) CDRCN
Implementation	September 17 - Forward	N,M & DDC
<b>Stage 4 – Community Owned and Council Managed</b>		
Map Current Provision	September 17	Council Officers
Audit of Effectiveness	September 17	Council Officer, CDRCN staff
Report Back to Council	November	Council Officers, CDRCN Staff



<b>Report to:</b>	<b>Active and Healthy Communities</b>
<b>Date of Meeting:</b>	18 September 2017
<b>Subject:</b>	Financial Assistance
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Manager

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li>To approve the proposed timeline and thresholds for Call 3 of the Financial Assistance process and approve budget of £250,000 for Sports Capital Call 2018/19.</li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The third call for Financial Assistance will open on 18<sup>th</sup> September 2017 under the following themes:</p> <ul style="list-style-type: none"> <li>Sports Capital 2018-2019, (£15,000-£100,000, 50% match funding)</li> <li>Community Capital 2018-2019, (£15,000-£100,000, 50% match funding)</li> <li>Sports Active Award 2017-2018 (£500-£3,000)</li> </ul> <p>The proposed time scale is:</p> <ul style="list-style-type: none"> <li>Call open on Monday 18<sup>th</sup> September 2017</li> <li>Call close on Friday 27<sup>th</sup> October 2017</li> <li>Report to AHC Committee Monday 20<sup>th</sup> November 2017</li> <li>Ratification by Council 4<sup>th</sup> December 2017</li> <li>Letters to groups 12<sup>th</sup> December 2017</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	Finalising applications in line with the Sports NI LOO funding requirements. Managing the assessment process.
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>To approve the proposed timeline and thresholds for Call 3 of the Financial Assistance process.</li> <li>To approve a budget for the Sports Capital 2018/19 of £250,000.</li> </ul>
<b>4.0</b>	<b>Resource implications:</b>
4.1	<ul style="list-style-type: none"> <li>Officers required for assessment panels.</li> <li>Commitment of next year's budgets in this financial year.</li> <li>Agree a budget of £250,000 for the Sports Capital 2018/19 – this is currently not being provided for the Council's Capital Programme and will be subject to the Rates process.</li> </ul>
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	There is an inclusion of equality and good relations within the applications and the process is underpinned by Equality and Good Relations principles.
<b>6.0</b>	<b>Appendices:</b>
	None.

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	NLC Opening Sales Promotions
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

<b>Decisions required:</b>	
• <b>To approve: NLC Opening Sales Promotions</b>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Newry Leisure Centre Phase 2 construction is nearing its conclusion. This will also see the existing Newry Sports Centre close once the construction project has completed and has been handed over to the Council. Previously in June 2017, Council approved a 14 day transitional period directly after the existing Newry Sports Centre closure to allow for key staff training and new building familiarisation along with independent consultant health and safety procedural sign off. In addition as part of this approval, it included the development of marketing launch plan to include a "soft launch" to test procedures.
1.2	In September 2016, approval was given to adopt the recommendations contained within the Indoor Leisure Business Plan 2016-2020 which specifically focuses upon a number of actions to ultimately aim to achieve participation growth and also to reduce net cost of operating its centres. With specific reference to Newry, this equates to an aspiration to increase yearly customer participation from 541,924 visits per year in 2015/16 to 811,050 visits per year by the end of 2020/21 and this should assist with the aspiration to reduce net cost of operating its Indoor Leisure centres from £3.14m currently to £2.53m per annum by 2021.
1.3	Officers believe there is a key opportunity to maximise commercial opportunities during this forthcoming period of excitement and intrigue with the new facility and therefore request approval for the implementation of a select number of commercial sales promotions.
<b>2.0</b>	<b>Key issues:</b>
2.1	Officers would recommend the following four categories for commercial sales promotions: (1) Direct debit (2) Annual paid in advance memberships (3) Member referrals (4) Existing customer loyalty scheme  It should be noted that there would be no proposed deviation to the agreed monthly/annual price points as previously agreed in Feb 2017 for the 2017/18 scale of charges.
2.2	Sales promotions therefore would focus on allowing a select number of memberships to be sold with a discounted initial fee, ie. Join for a £1 and rest of the month for free for direct debit customers and option to add an extra free month to annual paid in advance memberships.

	<p>A select number of free guest passes would also be made available to new and existing customers so they can bring a friend/family member for free.</p> <p>During the proposed 14 day closure of gym and halls facilities, current customers would be given the opportunity to avail of their chosen non-booked activities at other Indoor Leisure facilities free of charge and officers would also propose to review options for existing customer loyalty offers upon transfer to the new Newry Leisure Centre Phase 2.</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>To allow officers to proceed to refine and implement commercial sales options as per section 2.1.</p> <p>These offers would be made available for a specific period of time to help maximise potential commercial income opportunities during this forthcoming period of excitement and intrigue with the new facility.</p>
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time – to make staff aware of pricing and to update and configure literature and computerised till systems
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The proposal sets out specific action to be undertaken regards to implementing recommendations from the Indoor Leisure Business Plan. It is therefore not anticipated the recommended actions will have an adverse impact upon the promotion of equality and opportunity and good relations, but will generate opportunity to take positive action.
<b>6.0</b>	<b>Appendices</b>
6.1	None.

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	NLC Soft Play Operating Arrangements
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

<b>Decisions required:</b>	
• <b>To approve: NLC Soft Play Operating Arrangements</b>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Newry Leisure Centre Phase 2 construction is nearing its conclusion. There is provision and space set aside for an indoor soft play area. Previously in June 2016, Council approved a procurement process to be undertaken to appoint a supplier to design, supply and install an indoor soft play area.
1.2	Equipment and install are provided for as part of the tender contract award, however the decision surrounding the operating practices to include the pricing strategy of that area rests with the Council. There are no other similar facilities within the Council for comparison purposes so with Newry Leisure Centre Phase 2 construction now nearing its conclusion and due to certain deadlines needing to be achieved, a decision is needed on the operating practices and pricing strategy to ensure no project delays are encountered.
<b>2.0</b>	<b>Key issues:</b>
2.1	The core customer base is anticipated to be aimed at children up to the age of twelve years. There are number of children's soft play areas within a 5 mile radius however is it difficult to provide accurate comparisons to other facilities due to size and as there are no other facilities with this radius that has an indoor soft play with a leisure centre.
2.2	Further information on proposed operating arrangements and pricing strategy is detailed within appendix A, but in summary: <ul style="list-style-type: none"> <li>• Simple timetable arrangement to reflect the leisure pool opening hours, ie. Mon-Fri 9.30am-8pm, Sat 9am-5.30pm and Sunday 10.30am-5.30pm</li> <li>• Prices to range from £1.50 to £4.25 per admission</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	To proceed with the operating arrangements and pricing strategy as per summary in section 2.2 and further details provided in Appendix A.  This will be monitored and officers will carry out a detailed analysis and review after month 6 to refine arrangements and report back to AHC committee if refinements are required.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time – to make staff aware of pricing and to update and configure literature and computerised till systems  Other Impacts – will ensure a robust and standardised approach to soft play pricing and operating practices within Newry Leisure Centre

<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The proposal sets out specific action to be undertaken regards to implementing recommendations from the Indoor Leisure Business Plan. It is therefore not anticipated the recommended actions will have an adverse impact upon the promotion of equality and opportunity and good relations, but will generate opportunity to take positive action.
<b>6.0</b>	<b>Appendices</b>
6.1	Appendix A - NLC Soft Play Operating Arrangements

## **Appendix A - NLC Soft Play Operating Arrangements**

Simple timetable arrangement to reflect the leisure pool opening hours, ie. Mon-Fri 9.30am-8pm, Sat 9am-5.30pm and Sunday 10.30am-5.30pm

The facility will be attractive to children up to the age of 12 years. It will feature 3 separate areas of traditional soft play, appealing to babies, toddlers and juniors.

The baby play area will be designed to offer basic play and educational tools for pre walkers.

The toddler play area will be designed to stimulate 2 to 4 year old children.

The junior play area allows for a vibrant, but safe, challenging structure for children between the age of 4 and 12 years.

All children entering the premises will be expected to be accompanied by a parent / carer who will be responsible for the behaviour of the child throughout their visit. In addition to pay and play sessions, the facility will host pre booked children's parties.

The café facilities within the play centre will provide the opportunity for patrons to purchase food and non-alcoholic drinks.

In terms of parental supervision, there are 2 cardinal rules which must be adopted:

1. No child is allowed into the soft play area without a supervising adult
2. No adult is allowed into the soft play area without a paying child

The supervision of the playing child sits firmly with accompanying adult and onsite staff are merely there to enforce facility rules and maintain facility standards.

Promotions including after school meal deals and toddler activity sessions will be held mid-week during term time to encourage visitor numbers during the perceived traditionally quiet times when children are at school.

Junior Peak (age 4 and above) - £4.00

Junior Off Peak (age 4 and above)- £3.00

Toddler Peak (age 3 and under) - £2.00

Toddler Off Peak (age 3 and under) - £1.50

Birthday package Sat/Sun (non-exclusive) to include Room Hire - £4.25 per child

Birthday package Mon-Fri (non-exclusive) to include Room Hire - £3.25 per child

Above birthday packages entitle access to soft play area only, food requirements to be agreed and paid separately with on-site café provider (birthday packages from to be agreed in advance with NLC).

As part of the NLC Phase 2 pre-opening checks, independent Health and Safety Consultant to include soft play operating arrangements as per of their review.



<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	New Leisure and Sport Visualisation
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

<b>Decisions required:</b>	
• <b>To approve: new Leisure and Sport Visualisation</b>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>A number of key work streams arising from the Indoor Leisure Business Plan are progressing and Officers now wish to present options that focus on the following recommendation that was approved in September 2016:</p> <p>"Marketing and Branding – immediate development and implementation of a strategy to include sub identity, transparent customer journey, staff training and recruitment of additional resource by end of 2016/17.</p>
1.2	<p>As approved in September 2016, a specialist leisure marketing expert has been working with the Leisure and Sport management team and the Council's marketing department.</p> <p>Subsequently, in June 2017, approval was given to continue to proceed to refine and implement the marketing plan so that potential sales opportunities can be maximised prior to the opening of the new Newry Leisure Centre Phase 2 and then roll-out this plan to its remaining facilities thereafter.</p> <p>Proposals have now been presented for consideration in relation to the development and implementation of the marketing plan.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	The Leisure and Sport marketing plan will be strongly under-pinned by the Councils overall brand and ethos and close engagement with the Councils marketing section will be key in ensuring the leisure plan remains within the guidelines as set out for the Council.
2.2	As part of the marketing plan, the Leisure and Sport Service and facilities will be shaped by a new look and feel along with the marketing messages for all elements of the leisure provision, both indoors, outdoors and for sports development – refer to Appendix A for further information on the proposal. Please note that this is an example of the type which will be tailored to suit each message associated with Leisure and Sport.
<b>3.0</b>	<b>Recommendations:</b>
3.1	That the Committee accept proposed leisure look and feel as per Appendix A and permit Officers to develop and implement targeted messages within the leisure and sport section with this approach with close engagement with the Council's marketing department.

<b>4.0</b>	<b>Resource implications</b>
4.1	<p>Officer time – to make staff and customers aware of arrangements, to co-ordinate training plan</p> <p>Financial – initial marketing initiatives and launch have been identified and should be coded as part of the Newry Leisure Centre Phase 2 costs, with estimated costs at £20k.</p> <p>Future implementation of new physical identity estimated at £20k for Newry Leisure Centre to be coded to NLC capital budget, with all other centres estimated to cost circa £100k, to be added to the capital budget for 2018/19 and rolled out to coincide with opening of new DLC facility.</p>
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	<p>Newry, Mourne and Down District Council acknowledges that some people do not have the same access to information as others. In particular people with sensory, learning, communication and mobility disabilities may require printed information in other formats; members of ethnic minority groups, whose first language is not English; and children and young people may not be able to fully access or understand information.</p> <p>The proposed Leisure and Sport Marketing Plan presents an opportunity for positive action wherein it will be developed taking account of the Council's Equality Scheme commitments and address arrangements for public access to information and services we provide and the statutory disability duties which require Council to have due regard to promote positive attitudes towards disabled people and encourage participation of disabled people in public life.</p>
<b>6.0</b>	<b>Appendices</b>
6.1	Appendix A – Proposed new Leisure and Sport section Visualisation

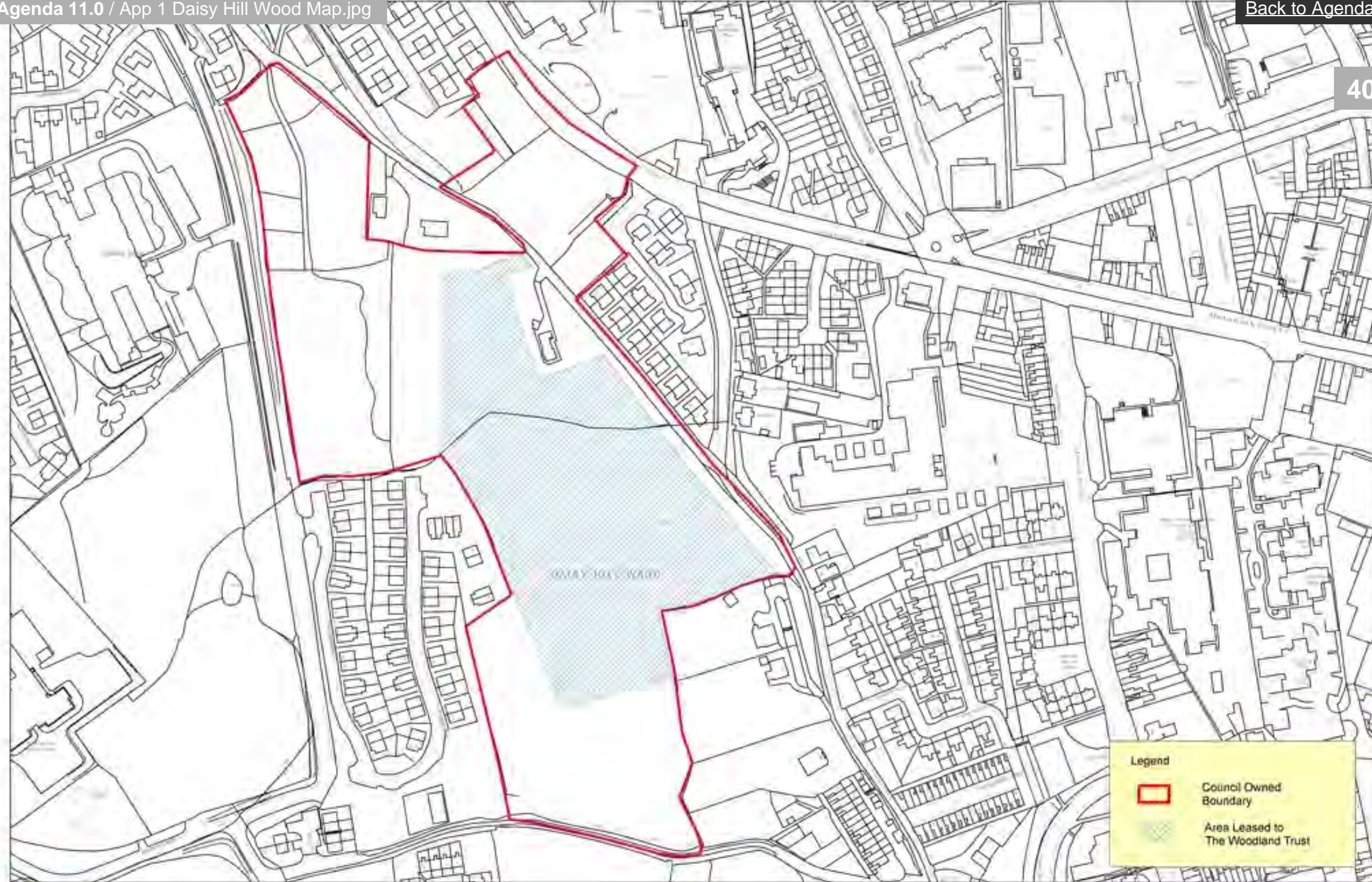
# Proposed new leisure and sport visualisation




<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	Request to match fund an invasive species eradication programme in Daisy Hill Wood using existing resources
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health & Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sheena McEldowney, Senior Environmental Health Officer

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li>To approve match funding from existing resources for an invasive species eradication programme in Daisy Hill Wood in partnership with the Woodland Trust.</li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>Daisy Hill Wood is a main feature on the hill above Newry city and most people would know the site from its history as a plant nursery for 100 years (1890-1990). Newry, Mourne and Down District Council own the site and part of it is leased to the Woodland Trust.</p> <p>The wood was designated as our first Local Nature Reserve in 2009 due to its value for recreation as well as natural heritage. There are many specimen trees and shrubs of non-native origin growing on the site, such as the Locust tree, which is native to North America and the North of Mexico. A selection of conifers, bamboo, privet and cherries make up the main canopy of the wood, with the occasional oak, ash and sycamore scattered along the original banks and hedges, originating from when it was a parkland estate. The woodland provides good habitat for many species including mammals such as badgers, bats, foxes, hedgehogs and field mice as well as nesting birds such as robins, wrens and long-eared owls.</p> <p>A recent survey procured by the Ring of Gullion Landscape Partnership project however suggests that the wood is the main source of many of the non-native invasive species across South Armagh. The main problem species include Japanese knotweed, Himalayan knotweed and giant hogweed. These species spread rapidly and are major threats to biodiversity and natural habitats across the whole of Ireland.</p> <p>As a result of this survey, the Woodland Trust have applied for a forestry grant to help tackle the invasive problem in the wood. However, it would be pointless for them to spray invasive on their leased land, without the Council spraying and controlling the invasive on the surrounding Council land.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>The Newry, Mourne and Down Local Biodiversity Action Plan document lists invasive species as one of the main threats to biodiversity across the District.</p> <p>If the Council work in partnership with the Woodland Trust and match fund this invasive species eradication plan there would be a real improvement on site over the three years of the programme.</p>

<b>3.0</b>	<b>Recommendations:</b>
3.1	To agree to match fund an invasive species eradication programme at Daisy Hill Wood using existing resources.
<b>4.0</b>	<b>Resource implications</b>
4.1	Existing resources will be used, and three written quotes will be obtained from suitable contractors.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	This has no equality and good relations implications.
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Daisy Hill Wood Map



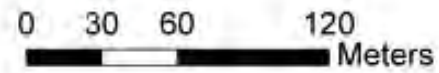
**Legend**

-  Council Owned Boundary
-  Area Leased to The Woodland Trust



**Daisy Hill Wood Map(A3)**

1:1,500



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<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	Request from the Federation of City Farms and Community Gardens (FCFCG) to become Local Authority Members
<b>Reporting Officer (Including Job Title):</b>	Eoin Devlin, Assistant Director Health & Wellbeing
<b>Contact Officer (Including Job Title):</b>	Sheena McEldowney, Senior Environmental Health Officer

**Decisions required:**

To approve a request from the Federation of City Farms and Community Gardens (FCFCG) to become Local Authority Members

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>Since 2009, FCFCG has acted as the secretariat for biannual meetings of the Northern Ireland Allotment and Community Garden Forum (NIACGF) at which all local authorities and key third sector organisations are represented, with the purpose of ensuring:</p> <ul style="list-style-type: none"> <li>- strategic and coordinated support for the development of allotments, community gardens and other community growing spaces and delivery of complementary programmes</li> <li>- presentation of a joined-up approach to policy makers, Government, and external agencies</li> <li>- greater understanding of the benefits of allotments, community gardens and growing spaces</li> </ul> <p>At the latest Northern Ireland Allotment and Community Garden Forum (NIACGF) meeting held on 21<sup>st</sup> October 2016 at Antrim and Newtownabbey Council offices, it was recommended that Councils were invited to become Local Authority Members of FCFCG. This costs £800 a year, supporting the strategic development of the community growing sector in Northern Ireland, and will ensure that Newry, Mourne and Down District Council will:</p> <ul style="list-style-type: none"> <li>- be represented at NIACGF meetings</li> <li>- benefit from joint promotion of community gardens and allotments at a policy level to government, funders and other stakeholders in Northern Ireland</li> <li>- have access to Northern Ireland, Ireland and UK wide networks of community gardening and sharing of best practice</li> <li>- be able to plan facilitation, networking and training events that meet the needs of community groups at a preferential rate</li> <li>- have access to a wide range of information, best practice guides, case studies and research collated by FCFCG</li> <li>- receive regular information in the form of our Growing Places e-newsletter</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	Community gardens and allotments are a great way to help meet our strategic objectives set out in the Corporate Plan;

	<ul style="list-style-type: none"> <li>- Supporting improved health and wellbeing outcomes</li> <li>- Protecting our natural and built environment</li> <li>- Empowering and improving the capacity of our communities</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	To agree to become members of the FCFCG and fully benefit from their support and expertise in relation to community gardens and allotments
<b>4.0</b>	<b>Resource implications</b>
4.1	Membership fees are £800 per year
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	This has no equality and good relations implications.
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Letter from FCFCG





Danielle Begley  
Biodiversity Officer  
Fermanagh and Omagh District Council  
Newry, Mourne and Down District Council  
O'Hagan House  
Monaghan Row  
Newry  
BT35 8DJ

04/08/2017

Dear Danielle

### **Local authority support for the development of community growing across Northern Ireland**

I am writing on behalf of the Federation of City Farms and Community Gardens (FCFCG) to ask Newry, Mourne and Down District Council to support our ongoing collaborative work in developing a strong and vibrant community growing sector across Northern Ireland.

Since 2009, FCFCG has acted as the secretariat for biannual meetings of the Northern Ireland Allotment and Community Garden Forum (NIACGF) at which all local authorities and key third sector organisations are represented, with the purpose of ensuring:

- strategic and coordinated support for the development of allotments, community gardens and other community growing spaces and delivery of complementary programmes
- presentation of a joined-up approach to policy makers, Government, and external agencies
- greater understanding of the benefits of allotments, community gardens and growing spaces

#### **The Federation of City Farms and Community Gardens**

Northern Ireland Environment Link, 89 Loopland Drive, Belfast BT69DW Tel:07738921719 [ni@farmgardens.org.uk](mailto:ni@farmgardens.org.uk)  
[www.farmgardens.org.uk](http://www.farmgardens.org.uk)

Patron: HRH The Prince of Wales

Registered in England as a Limited Company No: 2011023 & Registered Charity (England & Wales) No: 294494, Charity (Scotland) No: SC039440

At the latest NIACGF meeting held on 21<sup>st</sup> October 2016 at Antrim and Newtownabbey Council offices, it was recommended that we invited Councils to become Local Authority Members of FCFCG. This costs £800 a year, supporting the strategic development of the community growing sector in Northern Ireland, and will ensure that Newry, Mourne and Down District Council will:

- be represented at NIACGF meetings
- benefit from joint promotion of community gardens and allotments at a policy level to government, funders and other stakeholders in Northern Ireland
- have access to Northern Ireland, Ireland and UK wide networks of community gardening and sharing of best practice
- be able to plan facilitation, networking and training events that meet the needs of community groups at a preferential rate
- have access to a wide range of information, best practice guides, case studies and research collated by FCFCG
- receive regular information in the form of our Growing Places e-newsletter

As you know from attending FCFCG's the Forum event in Strabane, we are instrumental in bringing the sector together and working to address many of the issues faced by both growing groups and councils.

We have provided substantial support to groups in your area, for example Ark Community garden at a recent training event around promotion and communication. You may also be interested in a programme of events we are developing in Belfast to deepen gardeners' appreciation and understanding of their role in conservation and habitat provision. We are working with an academic in Queen University to present at a conference on soil ecology around community gardens and nature friendly gardening.

Finally, our biggest programme at the minute is a networking and social capital building project that creates connections between nearby gardens, builds skills and confidence in volunteers, and aims to make projects more resilient and sustainable. You can read more about this programme [here](#), and we will be looking for groups in Newry, Mourne and Down to participate in the next year.

We believe that by working together we can achieve much more. Please do support our efforts and join as a Local Authority member by returning the attached form.

Yours sincerely

Susan Lynn  
Northern Ireland Manager

**The Federation of City Farms and Community Gardens**

Northern Ireland Environment Link, 89 Looiland Drive, Belfast BT69DW Tel: 07738921719 [ni@farmgardens.org.uk](mailto:ni@farmgardens.org.uk)  
[www.farmgardens.org.uk](http://www.farmgardens.org.uk) Patron: HRH The Prince of Wales

Registered in England as a Limited Company No. 2011023 & Registered Charity (England & Wales) No. 294494, Charity (Scotland) No: SC039440

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	Leisure IT Applications
<b>Reporting Officer (Including Job Title):</b>	Roland Moore, Assistant Director Leisure and Sport
<b>Contact Officer (Including Job Title):</b>	Kieran Gordon, Head of Indoor Leisure

<b>Decisions required:</b>	
• <b>To note the report.</b>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	Recently the Indoor Leisure section has completed a procurement exercise for a fitness equipment supplier and also for a leisure IT software supplier.
1.3	Currently the Indoor Leisure section does not offer enhanced IT solutions to members of the public, meaning all forms of customer engagement take place in person within each facility, via telephone or via email.
<b>2.0</b>	<b>Key issues:</b>
2.1	As part of the new supplier solutions for fitness equipment and leisure IT software, there are options to develop custom mobile applications ultimately aimed for customer usage and benefit, for example: <ul style="list-style-type: none"> <li>• online joining and booking of activities</li> <li>• online membership account management that includes tracking of their own personal fitness assessment statistical history and their exercise activity aswell as access to their own bespoke exercise programme with options to access video exercise tutorials</li> <li>• These features amongst others can be accessed via a standard website but can also be accessible via a mobile phone application on a smart phone or tablet device.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	To note the contents of this report and to advise members that a presentation will be given to members showcasing the new IT applications at a forthcoming AHC committee meeting.
<b>4.0</b>	<b>Resource implications</b>
4.1	Officer time – to make staff and customers aware of arrangements, to co-ordinate training plan for internal staff Financial – no additional costs as these IT applications are included within previously approved procurement processes Service - it is anticipated that both of these enhanced methods of customer engagement should have a positive user experience as customers will have access to "live" information at their own discretion. Efficiency – upon using the IT applications, customers will receive instant confirmation for their chosen area, eg. confirmation of their purchase of a membership package along with group exercise class booking or cancellation and the option to update their personal account details,etc
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	Newry, Mourne and Down District Council acknowledges that some people do not

	<p>have the same access to information as others. In particular people with sensory, learning, communication and mobility disabilities may require printed information in other formats; members of ethnic minority groups, whose first language is not English; and children and young people may not be able to fully access or understand information.</p> <p>The proposed Leisure IT application development presents an opportunity for positive action wherein it will be developed taking account of the Council's Equality Scheme commitments and address arrangements for public access to information and services we provide and the statutory disability duties which require Council to have due regard to promote positive attitudes towards disabled people and encourage participation of disabled people in public life.</p>
<b>6.0</b>	<b>Appendices</b>
6.1	None.

<b>Report to:</b>	Active and Healthy Communities
<b>Date of Meeting:</b>	18 September 2017
<b>Subject:</b>	Health and Wellbeing Annual Report
<b>Reporting Officer (Including Job Title):</b>	Michael Lipsett Director of Active and Healthy Communities
<b>Contact Officer (Including Job Title):</b>	Eoin Devlin Assistant Director Health and Wellbeing

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li>To note the report.</li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>The report as attached as Appendix provides a summary of the diverse nature of the work of the Health and Wellbeing Department and the breadth of our contact with our businesses, our residents and visitors to our district. It covers the period from July 2016 to June 2017 and allows members to see the wide range of work that is being carried out throughout the year that does not get the chance to be reported to Committee on a routine monthly basis.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<p>The Health and Wellbeing section of the Directorate covers a wide range of Statutory and non-statutory functions in relation to both Health and the Environment. These include Food safety, Health and Safety at work, Public Health and Housing, Environmental Protection, Consumer safety, Home Safety Environmental Education, Biodiversity, Sustainability and Health Inequalities in addition to the Affordable Warmth Scheme.</p> <p>A Senior Environmental Health Officer is also available to each DEA meeting to allow for relevant issues particular to that locality to be aired.</p> <p>Since the report was tabled previously last year we now also have responsibility for the Sustainable Development and Climate Change standing forum and also the development of Newry, Mourne and Down as an Age Friendly District.</p> <p>In order to deliver on these functions we work in partnership with the Public Health Agency, the local Health Trusts and the Department of Communities among others</p>
<b>3.0</b>	<b>Recommendations:</b>
3.1	To note the report.
<b>4.0</b>	<b>Resource implications:</b>
4.1	None.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None.
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Health and Wellbeing Annual report

**Active and Healthy Communities Directorate**  
**Health & Well Being**  
**Report of Activity**  
**1 July 2016 - 30 June 2017**

The Health and Wellbeing Department within the Active and Healthy Communities Directorate has responsibility for a wide range of functions both Statutory and non-Statutory which have a great influence on both the Health and Wellbeing of our residents but also the Environment in which they live.

The functions can be broken down into three broad areas:

**Environmental Health**

- Protect the environment of our district and the health of those people who live, work and visit it by carrying out the following statutory functions:
- Food Safety
- Health & Safety at Work
- Public Health Nuisances
- Housing
- Pollution Control
- Planning Consultations
- Radiation Monitoring
- Consumer Protection

**Environmental Education, Biodiversity and Sustainability**

- Engage with all the stakeholders on health, education and bio-diversity policies and issues
- Promote sustainability and biodiversity through the development and implementation of an environmental education programme
- Develop and deliver environmental education programmes to the community
- Implement Local Biodiversity Action Plan
- Promote sustainable communities

**Health Improvement**

- Create awareness of healthy lifestyles choices and ill health prevention
- Oversee the Directorate's participation in health promotion and wellbeing through effective partnership working
- Deliver Home Safety and Home Accident prevention programmes
- Address issues relating to Health Services in Newry, Mourne and Down
- Take a community development approach to addressing issues which impact on the health and wellbeing of the community
- Organise and deliver health educational programmes

- Reduce fuel poverty by delivering the Affordable Warmth Scheme
- Develop our district into one that is 'Age Friendly'

The service is provided by staff based in both Newry and Downpatrick and this report provides a snapshot of the enormous range of contacts and interventions that the Council have with local residents, visitors and businesses on an annual ongoing basis.

Although the final structure is not yet in place the Department will ultimately consist of three discrete sections;

### **Environmental Health (Commercial)**

Food Safety

Health and Safety at Work

Consumer Safety

Tobacco Control

### **Environmental Health (Residential)**

Public Health

Housing

Environmental Protection

Planning Consultations

Health Improvement (inc Home Safety and Affordable Warmth projects)

Age Friendly

### **Sustainability**

Biodiversity

Environmental Education (including Down your Street/Live Here Love Here)

Energy Management

CANN Interreg project

## **Environmental Health (Commercial)**

### **Food Safety**

The Environmental Health Department has responsibility for delivering and enforcing the food service across the District to ensure that food placed on the market is safe to eat and is correctly described. This is achieved by carrying out the appropriate planned and reactive food hygiene and food standards interventions, for example advice, inspections, audits and sampling, in all food businesses within our area in accordance with the Food Law Code of Practice to ensure legal requirements are met.

We are responsible for implementing the Food Hygiene Rating Scheme throughout the District in line with the Food Standards Agency's guidance. Food standards work has concentrated on ensuring that food that is placed on the market is safe to eat and that it is correctly described. New requirements to identify food allergens and inform consumers of their presence have formed a considerable part of our work over the past year. We have also worked with local manufacturers to assist them with complying with the requirement to provide nutritional information on their labels.

The Council has **2025** food premises currently registered as trading for which the authority has food enforcement responsibility. In this time, **207** new food businesses have registered with Newry, Mourne and Down District Council. Chart 1 shows the number of premises registered or with EC Approval and the number of food hygiene and food standards interventions carried out in this time.



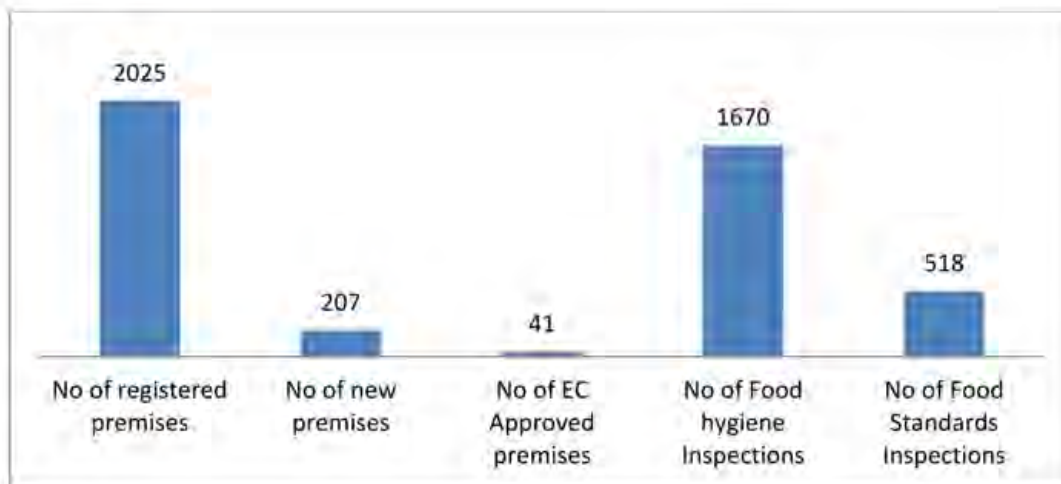


Chart 1

Food and Food Premises Complaints

We investigate complaints made to the department about the hygiene and standard of food, e.g. undercooked food or foreign object contamination, alleged food poisoning, complaints regarding the hygiene of food premises and incidents referred to us from the Food Standards Agency. Details of these complaints are illustrated in

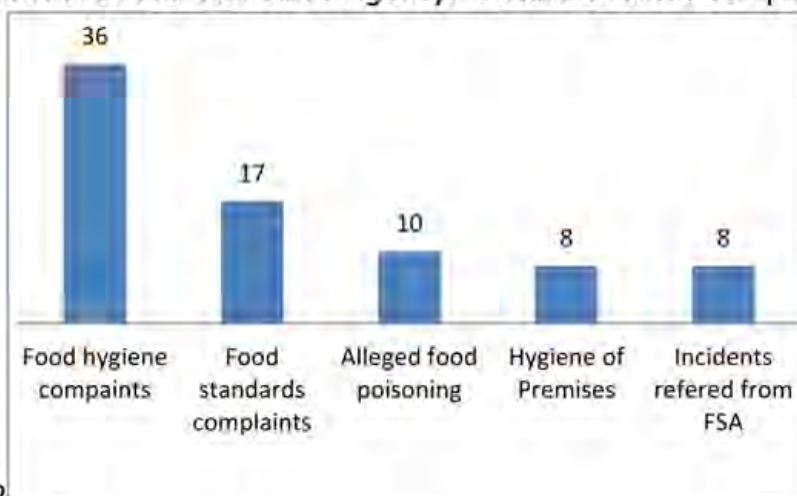


Chart 2

Chart 2

Food Sampling

Samples are routinely procured for either microbiological or chemical analysis. Follow up action is taken as deemed appropriate with a view to ensuring the food sold within the district is safe to eat, properly labelled and as described. Charts 3 and 4 show the number of samples procured and the number of unsatisfactory results requiring action, for microbiological and chemical testing respectively.

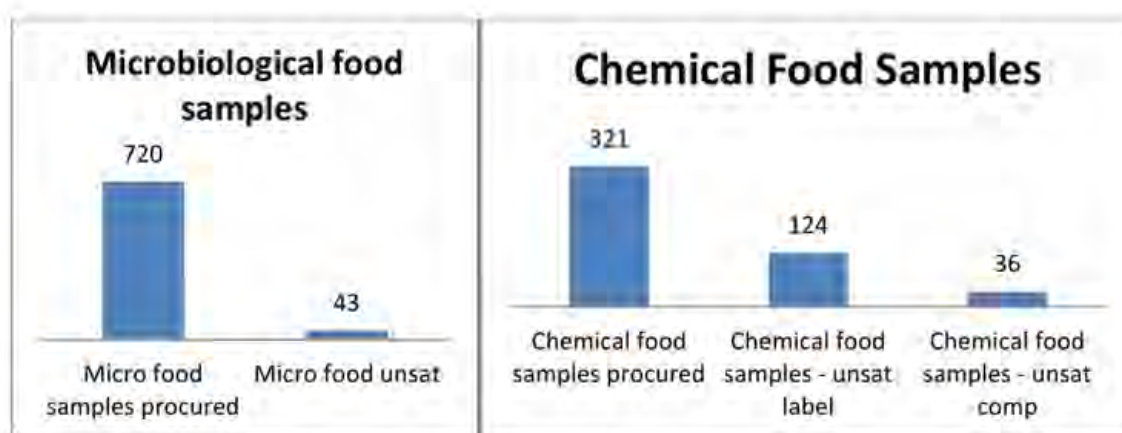


Chart 3

Chart 4

Water sampling

Water samples are collected routinely from commercial businesses and private homes to ensure the water supply is fit for human consumption. Chart 5 shows the number of water samples collected and number of samples found to be unsatisfactory.

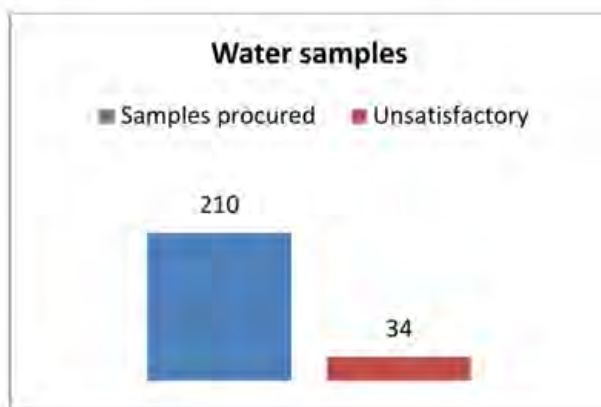


Chart 5

Infectious Disease control

Environmental Health Officers investigate both individual cases and outbreaks of infectious disease on behalf of the Public Health Agency. A total of 101 cases have been reported to us for investigation. Chart 6 below shows the breakdown of infectious disease notifications investigated in this period.

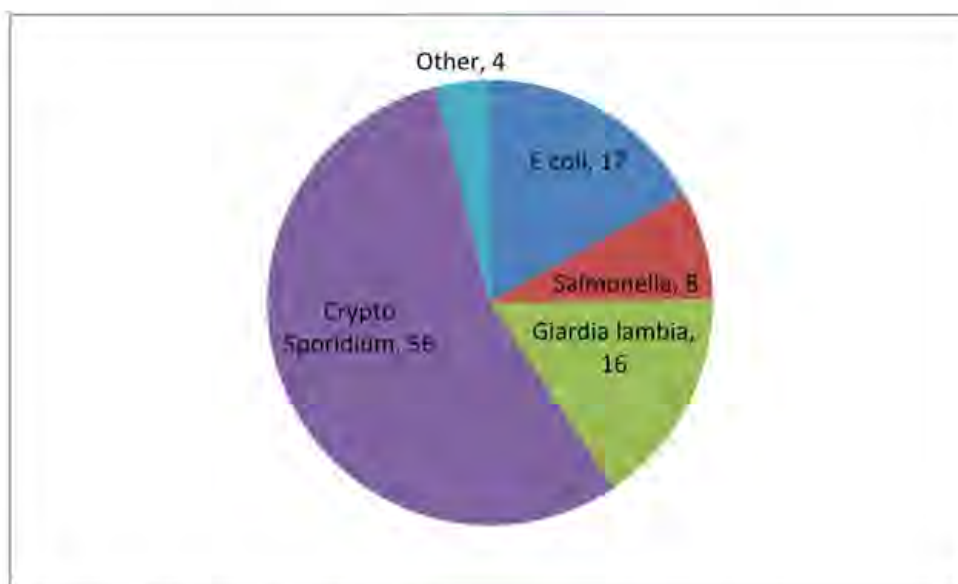


Chart 6

Infectious Disease Notifications

In December 2016, we were notified of a cross border outbreak of Shigella sonnei which was linked to a manufacturer in our area who supplied a company who had outlets across the island of Ireland. A cross border outbreak control team was sent up by the Health Protection Surveillance Centre in Dublin comprising of Public Health

Officials (North and South), Environmental Health Departments (North and South), Food Standards Agency (NI) and Food Safety Authority of Ireland.

There were 12 confirmed cases, 3 probable cases and 2 possible cases. Of these 17 cases, 3 were reported in Northern Ireland. The manufacturer was fully investigated and hygiene standards were found to be very good. Staff members were screened and food samples were analysed for *Shigella sonnei* and they were all negative.

### Fish & Shellfish

Newry, Mourne and Down District Council is home to the busiest fishing port in Northern Ireland. Regular inspections are required at the point of landing in the fish market. Many of the fish processing businesses export their finished product to countries outside of the EC, for example China. This requires an export certificate to be issued by this department to enable it to be accepted at the point of import.

Consignments of shellfish must be accompanied by shellfish registration documents issued by this department to trace their movement from sea to point of processing. Chart 7 shows the activity relating to the Fish industry within the council area.



Chart 7

## Port Health

Port Health Officers are responsible for making sure the port meets environmental health standards. Duties include carrying out inspections on board ships and other vessels to check they comply with food safety and hygiene standards, inspecting the port for signs of pests, monitoring the port for infectious diseases, checking the quality of water provided to and stored on ships and issuing ship sanitation and exemption certificates. Chart 8 shows the activity in this period relating.

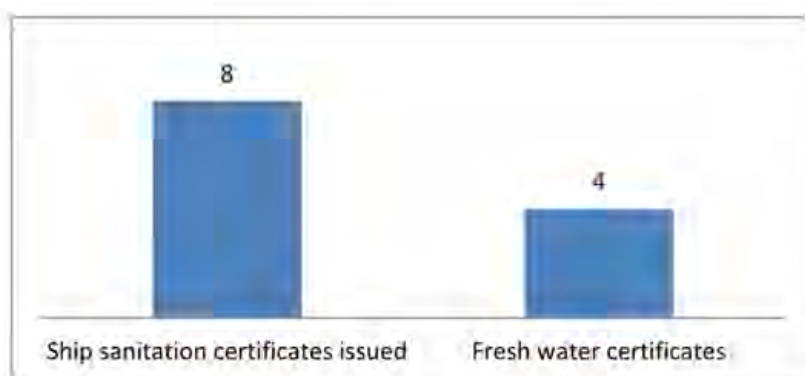


Chart 8

## Food Hygiene Rating Scheme

The Food Hygiene Rating Act (Northern Ireland) 2016 came into force in October 2016 and food businesses are now required to display their food hygiene rating at all public entrances to their premises. This will allow the public to make an informed choice about the places in which they wish to eat or buy food. During this reporting period the Environmental Health department have made routine checks on businesses to monitor that they are displaying their rating. Businesses have been found to be embracing the new legislation with well over 90% of businesses visited displaying the correct rating in the correct location. Businesses who disagree with the rating they have been given have the opportunity to appeal against the rating within a given time. Businesses can also improve on their rating by doing the works that were identified at the time of inspection and then asking for a re-rating visit. This has been done by some businesses even though there is a fee to be paid for this re-rating visit.

## Action against mislabelled food supplements

We took part in a joint a Europol and Interpol led initiative against fake and illicit food worldwide. The operation, Opsun VI, was jointly led in the UK by the Intellectual Property Office (IPO) and the Food Standards Agency (FSA) and partners were asked to observe a five week period of particular focus on mislabelled food supplements during November and December 2016. The group planned and delivered a focused period of activity during the 1<sup>st</sup> of November until the 9<sup>th</sup> of December against mislabelled food supplements.

During the five week operational period 33 establishments were visited by the district councils, resulting in 95 products in total being assessed. 83 samples were found to be non-compliant with legislative requirements, i.e. due to mislabelling or unauthorised health-claims. An additional 11 samples were sent to the public analyst with all of them being identified as non-compliant as the products had unauthorised health claims and non-compliant labelling. None of the products sampled tested positive for containing **2,4-Dinitrophenol (DNP)**.

#### Successful prosecution following Horsemeat Scandal

Investigations carried out and evidence gathered by Newry, Mourne and Down District Council's Environmental Health Officers were key to the City of London Police's recent successful prosecution against three business men who were found guilty of conspiracy to defraud for selling horse mislabelled as beef in what is one of the few successful UK prosecutions since the horse meat scandal in 2013.

EHOs had detained twelve pallets of meat stored in the cold store of Freeza Meats Ltd, Newry in September 2012 during investigations into the company's practices. The officers noted that pallets were poorly wrapped, the meat was exposed in parts and had freezer burn. The ID marks and pallet labels which indicated the meat was of Polish origin, were not consistently applied. Through the Food Standards Agency

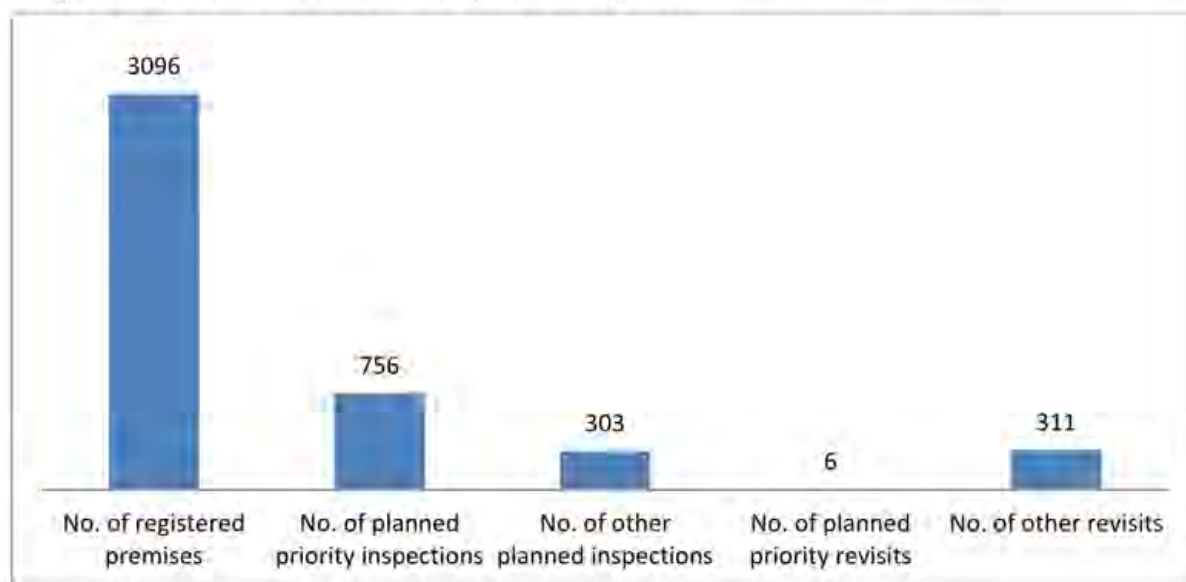
of Northern Ireland, EHOs raised queries with the Polish authorities in an effort to determine the source of the meat. This raised further questions about the origin of the meat and in December 2012, Environmental Health Officers determined that the meat should not be permitted to enter the food chain.

In January 2013, when horsemeat was discovered in burgers in the Republic of Ireland, tests were carried out on the pallets of meat. The tests showed that the pallets contained horsemeat. Newry, Mourne and Down District Council's EHOs carried out further investigations into the consignment of meat, discovering vital pieces of evidence such as health marks on the meat and a horse microchip. They then assisted the City of London Police with their investigation when they took over the case.

### Health and Safety at Work

The Environmental Health Department plays a key role in delivering the Council's strategic objectives of supporting improved health and wellbeing outcomes. The strategic objectives are translated into operational service plans of the Health & Wellbeing Service one of which is the Health and Safety Service plan. Through this plan the Council's aim is to secure the Health, Safety and Welfare of persons at work and the Health and Safety of other persons affected by work activities in the Council enforced Business sectors.

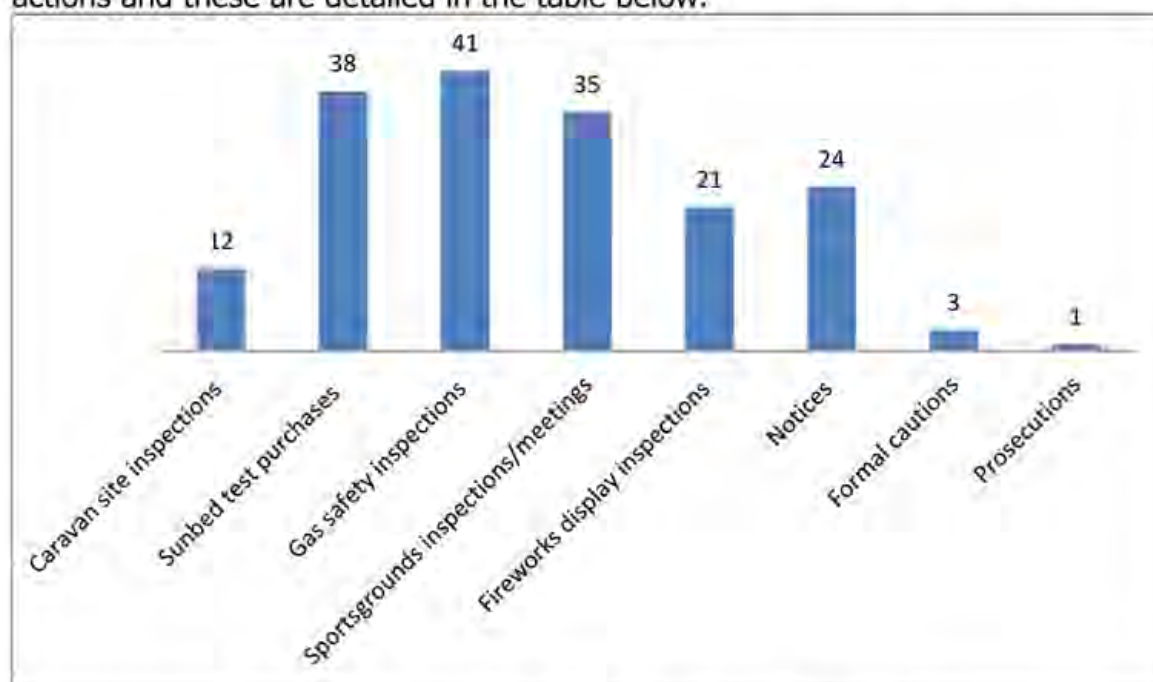
The table below details the planned programme of inspections and re-inspections for the reporting period. This is a combination of planned advisory visits to all types of businesses and targeted initiatives looking at specific safety issues. This year the Council undertook the targeted initiative on Safe Skin which looked at Dermatitis (224 visits) and Working Outdoors (50 visits). This initiative work was completed in conjunction with the HSENI in a partnership role.



**Premises visited from July 2016 – June 2017**



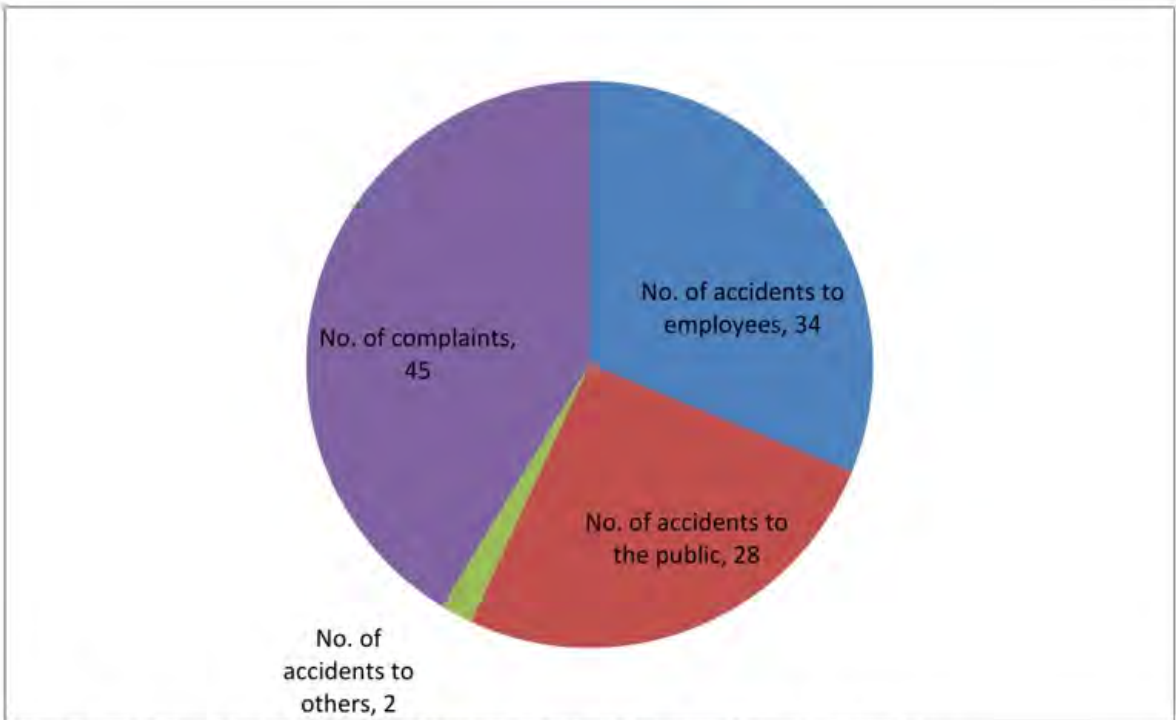
The Health and Safety team also carried out a number of enforcement related actions and these are detailed in the table below.



**Enforcement actions from July 2016 – June 2017**

Businesses are required through legislation to report accidents to the Council which occur on their premises; these occur to their employees, to the public or visitors e.g. delivery drivers. On receiving an accident report an environmental health officer is required to investigate the cause of the accident with a view to preventing any recurrence of such.

The reported accidents and health and safety complaints to the Council are summarised in the diagram below.



**Number of accidents and complaints reported July 2016 – June 2017**

## **Consumer Protection**

It is the Council's objective to ensure goods on sale are safe and fit for the purposes specified. Officers of the Environmental Health Service undertake the following duties in relation to Consumer Protection (i.e. non-food consumer products for example upholstered furniture, bicycles, electrical goods, toys, hired goods, tyres and second hand goods):

- Survey goods to ensure they are safe
- Sample and test goods
- Investigate warnings, alerts and complaints regarding unsafe goods
- Advise businesses on safety standards consumer goods must meet
- In partnership with Building Control, ensure 'Fitness for Purpose' of Construction Products

### **Warnings, alerts and complaints regarding unsafe goods**

- Received and investigated 10 Consumer Safety complaints
- 70 Rapex alerts (The Rapid Alert System enables quick exchange of information between European countries and the Commission about dangerous non-food products posing a risk to health and safety of consumers) were received and considered for follow up action.
- Officer action was required for 17 Rapex alerts
- 4 hazard warnings received and considered for action. Further action such as visits/telephone communication was made on all 4.

### **Surveys**

<b>Topic</b>	<b>Action taken</b>
Volatile Substance Abuse	Test purchase exercise was carried out in 9 premises visits and 1 sale was made.
Bouncy Castles	Visits made to 9 businesses, with follow up written advice given to all 9.
E Cigarette Initiative	Visits made to 10 premises with follow up inspections carried out in all 10.
Craft Fairs	Visits made to 37 craft fairs to ensure products on sale are safe.

Tyre Premises Initiative	54 tyre retail premises received a letter on the re-labeling of part worn tyres and disposal of waste.
Second Hand Goods Initiative	13 premises visited who all received an information pack on the sale of safe products.

### **Sampling**

2 Horse riding helmets were purchased and sent for testing to demonstrate compliance with PAS015 due to the harmonised standard change – both helmets passed.

### **Advice to New Businesses**

On-going advice given to manufacturers in the district such as Cosmetic products, jewellery manufacturers and toy products.

### **Press releases**

One press release was issued to inform E cigarette retailers that from 20 May 2017, The Tobacco and Related Products Regulations 2016 Part 6 comes into force. These regulations set out new requirements for suppliers, producers and retailers of electronic cigarettes and refill containers (e-liquids).

## **Tobacco Control**

The Tobacco Control function is currently operated as a shared service with a number of other Councils. The service is tasked with ensuring compliance with the smoke free legislation. It is also responsible for communicating the newer retail legislation pertaining to display of tobacco products, enforcing under age sales restrictions and ensuring businesses who sell tobacco or cigarette papers are registered as tobacco retailers. Encouraging businesses to embrace a wider smoke free policy beyond the legal requirements and signposting to smoking cessation services forms a part of the work.

- A total of 823 inspections across a range of businesses were carried out to ensure compliance with the Smoking (NI) Order in 2016/17.
- Under age sales activity continues to be an important part of the TCOs work with over 163 premises visited to promote compliance with age of sale legislation.
- Test purchasing exercises were carried out in 63 premises.
- 256 businesses in Newry, Mourne and Down District Council are registered on the Tobacco Register NI.

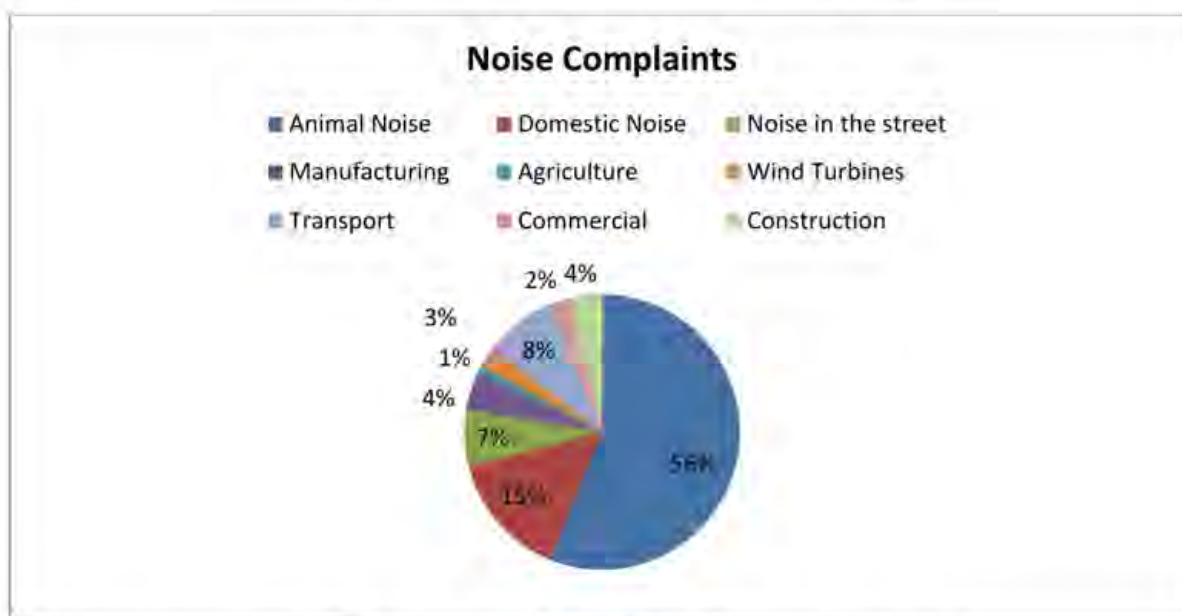
## Environmental Health (Residential)

### Environmental Protection

The overall aim of this section of the Service is to protect and enhance public health and our environment. This is done through a combination of education and enforcement options available to the Council. Our work focuses on noise nuisance, radiation monitoring, pollution complaints, industrial pollution control and consultation on planning applications.

#### Noise Nuisance

During the reporting period this department investigated **561** noise nuisance complaints which are outlined in the graph below, from which **7** noise abatement notices under Clean Neighbourhoods and Environment Act (NI) 2011 were served.



This is an increase of 125 noise complaints from the previous report.

#### Pollution Service requests

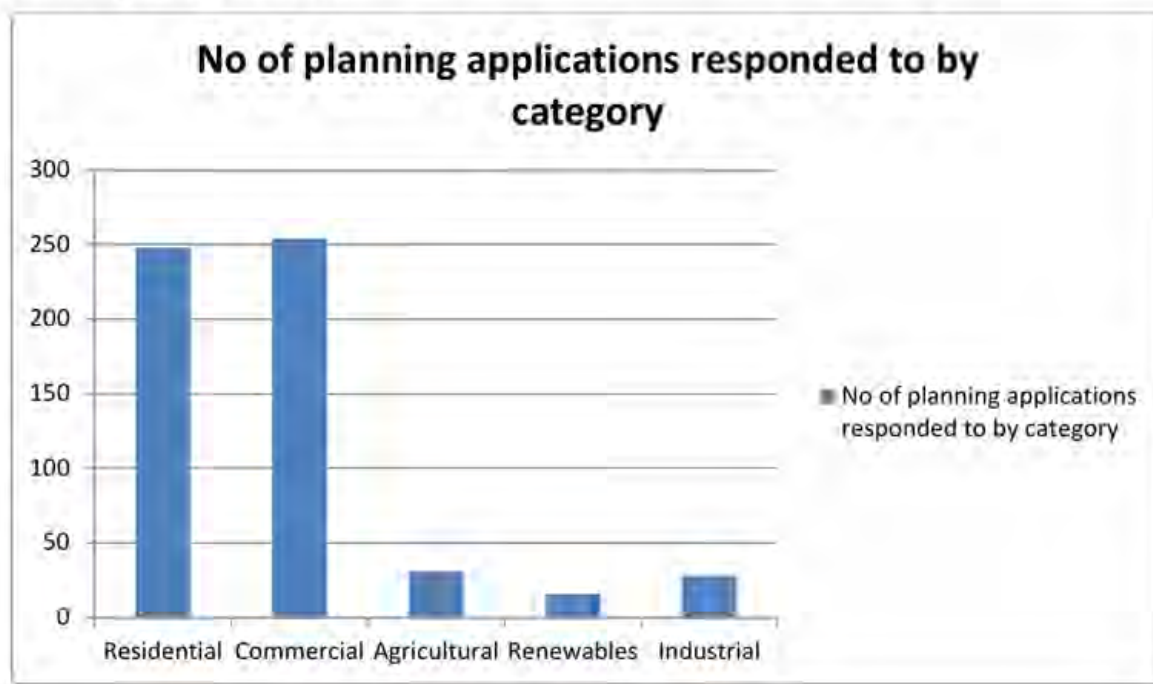
There were 321 service requests from 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017. These are shown by percentage in the below chart.



### **Planning**

The role of the Environmental Health Officer in the planning system is to assess the environmental impact of proposed developments, with particular reference to matters in relation to its statutory enforcement functions (e.g. noise) and to provide comment and recommendations to Planning in order to prevent or control detrimental environmental health consequences.

Since 1 July 2016 until 30 June 2017, Environmental Health responded to 577 Planning consultations.

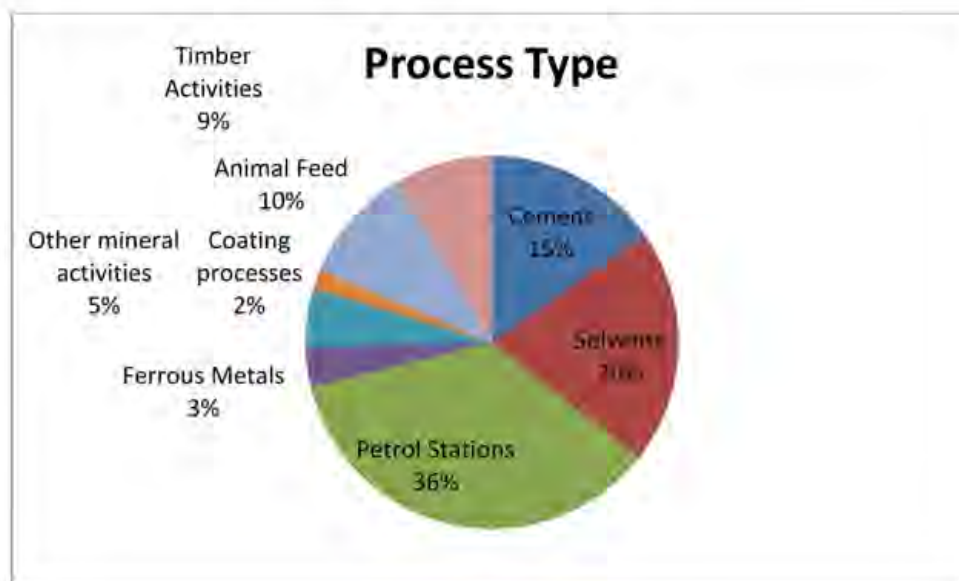


### **Industrial Pollution Control**

Environmental Health regulates certain types of industrial processes eg petrol stations and cement yards to reduce any pollution they may cause and, in particular, to help improve air quality. Businesses which operate these premises must have a permit.

Within the Council District there are currently 59 permitted businesses which are inspected depending on their risk level.





From 1 July 2016 until 30 June 2017 Environmental Health Officers carried out 63 inspections of the above sites and issued 10 (Newry Only) variation notices to reflect changes that had occurred in the different sites.

No enforcement action was deemed necessary.

### Local Air Quality Management

Within the Environment Order (NI) 2002 district councils have a duty to review and assess air quality in order to do this councils must carry out monitoring. Where this monitoring identifies that air quality objectives are not met the council must declare an Air Quality Management Area (AQMA) and develop an action plan to address the problem.

The council has two AQMAs within Newry City centre:

- Newry Urban Ctr AQMA – Breaches NO2 objective
- Newry Canal St AQMA – Breaches PM10 objective

The department manage 2 air quality monitoring stations located at:

- Canal St, Newry
- Market St, Downpatrick

and monitor nitrogen dioxide at 27 sites across Newry City.

## Public Health, Housing and Enforcement

This section deals with:

- Public health issues i.e. sewage and drainage, pests (to include insects, wasps, rats, mice, flies etc), malodours, exhumations.
- Housing issues i.e. disrepair, housing defects, inspection of privately rented pre 1945 accommodation, landlord Registration, tenancy deposits, illegal eviction and harassment and carries out inspections on behalf of NIHE.

From 1 July 2016 – 30 June 2017 this section:

- Dealt with 896 requests for service
- Issued 47 Abatement Notices

### **Enforcement (Prior to transfer of Function to Waste Management)**

Officers within this section carry out regular patrols to enforce the relevant legislation and also deal with service requests relating to littering, dog fouling, fly tipping, laundered fuel, fallen animals etc

From 1 July 2016 – 30 June 2017 this section:

- Dealt with 1163 requests for service
- Issued 90 Fixed Penalty Notices for littering/fouling

### **Dog Control (Prior to Transfer to Licensing Section)**

Officers within this section deal with requests for service regarding straying, licensing, microchipping, biting incidents, worrying of livestock as well as carrying out regular patrols to ensure responsible dog ownership.

There are currently 20,477 licensed dogs in the council area.

From 1 July 2016 – 30 June 2017 this section:

- Dealt with 1,528 requests for service
- Impounded 876 dogs
- Collected 120 unwanted dogs at the request of their owners
- Investigated 155 dog attacks on both people and animals.

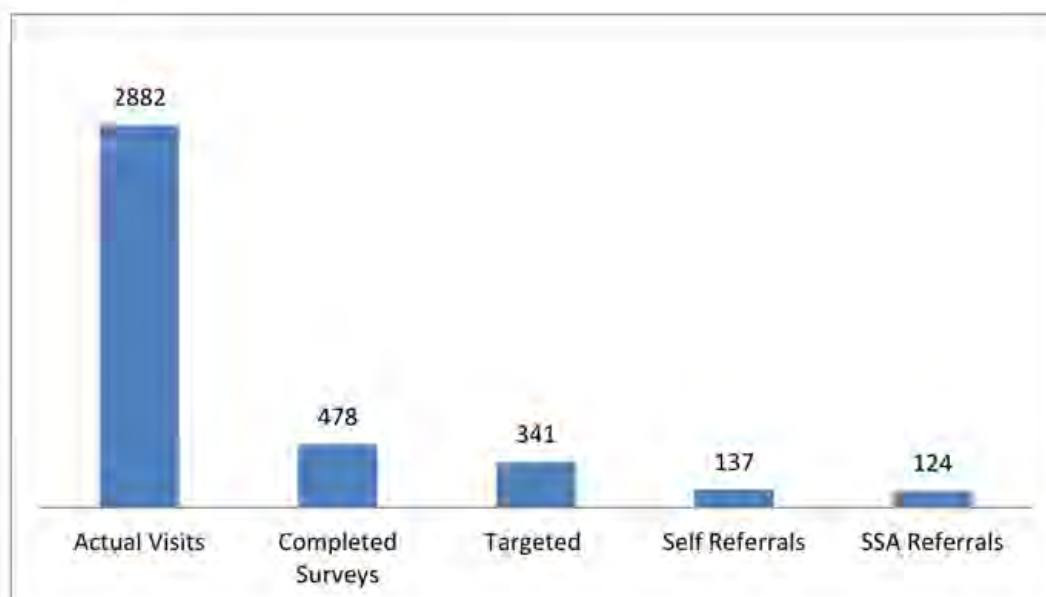
- Issued 20 fixed penalties to irresponsible dog owners
- Issued 9 Fixed Penalty Notices for breaches of dogs off leads
- Applied Control Conditions to 132 Dog licences e.g muzzled, kept on lead

### Affordable Warmth Scheme

The Affordable Warmth Scheme is the Department for Communities (DfC) primary scheme for tackling fuel poverty. DfC works in partnership with all local councils and the Northern Ireland Housing Executive to deliver the Affordable Warmth Scheme.

The Affordable Warmth Scheme targets and identifies low income households and delivers energy efficiency improvement measures to qualifying households across the district.

In the reporting period officers from the department carried out the work shown in the chart below:



### **Age Friendly**

We work in partnership with the following community/Voluntary/statutory groups:

The Promoting Wellbeing Team Trust, Southern Eastern Trust, County Down Rural Network, Newry and Mourne Senior Citizens Consortium, Volunteer Now and Confederation of Community Groups to discuss services available for older people's health and wellbeing. Agreement to work in partnership to ensure older people's voices are heard and each partner objectives to achieve a status of Age Friendliness for the District.

### **Newry, Mourne and Down District Council – Thematic Groups**

We have been working directly with the Health & Wellbeing and the Environmental and Spatial Groups. Work involved research of the Ageing Population and the impact of services on the health and well-being of older people and to ensure older people are included in the Council's future plans.

### **Ex-Prisoner Newry and South Armagh**

Applying for funding to provide an essential in house counselling service which will address a number of underlying Health and wellbeing issues. These issues include: counselling, emotional support, training and education for ex-prisoners and their families, and practical support to such families which are in need as result of their economic or social circumstances.

### **Dementia Friendly City/District**

**Working closely with Alzheimer's Society, to reduce** the fear of dementia and negative stereotypes across the District. Partnership working with the Chamber of Commerce and community groups. Also working towards entering businesses to the annual Dementia Friendly Awards 2018.

### **Linking Generations Northern Ireland**

Initiatives include: Intergenerational Safer Communities project, Digital Inclusion Work, Care Home Projects, Safety of Seniors event and intergenerational schools programmes.

**Age-Factor project**

We have been asked to partner on a European Project called the Age Factor the partnership is between Age Friendly and the Diversity and Social Inclusion Unit. The main purpose of the project is to increase employability and to reduce social isolation in people over the age of 50 through the use of digital media.

**Age and Engage**

Creation of activities for older people within the Newry Neighbourhood Renewal (N.R) area in partnership with SHSCT, CCG, NMSCC.

**Positive Ageing Newry and Mourne 2017**

Events scheduled to take place throughout the District.

**Newry Older Peoples Forum**

Continued development and partnership work.

**Downpatrick Older Peoples Forum**

Continued development and partnership work.

**Age Friendly Strategic Alliance**

Continued development and partnership work.

## **Health Inequalities**

The Council work in partnership with the Public Health Agency and the Southern Trust in relation to tackling inequalities in health across our District.

Examples of this work include;

- Holistic programmes offered and coordinated across the legacy Newry and Mourne area targeting and recruiting Men, Young Men, Women, Young Mothers and disadvantaged groups to provide help in changing to a healthier lifestyle.
- HIW supported the delivery of programmes to older peoples groups, working with Senior citizens, The Older People's Forum and the Age Friendly Alliance.
- HIW worked with a number of groups to encourage and promote access to small grants through the council financial assistance scheme and worked on a one to one basis with two groups to enable them to apply for project funding.
- Provision of Smoking Cessation services when required.
- Ongoing monitoring of Mourne Home to Hospital project which allows volunteer drivers to take people to hospital appointments. Project in progress in partnership with SPACE and Newry and Mourne Community Transport.

## **Investing for Health**

The Council works in partnership with local communities across the District and with a wide range of statutory organisations to address issues relating to the health and wellbeing of the people of our area in particular:

- Provision of Community facilities in Ballykinlar.
- Facilitation and development of Ballyhornan Realm Interagency Group. This is a cross sectoral partnership to address the specific issues relating to Ballyhornan and the former Bishops court RAF base.
- Facilitation of Wellbeing Action Partnership bringing together community organisations from the Newry and Mourne area with an interest in health and wellbeing issues.
- Facilitation of the Council's response to health service consultation such as; Proposed Criteria for the Reconfiguration of Health Services.
- Represent the Council on Interagency forums such as Integrated Care Partnerships, Locality Planning Groups, Southern Outcomes Group, Protect Life Implementation Group and Multiagency Day Opportunities Group

## **Home safety**

The Council provides a Home safety Check scheme in partnership with the Public Health Agency, Armagh Banbridge and Craigavon and Ards and North Down Councils

From 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017, we have carried out a total of 526 Home Safety Checks across the Council area.

These visits are targeted at the over 65s and families with children under 5 with the priority being given to our older residents.

A proportion of these visits are referred from the MARA scheme and others are generated by contacts with Statutory and community organisations as well as our own information sessions

## Sustainability

### Biodiversity

Completed Habitat Regulations Assessments (HRAs) and Assents for Council plans for projects across the District that may have had an impact on internationally and/or nationally important sites.

The Council are required to undertake these where a plan or project may give rise to significant effects upon a Natura 2000 site. Natura 2000 sites are those identified as sites of community importance designated under the Habitats Directive (Special Areas of Conservation, SACs) or the Birds Directive (Special Protection Areas, SPAs). Ramsar sites are also included, as Northern Ireland policy affords them the same protection as Natura 2000 sites.

Projects in the area which were assessed from 1 July 2016 until 30 June 2017 included;

- Ballyhornan Community Project and fence
- Kilclief Community Project and fence
- HRA for Council Community Plan

Completed Biodiversity Checklists for Council planning applications for Slieve Gullion glamping pods and car park projects.

During this period there were:

- 12 School Visits
- 9 Community Groups Visits
- 7 public events

Assisted local schools and community groups with funding applications for environmental projects;



Attended local Environmental Group Meetings to provide Technical Expertise:

- Ring of Gullion Landscape Partnership
- Warrenpoint Park Project Interdepartmental Team

Represent NMDDC at Local Biodiversity Officers Forum.

### Cycle 2 Work Scheme

The department have successfully introduced the cycle 2 work scheme for staff within NMDDC. The current scheme is run in partnership with Halfords and local independent retailers. A series of promotional events including road shows, flyers, posters and emails were carried out. To date 85 members of staff have purchased bikes since the scheme opened in June 2016.

### Environmental Education

#### **Visits**

From 1 July 2016 until 30 June 2017 there were:

- 66 visits (by officer)
- 14 Community Visits (by officer)
- 32 Schools visits (by arc21 bus)
- 17 Group visits (by arc21 bus)

#### **Eco Schools**

All schools in the District are registered with Eco Schools Programme

2 Eco Schools' Teacher information events were held in September 2016

- Slieve Gullion Courtyard event
- Civic Centre, Downpatrick event

18 Green flags were awarded by Eco Schools NI to schools in the District in 2016 / 17

- 8 schools awarded new flags
- 7 schools renewed their flag for second time
- 2 schools renewed their flag for third time
- 1 school renewed their flag for fourth time

5 of the new green flag schools, who received new flags, attended the Chairperson's Green Flag Reception held in June 2017 in Warrenpoint Town Hall.

### Schools Environmental Calendar

Annual poster competition held in October 2016 to find the thirteen posters to feature in the 2017 calendar.

53 Schools participated in the competition.

13 winning pupils invited to prize giving held in November 2016.

15,000 copies of calendar distributed to schools in the District.

300 certificates of achievement awarded.

### Environmental Youth Speak

Environmental Youth Speak was not organised on a Northern Ireland basis this year. Due to the competition's popularity the competition was still run at Council level.

The topics chosen were based on food waste to coincide with the change in policy on recycling food waste implemented in April 2017 across the District.

36 schools participated in the competition held at the St Patrick Centre, Downpatrick in February 2017.

### Big Spring Clean / Down Your Street

- 10 Schools assisted
- 19 Groups assisted

### Fairtrade

- 14 schools attended a Fairtrade event held at Sean Hollywood Arts Centre, Newry held in March 2017.
- Staff fairtrade competition held to coincide with Fairtrade Fortnight in March 2017

### Funded Projects

- Collaborative Action for the Natura Network – CANN – INTERREG VA

The department have been successful in securing €8.1 million funding for the CANN Project. The council are lead partner for this project which has a consortium of 11 partners including Ulster Wildlife, AFBI, East Border Region, Scottish Natural Heritage, IT Sligo and Monaghan County Council. The project will run for the next five years and project actions will include removal and control of invasive species; enhanced grazing management in upland areas; testing results based agri-environment payments for farmers; fencing; drain blocking; controlled burning and wildfire management; and nest protection for threatened species such as the hen harrier. The project will improve conditions for our habitats and species and help local people manage our unique landscapes and many of the iconic species that rely on them such as red grouse, white-clawed crayfish and marsh fritillary.

Three core members of staff will be employed by the council and will be based within the Health and Wellbeing Department.

- Environment Fund

The department were successful in receiving £15K funding from NIEA to carry out local air quality management work across the District for 2016 / 2017. The work will include maintenance of the air quality monitoring network and a sustainable travel campaign.

### 'RKites'

The Department worked in partnership with the RSPB and others to develop a Red Kite Project across the District over the next two and a half years and sit on the steering group for the project. The Council have committed £20,000 match funding to the project. The project will achieve:

- > delivering a red kite population that is on course to being declared a sustainable population (estimated at 50 breeding pairs),
- > have discovered and monitored many more nest sites, found more roosting sites and mapped their ever expanding range.
- > have delivered an interactive education programme to 30 primary school children in each of the 40 targeted schools across the project
- > have local people engaged in citizen science and returning sightings of nest and roost sites.
- > have trained and active volunteers who will be the basis of a continuation strategy for the project.
- > have wing tagged chicks born in 2017, 2018 and 2019 and have secured adoption for each of them, engaging with schools, businesses and local groups to achieve this.
- > have engaged with many members of the general public, raising awareness and support of the species through six events and 15 walks and talks.
- > have worked towards directly changing attitudes of previous persecutors thus addressing issues around persecution and leading to an overall reduction in the annual number of birds of prey being illegally targeted.

- > provide a live stream from a red kite nest to an accessible website for members of the public to enjoy.
- > erect three interpretation panels, at suitable locations for local people and tourists to freely learn more about the species and the RKites project. These could contain art work etc., from local people, school children, etc.
- > visit to Dumfries & Galloway red kite trail to see best practice in operation and explore options for trail in Counties Armagh and Down. This will be for 10 people representative of project partner staff and officers from the local authorities.
- > have strong local support for and pride in this species
- > explored the basis for kites making a real contribution to the local rural economy.

### Bee-licious project

The Council are involved in a project called 'Bee-licious', which is a partnership project across 8 councils in Northern Ireland to restore semi-natural habitat to benefit pollinating insects. It is supported by the National Lottery through the Heritage Lottery Fund (HLF), 'Our Heritage' Programme to the value of £76,800. The project will focus on bringing people together to appreciate natural heritage through pollinators. It will improve semi-natural habitats across Northern Ireland, making them more 'pollinator friendly'. In Newry, Mourne and Down District Council area, 4 sites will be restored, including one in Derrybeg, Newry, one in Clonallon Park, Warrenpoint, one in Dundrum bay and one in Newcastle. King Street in Newcastle has already been improved for pollinators ahead of the Britain in Bloom competition. Work on the site included clearing foliage away from stone walls to provide nesting sites for solitary bees and sowing wildflower seeds to provide food for pollinators.

Bee-licious will contribute to several National and Local Strategies to address the issue of declining pollinators and the pollination services they provide to people. Through inspiring and training people, bee-licious sites will be appreciated and valued beyond the project duration.

### Down Your Street / Live Here Love Here Financial Assistance Programme

The department invited applications for financial assistance from the community and voluntary sector through the Down Your Street / Live Here Love Here Council Financial Assistance Programme. To be eligible for funding projects must contribute to:

- Improving the quality of our local environment.
- Reducing litter and / or dog fouling in our local environment.
- Instilling civic pride within a community provided focus is on environmental improvement.

Sixteen groups were funded through the programme in 2016/2017 for a variety of projects including community clean ups, creation of community gardens, planting on waste ground.

This money is distributed through our programmes unit and around £25000 was allocated.

In addition we work in partnership with Keep Northern Ireland Beautiful within the regional Live Here Love Here scheme. As part of this partnership we ensure that we are part of all regional PR including TV and also that a further £13000 is provided to groups within our area for 'Civic Pride' type projects

### Sustainable Development and Climate Change Standing Forum

This forum has been established within the past 12 months and meets on a quarterly basis. It allows scrutiny to be given across the Council regarding the Sustainable use of our resources and to ensure the concept of Sustainability is promoted internally and externally.



<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	Monday 18 <sup>th</sup> September 2017
<b>Subject:</b>	DEA Fora Update
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement Suzanne Rice, DEA Coordinator (Crotlieve)

**Decisions required:**

To note the contents of the report below, and consider and agree to approve the actions outlined in the attached action sheets from the following DEA Forum Private Meetings:

- > Crotlieve DEA Forum Private Meeting held on 20<sup>th</sup> June 2017
- > Newry DEA Forum Private Meeting held on 29<sup>th</sup> June 2017
- > Slieve Gullion DEA Forum Private Meeting held on 1<sup>st</sup> August 2017
- > Rowallane DEA Forum Private Meeting held on 3<sup>rd</sup> August 2017
- > Mournes DEA Forum Private Meeting held on 23<sup>rd</sup> August 2017

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>DEA Coordinators and Forum Members continue to implement actions detailed in each of the seven DEA action plans. Examples of programmes and activities delivered during July and August include the following:</p> <p><b>Level of Health Status</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Forums coordinated the delivery of the free Playboard schemes during August 2017.</li> </ul> <p><b>Level of Personal Safety and Crime</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Coordinators worked in partnership with the PCSP to deliver summer diversionary programmes in July 2017.</li> </ul> <p><b>Level of Civic Participation</b></p> <ul style="list-style-type: none"> <li>&gt; DEA Coordinators supported and offered guidance to community groups submitting applications to the Council's Financial Assistance Call 2 during July 2017.</li> <li>&gt; DEA Coordinators worked with local community groups to assist with the delivery of local community festivals across the district.</li> <li>&gt; Slieve Gullion, Newry and Crotlieve DEA Forums organised a 1916 Good Relations tour in Dublin for participants from three local Women's groups who had completed the Controversial Conversations workshop. This programme was delivered in partnership with the Women's Resource and Development Agency.</li> </ul>
<b>2.0</b>	<b>Key issues:</b>
2.1	None
<b>3.0</b>	<b>Recommendations:</b>
3.1	<p>To note the report above and approve the action sheets from the following DEA Forum Private Meetings:</p> <ul style="list-style-type: none"> <li>&gt; Crotlieve DEA Forum Private Meeting held on 20<sup>th</sup> June 2017</li> <li>&gt; Newry DEA Forum Private Meeting held on 29<sup>th</sup> June 2017</li> <li>&gt; Slieve Gullion DEA Forum Private Meeting held on 1<sup>st</sup> August 2017</li> <li>&gt; Rowallane DEA Forum Private Meeting held on 3<sup>rd</sup> August 2017</li> <li>&gt; Mournes DEA Forum Private Meeting held on 23<sup>rd</sup> August 2017</li> </ul>



<b>4.0</b>	<b>Resource implications</b>
4.1	Support and assistance from partners to ensure delivery of actions detailed in the DEA action plans. Allocation of Good Relations funding from The Executive Office to ensure delivery of Good Relations programmes.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The actions detailed have been developed to meet Council's statutory duty to promote Good Relations.
<b>6.0</b>	<b>Appendices</b>
	<p>Appendix I: DEA Forum Private Meeting action sheets for:</p> <ul style="list-style-type: none"> <li>&gt; Crotlieve DEA Forum Private Meeting held on 20<sup>th</sup> June 2017</li> <li>&gt; Newry DEA Forum Private Meeting held on 29<sup>th</sup> June 2017</li> <li>&gt; Slieve Gullion DEA Forum Private Meeting held on 1<sup>st</sup> August 2017</li> <li>&gt; Rowallane DEA Forum Private Meeting held on 3<sup>rd</sup> August 2017</li> <li>&gt; Mournes DEA Forum Private Meeting held on 23<sup>rd</sup> August 2017</li> </ul>

**ACTION SHEET- Crotlieve District Electoral Area Meeting 20 June 2017**

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed.
DEA/C/16/2017	Update by Seamus Crossey on Warrenpoint Public Realm Scheme	16a ) Time restrictions on parking in Warrenpoint	Crotlieve DEA Forum submit a letter of support to Transport NI with regard to approval to erect signage stating a 2 hour waiting period in Church Street in Warrenpoint..
		16b) Time restrictions on parking in Warrenpoint Square	The subject of time allowance of parking in Warrenpoint Square be included in the next agenda of the Crotlieve DEA Forum Meeting.
		16c) Cleaning of footpaths in Warrenpoint	S Crossey to ask Council's Maintenance Dept to advise Crotlieve DEA Co Ordinator of the cleaning programme for footpaths in Warrenpoint and report back to the Forum.
DEA/C/20/2017	Safety	20a) PCSP - £1000 Fund available for summer youth activities. Must be evidence based needs, eg anti social activity	Members to submit details to Suzanne Rice, Crotlieve DEA Co Ordinator as soon as possible to deliver diversionary activities during the summer months.
		20c) Kilbroney Park – Issues regarding Kilbroney Masterplan and Mountain biking.  Location of amusements in Warrenpoint	A meeting with senior Officials from ERT Department be arranged to discuss urgent matters: i) Kilbroney Park Masterplan, including Mountain Biking ii) Location of amusements in Warrenpoint
DEA/C/21/2017	Environmental	Dog Fouling – Issue of dog fouling in Warrenpoint Town area.	DEA Coordinator to request that dog waste bags be replenished in Kilbroney Park.



NT/MIN/1

**ACTION SHEET- NEWRY DEA MEETING –29 JUNE 2017**

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<b>ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b><i>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</i></b>
<b>DEA/NT/96/2017</b>	Car park (Mary Street/Buttercrane)	Maintenance works to be review including lighting and tree cutting.	Item to be progressed by relevant Department.
	Public Realm Scheme – Street Cleansing	Cllrs requested a deep cleanse of Monaghan Street Pathways	Forward request to relevant Department
<b>DEA/NT/98/2017</b>	Antisocial Behaviour McClelland Park	Request PSNI be contacted regarding incident at St Josephs PS regarding daytime antisocial behaviour at McClelland Park area.	Coordinator to contact PSNI and PCSP
	Traveller Partnership Meeting	Request representative from the Newry, Mourne and Down Traveller Forum be asked to attend the Regional Traveller Partnership Meetings	To be considered at the next Traveller Forum Meeting 11 September 2017.
	Narrow Water Festival	Contact organiser to offer support.	Coordinator to Progress
	Old Warrenpoint Road Festival	Contact A Hyland regarding event support	Coordinator to progress
<b>DEA/NT/99/2017</b>	Overflow Car park Clanrye Ave	Update of plans for overflow car park at Clanrye Avenue - NIHE	Coordinator to contact NIHE
	Parking displacement Quays Shopping Centre	Request information regarding planning requirements for parking displacement at this site	Coordinator to contact Planning Section
	Work It Programme	Letter of commendation to Work It for delivery of successful programme.	Coordinator to Progress

**ACTION SHEET- Slieve Gullion District Electoral Area Meeting -**  
**01 August 2017**

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/SG/15/2016	WiFi in Community Centres	Council looking at business case	On-going
DEA/SG/42/2016	Traffic and Speed issues in SG area  Issues around St. Patrick's Primary School	T. McDonald to invite Roads NI to attend May private meeting  Meeting with EA an Roads to identify possible solutions –E. McEnteer to come back with an update.	Completed  Des O' Sullivan has contacted E. McEnteer to discuss options
DEA SG/45/2016	Cullyhanna Community Centre Floor	Report to go to ACH Committee, T. McDonald to feedback	T. McDonald
DEA SG/46/2016	Insurance requirements for community groups	Council to feedback progress	Groups do not need £5million insurance for manned community centres only.
DEA SG/58/2017	Use of Clanrye Buses by Community Groups	Forum members to identify possible user groups for buses	All Members

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA SG/59/2017	Diversionary Programmes for October	T. McDonald to work in partnership with Education Authority and youth group to deliver diversionary programme in October	T. McDonald
DEA SG/62/2017	Play Strategy	<p>M. Lipsett, C. Haughey, and Alan delivered presentation on strategy.</p> <p>DEA to be kept updated on progress</p> <p>Additional consultation to take place after contractor appointed</p> <p>"Closure" to be replaced with transformation</p>	<p>Complete</p> <p>C. Haughey, M. Lipsett</p> <p>C. Haughey , M. Lipsett</p> <p>C. Haughey</p>
DEA SG/63/2017	Cloughreagh Bus Shelter	Shelter to be put in on Trail basis	K. Scullion
DEA SG/64/2017	Action Plan Actions	<ul style="list-style-type: none"> <li>• Organize Free Play scheme for Jonesborough</li> <li>• Organize trip to Belfast Mela for groups that have taken part in Good Relations programmes</li> <li>• Additional follow up mental health sessions</li> <li>• Support Failte Europe Event – Cover cost of Facilitators/performers</li> <li>• Organize cancers screening workshops for Forkhill ward</li> </ul>	T. McDonad

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
		<ul style="list-style-type: none"> <li>• Organize Cancer Bus/ Man Alive Bus for Forkhill ward</li> <li>• Support PCSP Camlough Farm Safe event</li> <li>• Deliver of Young Men’s Mental Health Conference in partnership with Newry, Croitlieve, &amp; Mournes DEA’s</li> </ul>	
<b>DEA SG/65/2017</b>	Good Relations Budget	Budget to be put on September Agenda for discussion	T. McDonald

**ACTION SHEET- Rowallane District Electoral Area Meeting – 3<sup>rd</sup> August 2017**

<b>ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</b>
DEA/2/2017	Chairperson's Remarks	<p>Ellen to organise a meeting with Simon Boyle, Marie Ward and Andy Patterson to discuss a development plan for Delamont Country Park and seek a response from letter dated 29<sup>th</sup> June 2017 relating to same.</p> <p>Ellen to resend details of SERC information evening to forum members and forum members are to circulate to any group they are in contact with.</p> <p>Ellen to write to Kevin Scullion requesting that railings are erected along the path at Castlevew Estate, Killyleagh.</p>	<p><b>Request sent 30/08/17</b></p> <p><b>Completed</b> – email sent on 04.08.17</p> <p><b>Email sent on 1<sup>st</sup> September 2017 and site meeting to be scheduled with Councillor Walker</b></p>
DEA/3/2017	Minutes of meeting 06.06.17 and associated action sheet	<p>Minutes and action sheet were proposed as a true record.</p> <p>Ellen to send letter on behalf of forum to Events congratulating them on another successful Skiffies event.</p> <p>Ellen to send letter on behalf of forum to Dundrum Rowing Club, congratulating them on their win at Skiffies.</p>	<p>Councillor Walker and Lise Curran</p> <p><b>Letter sent 01/09/17</b></p> <p><b>Letter sent 05/09/17</b></p>



DEA/4/2017	Response from Dept. for Communities - closure of Ballynahinch SSO	Noted	
DEA/7/2017	Update on Summer Scheme	Forum members to think of a group that would be interested in hosting a Halloween Play Scheme. Ross to make contact with Michelle Hagan on the possibility of Killyleagh Youth Club hosting the Halloween Play Scheme.	<b>Forum members to action</b>  <b>Ross to action</b>
DEA/8/2017	PCSP Diversionary Programme and visit to RADAR.	Forum agreed to the PSCP funding being used for the diversionary programme in Ballynahinch.	<b>Savate Kickboxing held over 3 Friday nights in August followed by a visit to RADAR 50 boys and girls took part.</b>
DEA/9/2017	Letter Dept. of Infrastructure	Councillor Walker proposed to the revocation of the disabled parking bay on Church Hill, Killyleagh with Councillor Burgess seconded the motion.	<b>Letter sent to Department for Infrastructure 30/08/17</b>
DEA/10/2017	Financial Assistance Problems	The forum agreed that research be undertaken on how other council's help groups with their financial assistance issues of getting access to their funding.  Ellen to raise the forum's concerns regarding the late decision of awarding financial assistance at the next DEA Coordinators meeting.	<b>Research commenced 01/09/17</b>  <b>Ellen to raise for inclusion on next Coordinator's meeting following planning day on 7<sup>th</sup> September 2017.</b>

		<p>Ellen will also speak to Downpatrick DEA Coordinator Katrina Hynds regarding the approval time frame of financial assistance as Councillor Enright had raised this at a previous council meeting.</p> <p>Ellen to raise the issue of the financial assistance application forms and procedures needing simplified at the next DEA Coordinators meeting.</p>	<p><b>Ellen spoke to Katrina 05/09/17</b></p> <p><b>Ellen to action following Coordinator's planning day 07/09/17</b></p>
DEA/11/17	Good relations funding	Councillor Walker proposed doing joint programmes with Downpatrick and Slieve Croob DEA using Good Relations funding with Councillor Burgess seconded the motion	<b>Meeting scheduled for W/C 11/09/17</b>

**ACTION SHEET- Mournes District Electoral Area Meeting 23 August 2017 in Attical Community Centre**

<b>ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed</b>
DEA/31/2017	Minutes or meeting held 20 <sup>th</sup> June 2017	Minutes and action sheet were proposed as a true record.	Councillors H Reilly and S Doran
DEA/32/2017	Matters Arising from DEA Meeting 05 April 2017	Bloody Bridge Car Parking/Camper Vans in Newcastle/ Head Road	Relevant Officer is currently on leave. Will raise issue again upon her return.
DEA/33/2017	Meeting Schedule	It was agreed that the DEA Private meeting now be changed to bi-monthly and on the last Wednesday of the month.	See Dates of Meetings (attached). Venues to be decided at each meeting.
DEA/34/2017	Community Consultations	A successful community consultation even was held in April 2017	A successful day. Positive feedback received by those in attendance.
DEA/35/2017	Presentations at meetings	It was requested that BT, CAB and Conor Haughey be Asked to attend the forum meeting to give updates on Broadband Coverage, New benefit system and play strategy	Completed
DEA/36/2017	New Nomination For Membership of Forum	Any new nomination would need to meet NICVA criteria	Donna Trimble has been nominated to replace Pamela. Relevant forms will be sent to NICVA.
DEA/37/2017	Antisocial behaviour in River Walk, Kilkeel	PCSP to issue press release. Coordinated approach with relevant Agencies to be organised. River Walk lights are in the budget for 2018/2019. General clean-up and hedge cutting along River Walk to be carried out.	A Further meeting took place on 14th August 2017. The area has been cleaned up and PSNI report a slight decrease in ASB. Recommend that responsible Council department move budget for lights forwarded into 2017/2018.

DEA/38/2017	Broadband Coverage	Broadband in the area to be discussed with Frank McManus at next available DEA Meeting	Completed Presentation given
DEA/39/2017	Minutes 05 April 2017	Kathleen to identify groups in the Newcastle area and set up calendar of events.	Groups have now been identified in Burren Meadow and Burrendale Estates and the Coordinator is working closely with them
DEA/40/2017	Team Building for Members	A date has to be confirmed for Team Building and Protocol issues.	This issue needs to be finalised
DEA/41/2017	Input from the Health Trust	The Coordinator for SH&SST is due to retire. As yet we are unaware of her replacement. Kathleen will inform the forum when the replacement is in post.	On-going

## Upcoming Meetings - Mournes DEA 2017/2018

<b>Date</b>	<b>Time</b>	<b>Private/Public</b>	<b>Venue</b>
<b>23<sup>rd</sup> August 2017</b>	<b>3.30-5.30 pm</b>	<b>DEA Meeting (Private)</b>	<b>Attical GAA Clubrooms</b>
<b>25<sup>th</sup> October 2017</b>	<b>3.00 pm</b>	<b>DEA Meeting (Private)</b>	<b>TBC</b>
<b>13<sup>th</sup> December 2017</b>	<b>11.00 am</b>	<b>DEA Meeting (Private)</b>	<b>Burrendale Hotel, Newcastle</b>
<b>31<sup>st</sup> January 2018</b>	<b>3.00 pm</b>	<b>DEA Meeting (Private)</b>	<b>TBC</b>
<b>28<sup>th</sup> March 2018</b>	<b>3.00 pm</b>	<b>DEA Meeting (Public)</b>	<b>TBC</b>
<b>30<sup>th</sup> May 2018</b>	<b>3.00 pm</b>	<b>DEA Meeting (Private)</b>	<b>TBC</b>

<b>Report to:</b>	Active & Healthy Communities Committee
<b>Date of Meeting:</b>	Monday 18 September 2017
<b>Subject:</b>	Downpatrick Neighbourhood Renewal Partnership and Newry Neighbourhood Renewal Partnership
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director Community Engagement
<b>Contact Officer (Including Job Title):</b>	Damien Brannigan, Head of Engagement Katrina Hynds, Downpatrick DEA Coordinator Sean McKeivitt, Newry Neighbourhood Renewal Officer

**Decisions required:**

- To note the report

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	<p>To provide the AHC Committee with an update on the on-going work of the Downpatrick and Newry Neighbourhood Renewal Partnership.</p> <p>The objectives of the Neighbourhood Partnerships, which are funded by the Department for Communities (DfC), are to develop and oversee the regeneration of a defined neighbourhood to:</p> <ul style="list-style-type: none"> <li>&gt; ensure that people living there have access to the best possible services and to opportunities which make for a better quality of life and better prospects for themselves and their families.</li> <li>&gt; improve the environment and image of the neighbourhood so that it may be a more attractive place to live and invest in.</li> <li>&gt; develop a confident community that is able and committed to improving the quality of life in their area.</li> <li>&gt; develop economic activity in the neighbourhood and connect them to the wider urban economy.</li> <li>&gt; improve social conditions of the neighbourhood through better co-ordinated public services and the creation of safer environments.</li> </ul> <p>Downpatrick Neighbourhood Renewal Partnership met on Tuesday 5 September 2017 at which the minutes of its last meeting on Tuesday 25 April 2017 were approved by the Partnership.</p> <p>Newry Neighbourhood Renewal Partnership met on Wednesday 6 September 2017 at which the minutes of its last meeting on Wednesday 28 June 2017 were approved by the Partnership.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	Minutes of the April and June meetings of the Neighbourhood Renewal Partnership.
<b>3.0</b>	<b>Recommendations:</b>
3.1	To note the report.

<b>4.0</b>	<b>Resource implications</b>
4.1	None.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None.
<b>6.0</b>	<b>Appendices</b>
	Appendix 1: > Minutes of Downpatrick Neighbourhood Renewal Partnership Meeting held on Tuesday 25 April 2017. > Minutes of Newry Neighbourhood Renewal Partnership Meeting held on Wednesday 28 June 2017.

## Downpatrick Neighbourhood Renewal Partnership

Minutes of the Meeting held at 4:00pm on **Tuesday 25 April 2017**

In Council Conference Room, Downshire Civic Centre, Ardglass Road, Downpatrick

### Present:

#### Members

Nicholas McCrickard	CDRCN (County Down Rural Community Network) - <i>Chair</i>
Ann Grant	CDRCN
Jenny Laverty	CDRCN/ FHWCF (Flying Horse Ward Community Forum)
Lisa Perry	FHWCF (Flying Horse Ward Community Forum)
Raphael Crummy	Department for Communities (DfC)
Janice Symington	Down Business Centre (DBC)
Dan McEvoy	Downpatrick Community Collective (DCC)
Macartan Digney	Marian Park Community Association (MPCA) - <i>Vice Chair</i>
David Patterson	NMDDC, (Newry, Moume and Down District Council) DEA/NR Coordinator
Damien Brannigan	NMDDC, Head of Community Engagement
Owen McDonnell	NI Housing Executive (NIHE)
Barbara Porter	Public Health Agency (PHA)
Anthony Trainor	Stream Street Community Association (SSCA)
Alison McCarthy	Tosú Ur / Fresh Start
Janette McCarthy	Tosú Ur / Fresh Start

#### Promoters

Anne McKeever	South Eastern Health & Social Care Trust (SEHSCT)
Tatiana Seed	South Eastern Regional College (SERC )
Alannah Brown	Surestart

#### Minutes

Michelle Grant	NMDDC
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Prior to start of meeting, thanks and appreciation was given to David Patterson for the number of years (from 2005) for his work with the Neighbourhood Renewal Partnership.

ITEM		ACTION
1	<p><b><u>Apologies</u></b> Apologies were received from the following: -</p> <p>Neil McGivern (EANI, South East Region) Lorraine Coulter (SEHSCT) Cadogan Enright (Stream Street CA)</p>	
2	<p><b><u>Promoters Reports (JAN – MAR 2017)</u></b></p> <p><b>1. Health and Community Engagement – Ann Grant (CDRCN)</b> Ann summarised on the range of activities over the period January to March 2017. [See progress report for selected detail.]</p>	



ITEM		ACTION
	<ul style="list-style-type: none"> <li>• Community groups action plans completed.</li> <li>• Various trips made e.g. family trip to The Jungle Adventure Park, and youth trip to Belfast Giants, training programmes delivered, had two Downpatrick Community Collective meetings and have 12 volunteers for community development activities on year round basis.</li> <li>• Six Community groups are supported. Funding secured from NIHE (£32,888.20). Facilitate Downpatrick Interagency, on-going project re DSD equipment for groups, on-going support to groups, workshops, accounts and documentation completed for groups making new applications.</li> <li>• Annual General Meeting preparation with FHWCF and Stream Street RA.</li> <li>• Additional support to Bridge Street and Mount Crescent volunteers.</li> <li>• Additional support to Tosú Ur including community survey.</li> <li>• On-going support to Meadowlands Community.</li> <li>• Action plans completed for FHWCF, SSRA, MPCA, Bridge Street &amp; Mount Crescent Community Association, Tósu Ur, Meadowlands Community, DCC.</li> <li>• Training/Lifeskills: 20 volunteers trained/updated in Child &amp; Vulnerable Adult protection training. 11 volunteers trained in MIDAS (Minibus Driver Awareness Scheme) training, 12 men trained in Wellness Recovery.</li> <li>• Met all our targets.</li> </ul> <p>There was discussion re the CPC licence and that volunteers are being asked for MIDAS minibus training. This may be a challenge ahead.</p> <p><b>2. Family Health &amp; Wellbeing – Alannah Brown (SureStart)</b></p> <ul style="list-style-type: none"> <li>• Have worked with 20 families – met our target.</li> <li>• Healthy Lifestyle programme – 160 to attend. 173 for the period exceeded by 13.</li> <li>• Due to family worker post vacancy the revised target for number of families was reduced to 21 – achieved 24 families.</li> <li>• In Parent/Carer questionnaire 100% rated service as excellent.</li> <li>• Early Years staff facilitated mobile crèche, a valuable service, achieved 157 sessions, exceeded target by 7no. Are in process of a recruitment drive so more children can attend each crèche.</li> </ul> <p><b>3. Driving to Success – Tatiana Seed (SERC)</b></p> <ul style="list-style-type: none"> <li>• Programme completed successfully.</li> <li>• Out of 30 participants in the driving programme, 21 passed driving theory test and 15 took practical test and 9 passed. A few struggled but will try again. 10 will book privately with same instructor.</li> <li>• Looking to change so theory test is completed first before practical, to improve the rate and build motivation.</li> <li>• A range of subjects were studied by students achieving not lower than 80% with all subjects.</li> <li>• Since gaining these qualifications a number of students have been employed in hospitality and retail.</li> <li>• 22 females out of 30 were enrolled on the programme. Two thirds had no qualifications and there was a lack of confidence in general. These issues were addressed through activities such as mental health</li> </ul>	

ITEM		ACTION
	<p>awareness workshop, road safety awareness, personal presentations and employer visits to local venues e.g. St Patrick's Centre and Slieve Donard Hotel and Spa.</p> <ul style="list-style-type: none"> <li>• Will keep in touch with students, offer career advice and information on further education opportunities.</li> <li>• Of 27 students, currently 9 are now employed. Three were part-time and now full time.</li> <li>• The programme is open to people 17years plus, rather than presumed 17-20year old age group.</li> <li>• Facebook was a good way of advertising as the majority of applicants were recruited through social media.</li> <li>• Restart application programme starting in September 2017.</li> </ul> <p><b>4. Speech and Language Therapy/Talk Boost – Anne McKeever (SEHSCT)</b></p> <ul style="list-style-type: none"> <li>• The caseload at end of March 2017 was 48 children on Speech and Language and 2 on Talk Boost programme. Since April 2016, 20 children were included in the Talk Boost language programme.</li> <li>• Output objectives were met by end of financial year.</li> <li>• Average waiting time of 8 days (subject to getting assessment form through) for children compared to 13 weeks at local clinic.</li> <li>• EAL languages include Lithuanian and Czech plus 3 in Irish medium.</li> <li>• Will continue meeting parents, updating and accessing speech and therapy, with the majority to be discharged.</li> <li>• Objectives for parents, to get the word out, to see it happening. 47 parents offered face to face meeting or had telephone referrals.</li> <li>• Newsletter sent out to relevant parents explaining support/advice available.</li> <li>• Language improvement shown by scores average after 10 week programme.</li> </ul> <p><b>5. NR Technical Assistance - David Patterson (NMDDC)</b></p> <ul style="list-style-type: none"> <li>• Engagement is ongoing.</li> <li>• Use of NR Action Plan at Partnerships meetings is on target/ongoing.</li> <li>• Newsletter was issued to 4700+ households in the area in March 2017.</li> </ul>	
3	<p><b><u>NR Community Equipment Update</u></b></p> <p>Though most have been delivered, some items of the £15,500 total funding (approximately) are still outstanding e.g. wooden playhouse is being delivered in May. The items technically remain in ownership of Council and small Service Level Agreements (SLA) are being drawn up for groups.</p> <p>It's been possible through this to provide play facilities in Bridge Street, Downpatrick, and over the next couple of weeks items will be delivered to groups. The equipment is available to all (should be accessible to all) in Downpatrick including visitors. Signage for the community garden allotments are to go up yet.</p> <p>A list of all procured items are to be made available at the next meeting.</p>	DP/MG

ITEM		ACTION
4	<p><b><u>Minutes of Last Meeting on 28 February 2017</u></b></p> <p>Amendments to be made:- Janice Symington and Lisa Perry to be recorded as attendees.</p> <p>Amend Point 5 – Action Plan. To clarify funding was for Bridge Street and Marian Park was included in overall strategy. Will be upgraded. Additional swing to be added. Whereas Bridge Street was not included but now will be undertaken. Important to encourage other children to use.</p> <p>ACTION: Marcartan Digney to contact Conor Haughey, a reminder to ensure Marian Park is included. It's important that geographically it is taken into account as is large hill/valley in small area on map.</p> <p>Rest of minutes approved.</p>	<p>MG</p> <p>MD</p>
5	<p><b><u>Matters Arising:</u></b></p> <p><b>Code of Practice: Members Declarations/Nominations</b> Need everyone to sign up. There are a couple of people yet to sign up e.g. Tatiana. Others to be circulated.</p>	<p>DP</p>
6	<p><b><u>Action Plan 2016-2019 Update: Alleygating Project</u></b></p> <p>Action added for £5,000 capital.</p> <p>Surveys can be done via Flying Horse Forum and PCSP (Police Community Safety Partnership) e.g. Flying Horse survey re anti-social behaviour. Although there is money available through PCSP this is only for revenue and so can only do survey work.</p> <p>Wider discussion re Ballymote antisocial behaviour, there are immediate issues to address.</p> <p>Owen McDonnell, NIHE, to make submission to DfC as need funding from DfC otherwise can't start. Could get the £5,000 but this wouldn't be approved for 6 months. Statutory approvals cost money to get in place.</p> <p>Areas agreed for the Alleygating Project are:- Priority A - 2no. gates at Island lane, 4no. gates at Ballymote Park.</p> <p>Priority B – Need for Alleygating at Lynn Doyle, to be added to Action Plan for £2,000.</p> <p>AGREED: to add to Action Plan line re Lynn Doyle for £2,000 but no mention of PCSP survey for this one (Priority B point).</p> <p>Upgrade other Alleygating to RED.</p>	<p>OMcD</p> <p>DP</p>

ITEM		ACTION	102
7	<p><b><u>Joint Newry/Downpatrick Action</u></b></p> <ul style="list-style-type: none"> <li>• <b>St Andrew's Resource Centre, Dublin Study Visit, 21-22 March 2017</b></li> </ul> <p>Nicholas McCrickard, Chair, summarised on the visit. They had a great day in the centre. There has been an amazing amount of development; docks have been replaced by US companies/HQs. Tenement population is down to 6000 in glass city. There are all sorts of resources in compact old school, for all ages. Impressive centre but maybe limited transferability to Downpatrick.</p> <p>There was limited dialogue with Newry group after dinner due to room setup. More interaction would have been good.</p> <p>A discussion followed on how this trip was a topic on social media. It was noted that in general to be careful of what is put on Facebook and how any trips etc are portrayed.</p>		
8	<p><b><u>NR Technical Assistance/Staff Support from May 2017</u></b></p> <p>David Patterson, NMDDC advised that he is due to start new job within Council as Head of Community Planning, commencing on 2 May 2017 and briefly explained his new role/job. David advised that currently it is not known who will represent upon his departure from NRP. There are procedures in place which may take time.</p> <p>Raphael wished David all the best for the future and thanked David for all his work with the Department over the years. This was reaffirmed and agreed by everyone.</p>		
9	<p><b><u>Any Other Business</u></b></p> <p>Newry, Mourne and Down District Council's Corporate Plan is drawn from the NMDDC Community Plan.</p> <p>NMDDC Performance Objectives 2017-18 are being consulted on and members were asked for comments (due by 19 May 2017).</p> <p>Members advised that the Neighbourhood Renewal Partnership Action Plans to be implemented should be included and to add Neighbourhood Renewal in any other relevant area.</p>		
9	<p><b><u>Date and venue of next meeting</u></b></p> <p>The next meeting is to be arranged for 4:00pm on Tuesday 20 June 2017 in Downshire Civic Centre, Downpatrick.</p>		

Meeting closed at 5:45pm



**Minutes of the Newry NR Partnership Meeting  
Wednesday 28<sup>th</sup> June 2017  
At 7.00pm  
WIN Business Park, Newry**

***In Attendance:***

Mrs Geraldine Merindino	Chairperson NRP
Mr David Vint	Southern Regional College
Ms Karen Gracey	Department for Communities
Mr Sean Mc Kevitt	Newry Mourne and Down District Council
Mr Raymond Jackson	Confederation of Community Groups
Mrs Maureen Ruddy	Martins lane CA
Mrs Paula Mc Guigan	Carnagat CA
Mr James Treanor	Carnagat CA
Mr Colin Morley	Carnagat CA
Dr Kieran Shields	Education Authority N.I
Dr Conor Patterson	Newry and Mourne Enterprise Agency
Mr Damien Brannigan	NM&DDC
Mrs Sinead Jennings	Ballybot CA
Mrs Deirdre Murtagh	Ballybot CA
Mr Collie Hanna	Barcroft CA
Mr Fergal O'Brien	SHSCT Promoting Well being team
Ms Kathleen Lowry	Greater Linenhall CA
Mrs Patricia O'Gorman	Threeways CA
Mr Pdraig Harte	Threeways CA
Mrs Madaleine Mc Crink	SHSCT Promoting Well being team
Mrs Bridie Hughes	Drumalane Quayside close CA
Mr Brendan Cranney	Meadow Armagh road CA
Mr Malachy Rafferty	Derrybeg CA
Mr John Mc Stay	Derrybeg CA

***Apologies:***

Mr Gerry Coyle	Drumalane Quayside Close CA
Mr Jonathan McGilly	Newry and Mourne District Council
Mr Gerard Hutchinson	Drumalane Quayside Close CA
Mrs Noreen Rice	MARCA
Ms Jenny Hughes	Martins Lane CA
Mrs Barbara O'Hare	Ballybot CA

***Others Attending***

Maeve Mc Parland	E2E project
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**Matters Discussed**

1. Welcome & Introductions
2. Minutes / Matters Arising
3. Sub group updates
4. Expressions of Interest
5. Fundraising steering group
6. AOB
7. Date and time of next meeting

ITEM	SUBJECT	MATTERS ARISING/UPDATE	ACTIONS	By Whom
1	<b>Welcome apologies</b>	<p>Apologies recorded above.</p> <p>Everyone welcomed – all CA's represented</p> <p>Geraldine on behalf of the members offered her congratulations to Mr Fergal O'Brien on his recent award</p>		
2.	<b>Minutes and matters arising</b>	<p>Minutes agreed as accurate – proposed by Ms Kathleen Lowry and seconded by Mr David Vint</p> <p><b>Matters arising:</b>  Fund raising steering group have met – copy of notes circulated  Key points  Event on the 2<sup>nd</sup> February 2017 in Canal Court Hotel  All CA's to be involved – NR showcase event –youth and or Adults  £5.00 per ticket – groups must also raise a minimum £100.00  Seek corporate sponsorship  Sean spoke to Liam Quinn – letter to be sent to all local businesses  Get a programme developed  Follow up meeting to be held  Malachy Rafferty asks that we meet in the evening time to allow all groups to attend  Members agree that we only support one charity – the SA hospice</p>	Organise an evening meeting	sean

3.	<b>Sub group updates</b>	<p><b>E2E programme</b> Update from Maeve Mc Parland 70 year 9's from post primary schools attended Internet safety event – looking at impact of digital footprint Planning new activities for new school year</p> <p><b>SRC employability programme</b> Meeting held with community groups – a lot of very positive comments – some new ideas <b>TOPS:</b> HGV now oversubscribed - a lot of interest <b>OCEANS:</b> Recruitment ongoing <b>Enterprise Firms:</b> Programme commences in September no recruitment yet New SRC community facebook page</p> <p><b>Education Programme.</b> Education completing for June Await reports on programmes Youth engagements assessments this week Possible cut of 15% to extended schools Cluster funding cut - may not pass on cut Windsor hill has now joined the cluster Hand over of early years facility – very positive responses from everyone.</p> <p><b>Health programme</b> 20 physical activity programmes – 300 people participating. 2 visits of Action cancer bus Healthy eating programme in Carnagat – 30 children and young people participating Multi cultural health and fun day in Barcroft – 200people attended</p> <p><b>Sean Mc kevirt</b> gave an overview – NM&amp;DDC programmes</p>		
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		<p><b>Outdoor activity</b>  New 12 month programme  Large number of proposals from the CA's – organising them from 1<sup>st</sup> preference down. – providing support to all our groups.  3 training programmes to be delivered – first one completed with MARCA</p> <p>Spoke with manager of BID – they would like us to get involved in Newry festival of water – no Iron kids this year.  Members agree we should be involved. – NR needs recognition at any photocalls - PR</p> <p><b>Community Renewal</b>  New 12 month contract – CCG support and running costs/minor works</p> <p><b>Capital projects</b>  <b>MARCA and Martins lane</b> – both projects completed on time and within budget</p> <p><b>Drumalane Quayside Modular building –</b>  Project management team meetings organised – progressing well – recent meeting in Derrybeg to speak to the CA about their centre – very productive meeting – on schedule to complete September  MCC are the contractors –</p> <p><b>BMX –</b>  £125k – no further progression – currently no money available</p> <p><b>Raymond Mc Creesh park –</b>  No further progress</p> <p><b>NIHE projects</b>  Application completed and submitted to DfC for Carnagat extension  Require confirmed funding.</p> <p>Drumalane EI scheme – no further progression</p>		
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4.	<b>EOI</b>	<p>Expression of Interest for upgrade to play area at St Malachy's school. To include outdoor play for pre school and levelling of playing surface for school children.</p> <p>Discussion on the proposal – Martins lane CA will have access after school hours</p> <p>Voting as follows:  12 yes  2 abstain</p> <p>Approved in principle to go to full application</p>		
5.	<b>Fund raising steering group</b>	Discussed at matters arising		
6.	<b>A.O.B</b>	<p>Collie Hanna asks that we recognise the work of CRJI – safer stronger communities project – supporting Barcroft in helping to address anti social behaviour in the community</p> <p>No more business</p> <p>Geraldine thanked everyone for coming and wished everyone well during the summer break</p> <p>Members thanked NMEA and Sean for the hospitality</p>		
7.	<b>Date and time of Next meeting</b>	<p>Next meeting takes place as follows:</p> <p>Date Wednesday 6<sup>th</sup> September 2018</p> <p>Time: 7.00pm</p> <p>Venue: WIN Business park</p>		

<b>Report to:</b>	<b>Active &amp; Healthy Communities Committee</b>
<b>Date of Meeting:</b>	18 September 2017
<b>Subject:</b>	<b>Social Investment Fund - Update</b>
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Manager

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li>To note the report.</li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
	<p><u>WORK IT</u> The Work It Programme is due to complete in March 2018. To-date 100 participants have completed the 48 week employment and training programme of which 63 have obtained employment (an additional 11 participants left the programme early to take up employment). 407 community projects have been delivered with an addition 93 to be completed by the end of the programme.</p> <p><u>CASTLEWELLAN COMMUNITY CENTRE</u> The Design Team has been appointed and the final design to be signed off by group and project to progress as per plan.</p> <p><u>COMMUNITY OPERATED SPORTS FACILITIES (Ballyhornan, Downpatrick, Kilcooley)</u> The Design Team has been appointed and design of the football pitches to be agreed. The Executive Office to revise Business Case due to actual costs. Ards and North Down Council and the Housing Executive to agree the transfer of land in Kilcooley.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>Costs of the football pitches have significantly gone up which may result in the shortfall of funding.</li> <li>Housing Executive land transfer in Kilcooley may further delay the implementation of the projects.</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>To note the report.</li> </ul>
<b>4.0</b>	<b>Resource implications:</b>
4.1	Project 85% funded by the EU and 15% by the two Governments. There is currently a shortfall in funding for these projects.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	This was undertaken as part of the application process.

<b>6.0</b>	<b>Appendices</b>
	Minutes of SIF Capital Board meeting (July 17)

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**MINUTES OF SIF CAPITAL PROJECT BOARD MEETING**  
**Friday 21 July 2017 AT 10 am in TRAINING ROOM, MONAGHAN ROW,**  
**NEWRY**

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**CHAIRPERSON:** Conor Mallon

**IN ATTENDANCE:** Kenny Knox  
Michael Lipsett  
Justyna McCabe  
Paul Brannigan  
Sarah McClory  
Debbie Murphy  
Francesca Dowler  
Debbie McKinney

**APOLOGIES:** Raphael Crummy  
Janine Hillen  
Tom McClean  
Jeremy Sodden  
Ciara Burns  
Alison Robb

**INTRODUCTIONS:**

Introductions took place and apologies were noted. Debbie McKinney introduced Francesca Dowler as her replacement as Debbie has taken up the post as the PEACE IV Manager for Belfast Council.

**CONFLICT OF INTEREST:**

There were no conflicts of interest noted.

**MINUTES:**

The minutes of the previous meeting were discussed. All agreed.

**ACTION SHEET:****Castlewellan:**

- The meeting on the 24 May with the Community Partnership took place.
- Documents from CPD have been obtained.
- Port-a-cabin tender has been completed.
- The Letter of Offer has been reissued to Newry, Mourne and Down District Council.

**Community Operated Sports Facilities:**

- The Meeting with the appointed ICT is outstanding.
- The Executive Office will initiate the process for splitting the 3 projects.
- Ciara Burns has been in contact with Debbie McKinney.

**CASTLEWELLAN COMMUNITY CENTRE:**

It was noted that the tender to move the port-a-cabins off site into the play area has come in above what was anticipated at £12,000. It was agreed to proceed with the award of the tender and the costs would be covered by The Executive Office under professional fees as these were £12,977 under spend of what was profiled. It was envisaged that the build will be completed 3 weeks after the current project end date of 31 July 2018. Debbie Murphy noted that a revised Letter of Offer will be issued after the construction tender has been completed and this can reflect the likely end date for the project.

It was suggested by the ICT that a pitched roof, as opposed to a flat roof, may be needed due to the risk of anti-social behaviour that a flat roof can attract and the impact this would have on the life expectancy of the roof. The ICT will do a costings for a pitched as well as a flat roof. A meeting with the ICT and Community Partnership has been scheduled for next Thursday, 27 July 2017.

**Risk Register and issues log:**

- The appointed ICT will complete their own risk and issues log which will be amalgamated with the existing one.
- Risk 8 to be removed – amended Letter of Offer has been issued.
- To add to the risk register – possible anti-social behavioural impact of a flat roof.
- To add to the issues log – post project management support to be provided to the Community Partnership.

**AGREED**

- **To proceed to the award stage of the port-a-cabin tender and for this cost to be profiled under professional fees.**

- **Janine Hillen and Justyna McCabe to liaise re post project management support to be provided to the Community Partnership.**
- **The risk register and issues log to be updated by Tom McClean to include general issues identified under the Community Operated Sports Facilities risk and issues log.**

### **COMMUNITY OPERATED SPORTS FACILITIES:**

#### **Ballyhornan:**

Paul Brannigan provided an update on Ballyhornan. A meeting with the ICT has taken place and the solicitor for the group is dealing with the purchase of the three plots of land and has issued letters of offer to each of the landowners. One plot has been valued at £3,000, another at £3,500 and one at £1,000 plus solicitors fees of £1,500 gives a total of £9,000 to purchase the three plots.

A site investigation will be required for Ballyhornan and Downpatrick pitches and it was suggested that the CPD framework may be utilised for this. A current site plan for Kilcooley exists so will not be required.

A meeting with the ICT has been scheduled for 4 August and a meeting with the community group is being set up. There was discussion on the standard required for the pitches and changing rooms i.e. if these were to be IFA or FIFA standards. The EA does not stipulate what level of standard is required but the business case would imply Intermediate league for Downpatrick, the business case covers the minimum required. Kilcooley's design would imply youth league.

#### **Downpatrick:**

It was noted that a site investigation would be required and there was an old stream running through the proposed pitch site that should be investigated as part of the site investigation as it could have major cost implications.

The ICT will provide an estimate for future proofing the building for future development.

There were overhead electric cables and an application to NIE to move them will have to be submitted.

LED Flood lighting has been suggested; these are 1/3 more expensive but use 40% less electricity.

It was noted that there were 4 changing rooms in the original plans. There was discussion around changing room requirements. It was suggested that a rationale would need to be provided for wet changing rooms as these were generally required for grass pitches. Debbie Murphy will check what other SIF 3G pitches are providing in order to be consistent in project provision.

#### **Kilcooley:**

It was noted that the current designs have provision for changing rooms and a large office, clarification to be sought for the need for a large office space. The ICT have suggested a third option of 45° angle for the orientation of the pitch. A

light study is to be completed and boundary fencing was suggested by the ICT for noise issues.

A traffic analysis will be completed to determine the size of the car park required and any potential bottlenecks, the ICT will provide options and costings.

Debbie McKinney provided an update on the land transfer from the Housing Executive, the business case has been submitted to the Housing Executive but they cannot confirm that they will accept this at £0 cost. Debbie has requested that The Executive Office and the Department for Communities write letters of support for the transfer of land at £0 cost. Debbie McKinney is hoping to receive a response from the Housing Executive next week and have a meeting set up by the end of the month. Debbie noted that the Housing Executive have been involved in the project from the initial plan and at that point indicated that they would be willing to transfer the land at £0 as precedent has been set with other projects.

It was noted that if agreement cannot be obtained for the land to transfer the projects were proceeding at risk and this would have an impact on the other two projects. Splitting of the three projects was discussed and Debbie Murphy said she would flag this as an issue with her department. Debbie Murphy has requested that she attend the meeting with the Housing Executive. It was noted that to purchase the land would cost £65,000 but the lease would cost £50,000. It was noted that until all the land issues have been resolved the tender cannot be issued. It was noted that the design team were aware of the spend target issue, realistically it would not be till February 2018 that the contract for construction would be in place and March 2018 before contractors would be on site. Conor suggested that the PQQ could be put out in August 2017 for 3 separate projects and for all 3 still to be delivered only Kilcooley at a later date so as not to hold the other two projects back.

#### **Risk register and issues log:**

- Housing Executive land transfer to be added to the risk register and for impact and likelihood to be high.

#### **AGREED**

- **Housing Executive land transfer to be added to the risk register and for impact and likelihood to be high.**
- **Janine Hillen and Justyna McCabe to liaise re post project management support to be provided to the 3G sports/ community groups.**
- **Clarification to be sought on the standards required for each pitch.**
- **Debbie Murphy to clarify what other SIF 3G pitches are providing in order to be consistent in project provision.**
- **Debbie Murphy to start the process of separating the 3 projects through an addendum to the business case.**
- **Clarification to be sought for the need for a large office space on the Kilcooley site.**

- **The Executive Office and the Department for Communities write letters of support to the Housing Executive for the transfer of land at £0 cost.**
- **Debbie Murphy to attend the meeting with the Housing Executive and AND Council.**

#### **UPDATE FROM DEPARTMENT FOR COMMUNITIES:**

No update available.

#### **FINANCE**

The budget profiles were discussed and it was agreed for new profiles to be submitted to Debbie Murphy as soon as possible reflective of construction delays and a separate profile to include the additional funders spend profile. It was noted that the Letter of Offer from the Ulster Wildlife Fund/ Landfill was for £154,605.10 and this was to be claimed by 31 July 2018.

#### **OBA NISRA Report cards**

It was noted that post construction the OBA report cards will be the responsibility of the respective community/sports groups. Sarah McClory explained that she has met with all the groups and explained the OBA reporting requirements and systems required to capture the data but closer to the completion of the projects this will be repeated to ensure the groups have the capacity to take deliver on this requirement.

#### **AGREED:**

- **Sarah McClory to liaise with Tom McClean, Paul Brannigan and the appointed ICT's to draw up and submit new profiles to The Executive Office.**

Signed:       Conor Mallon  
                  Chairperson

Signed:       Justyna McCabe

**Next Project Board Meeting:** Monday 4 September 2017, 10:00am, Training Room, Monaghan Row, Newry.



<b>Report to:</b>	<b>Active &amp; Healthy Communities Committee</b>
<b>Date of Meeting:</b>	18 September 2017
<b>Subject:</b>	<b>Ethnic Minority Support Centre</b>
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen, Assistant Director: Community Engagement
<b>Contact Officer (Including Job Title):</b>	Justyna McCabe, Programmes Manager

<b>Decisions required:</b>	
<ul style="list-style-type: none"> <li>To note the report.</li> </ul>	
<b>1.0</b>	<b>Purpose and Background:</b>
	<p>The Newry, Mourne and Down Ethnic Minority Support Centre provides free and confidential advice and support to the minority ethnic residents living in our area. The Centre employs one support worker and provides the following support clinics:</p> <ul style="list-style-type: none"> <li>General support in Newry and Downpatrick</li> <li>Housing Clinic (in partnership with NIHE)</li> <li>Employment Rights Clinic (in partnership with CAB)</li> <li>Syrian Refugees Advice Clinic (in partnership with Muslims of Newry)</li> </ul> <p>The Centre recorded 676 visits between 1 June and 31 August 2017 (1,855 visits since the beginning of 2017). Currently most clients are nationals of Bulgaria, Poland, Lithuania and Romania.</p> <p><u>Syrian Refugees</u> To-date 632 Syrian Refugees have arrived in Northern Ireland through the Vulnerable Persons Relocation Scheme and there are currently 14 families living in the Newry, Mourne and Down District area. The Council have been approached by the Vulnerable Syrian Refugee Consortium to identify a suitable community-based facility with childcare and family support to deliver English language classes. Tuition will be provided by Southern Regional College and the Council will cover the cost of a suitable venue, childcare and transport which will be reimbursed by the Department for the Economy.</p> <p><u>NILGA – Providing Advice to Migrants</u> We have been asked to present on the work of the NMD Ethnic Minority Centre at the NILGA Full-Members Meeting on 24<sup>th</sup> November which will have advice provision as its theme.</p>
<b>2.0</b>	<b>Key issues:</b>
2.1	<ul style="list-style-type: none"> <li>Low capacity and lack of awareness of rights and responsibilities among the newly-arrived minority ethnic communities</li> <li>Increased need for the provision of English language classes for Syrian Refugees and other communities</li> </ul>
<b>3.0</b>	<b>Recommendations:</b>
3.1	<ul style="list-style-type: none"> <li>To note the report.</li> </ul>

<b>4.0</b>	<b>Resource implications:</b>
4.1	Post of the Ethnic Minority Support officer is 75% funded by the Executive Office through the Good Relations Programme with the remaining 25% funded by the Council. Additional resources required for the provision of interpreting/translation and support programmes/projects.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	The programme promotes good relations within the District.
<b>6.0</b>	<b>Appendices</b>
	None.

<b>Report to:</b>	Active and Healthy Communities Committee
<b>Date of Meeting:</b>	18 <sup>th</sup> September 2017
<b>Subject:</b>	Memorandum of understanding between NM&DDC and KYCA
<b>Reporting Officer (Including Job Title):</b>	Janine Hillen Assistant Director Community Engagement
<b>Contact Officer (Including Job Title):</b>	Julie Mc Cann Head of Community Services Facilities and Events

**Decisions required:**

**To adopt the Memorandum of Understanding between Killyleagh Youth and Community Association (KYC) and Newry, Mourne and Down District Council (NMD).**

<b>1.0</b>	<b>Purpose and Background:</b>
1.1	The PSNI donated a portacabin to KYCA to assist the Group to run youth programmes in the Killyleagh area. In legacy Down Council a draft agreement was created around locating the cabin in the grounds of the Bridge Centre Killyleagh but was never brought before Council.
<b>2.0</b>	<b>Key issues:</b>
2.1	As part of this draft agreement between KYCA and DDC the Centre staff would take the bookings for the cabin via Council's booking system as well as set up for user groups. Income was generated from this but a formal agreement re redistribution of these funds was never adopted.
<b>3.0</b>	<b>Recommendations:</b>
3.1	To adopt the Memorandum of Understanding between Killyleagh Youth and Community Association and Newry Mourne and Down District Council. (See attached)
<b>4.0</b>	<b>Resource implications</b>
4.1	Legal Departments time in drafting up the document, on-going maintenance of the cabin and admin support via bookings and setting up for groups.
<b>5.0</b>	<b>Equality and good relations implications:</b>
5.1	None
<b>6.0</b>	<b>Appendices</b>
	Appendix I: Memorandum of Understanding



**Newry, Mourne and Down District Council  
&  
Killyleagh Youth Association  
Memorandum of Agreement**

<b>Service Title:</b>	Community Engagement Section
<b>Head of Service:</b>	Mrs Julie Mc Cann – Community Services, Facilities & Events
<b>MoA ID Number:</b>	
<b>Agreement Date:</b>	..... 2017
<b>Between:</b>	
<b>Service Provider</b>	
<b>Service Title:</b>	Community Engagement Section
<b>Address:</b>	C/O Newry, Mourne & Down District Council Downshire Civic Centre Downshire Estate Ardglass Rd Downpatrick BT30 6GQ
<b>Service Manager:</b>	Mrs Julie Mc Cann
<b>General Enquiries:</b>	Greenbank Industrial Estate Newry Co. Down
<b>Tel No:</b>	028 30313233
<b>And The Youth Club:</b>	
<b>Name of Club:</b>	Killyleagh Youth and Community Association
<b>Address:</b>	C/O Chris Hagan, 21 Annsfield Park, Killyleagh BT30 9PS
<b>Tel. No:</b>	028 4482 8040
<b>Chairman:</b>	Chris Hagan

## Conditions of the Agreement

### Purpose of the Agreement

Newry, Mourne & Down District Council and the Killyleagh Youth and Community Association wish to co-operate in making available to residents of the Council area, including the Killyleagh local community, the Community Associations Portacabin, donated by the PSNI, **by agreement** for the use of youth and community groups:

- Portacabin
- Facility Management support (Caretaking and security)

The principal time blocks when the facilities will be **potentially available** for community use are as follows:

- Monday to Saturday 9.00am to 1.00 pm
- Monday and Tuesday 9.00am to 10.00pm
- All other times KYCA will have priority usage
- If either party require usage outside the allotted times, this must be by agreement of the two parties

The Service Provider shall provide the services as set out in the specification of work.

### Length of the Agreement

The provision of the services shall commence on ..... 2017 and be reviewed every three years.

### Method of Payment

The Scale of charges is to be determined by Newry, Mourne & Down District Council based on current hire charges for Community Centres.

Any income generated from the portacabin will be divided on a 50/50 split between NMDDC & KYCA.

Newry, Mourne & Down District Council will provide in-kind support in the following ways:

- Provision of Booking management.
- KYCA, Killyleagh Community Association and Shrigley Community Association's use of the facilities at Bridge Centre Killyleagh shall be booked through the Council's booking system without any hire charge levied, subject to availability.
- The Council will be responsible for maintenance of the Portacabin both internal and external in order to repair general wear and tear but will not be responsible for any upgrade works or replacement when the lifespan of the portacabin has been exhausted.

## Variations

Both parties may jointly agree to omit any part of the service, or provide additional services, or vary temporarily or permanently any part of the service. Any modifications will be noted in writing and valued accordingly.

## Confidentiality

Neither party shall disclose to any other party information in connection with the provision of the service nor any information contained in the agreement other than in compliance with the agreed information format specified in compliance with the provisions of the Data Protection Act 1998. This shall not prevent the Council or the Killyleagh Youth and Community Association from providing information to the Council, the Trustees of the Community Association or their representatives, provisional advisors and Government Departments.

## Statutory Requirements

Both parties shall comply with all statutory requirements relating to the provision of the service and where applicable national Codes of Practice or British Standard Specifications.

## Indemnity and Insurance

In respect of the care and supervision of the programme participants while taking part in activities Newry, Mourne & Down District Council shall be liable for and shall indemnify (which shall include the Trustees/Committee Members of Killyleagh Youth and Community Association) against any liability, loss, claims or proceedings arising under any statute or at common law in respect of any loss or damage to property (including personal property) or persons; any injury to persons including injury resulting in death; and any claim from a service user, or any other person acting on behalf of the service user, except where this is due to any act or neglect on the part of the Killyleagh Youth and Community Association or of any person for whom the Killyleagh Youth and Community Association is directly responsible.

Both parties shall effect and maintain suitable and sufficient public liability insurance in respect of their obligations under this agreement and shall on request produce sufficient evidence of such insurance to the other. The parties warrant to each other that such insurance is in effect at the date of commencement of this agreement and that their respective insurers have been notified of the terms of this agreement.

## Assignment & Subcontracting

The Killyleagh Youth and Community Association shall not transfer or assign this agreement and shall not subcontract the provision of the service.

## Monitoring & Liaison

The parties to this agreement will be required to jointly implement and maintain a system for monitoring this agreement and agree to meet in October, Jan and June each year to review the operational management of the agreement. In the event of a dispute the parties shall meet and discuss the matter in good faith and if the matter cannot be resolved they shall be obliged to refer the matter to mediation before the issue of any proceedings.

## Bookings Compliments and Complaints

The main point of contact in the organisations will be:

### For the Council:

**Contact:** Mr Roy Kelly, Duty Manager  
**Address:** Bridge Centre Killyleagh  
**Tel. No:** 028 44828648  
**E-mail:** [roy.kelly@downdc.gov.uk](mailto:roy.kelly@downdc.gov.uk)

### For the Association:

**Contact:** Chris or Michelle Hagan  
**Address:** 21 Annsfield Park, Killyleagh BT30 9PS  
**Tel No:** 028 4482 8040  
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## Notice

Either party may terminate the agreement by giving 2 months notice in writing. Neither party shall have claims against the other arising out of the termination of the agreement except in relation to any obligation or liability which existed prior to the date of termination.

### Signed by:

**Chairperson:** \_\_\_\_\_

**Chief Executive:** \_\_\_\_\_

**Chairman of Trustee Group:** \_\_\_\_\_

## Specification of Work

### Context

Newry, Mourne & Down District Council is a local authority and is empowered (Article 10 of the Recreation and Youth Service (NI) Order 1986) to provide Recreational opportunities for the people of Newry, Mourne & Down District. As part of the Council's Corporate Plan (2009-2015) a number of Corporate objectives are outlined:

- C.4...Create Collaborative Partnerships
- C.5...Promote Community Cohesion
- C.6...Promote a healthier Community (District Health Improvement Plan -2006-2008)

Council hoped to achieve this through:

1. Working closely with local groups to improve the quality of the infrastructure and participation levels within the District.
2. To contribute to Newry, Mourne and Down District's Health Improvement Plan by working with a range of partners, supporting initiatives and driving our own initiatives.

Newry, Mourne & Down District Council had identified community (Health, Social inclusion, Safer Communities) needs for the provision of community partnerships in the town of Killyleagh and surrounding area (Recreation Strategy 2008-2018).

Killyleagh Youth and Community Association is an Association located in the district of Killyleagh and whose Aims and Objectives include as follows:

- Organise, or assist in youth activities which promote the health and well being for young people in the area of benefit.
- Provide support and space for residents within the area of benefit in a common effort to advance education; promote health and well being and spiritual growth
- Provide facilities in the interest of social welfare for recreation or other leisure occupations within the area of benefit.

The Killyleagh Youth and Community Association is established to improve the quality of life of people living in Killyleagh and surrounding district irrespective of age, sex, disability, race, sexual orientation, political, religious or other opinion by associating with statutory authorities, voluntary and community organisations and the private sector.

Having benefited from a significant investment in new facilities from PSNI the committee is anxious that their facilities should play a part in the lives of the Killyleagh local community as well as the youth setting.

In cognisance of the wider 'Programme for Government' drive to be more effective and at the same time efficient and economic both the Council and the Killyleagh Youth and Community Association are keen to explore opportunities for Integration, Collaboration and Efficiency (ICE) in terms of provision of opportunity for community involvement.

To that end this MoA reflects the desire of both parties to co-operate in partnership to achieve that aim.



This document outlines the specification in terms of outcomes and general understanding. Such an understanding is illustrative of wider outcomes and recognises that some details will need to be decided in the context of day to day working relationships procedures and processes. That understanding is as follows.

That Newry, Mourne and Down District Council will:

- Provide an administrative support from the Bridge Centre Killyleagh to take bookings and payments for the facilities outlined above. Any income generated from the portacabin will be divided on a 50/50 split between NM&DDC & KYCA.
- Provide a point of reference for performance and monitoring issues e.g. complaints etc.
- Permit the committee and its internal and external auditor's access to such information as may be necessary to audit the provision of the services and the use of the facilities (Requests should be made in writing and upon receipt will be facilitated within three working days).

Killyleagh Youth and Community Association will:

- Provide appropriate staff to ensure facility availability, site security and appropriate cleansing before and after use.
- Supervise any participants in respect of their use of areas other than the activity areas.