



May 6th, 2016

**Notice Of Meeting**

You are invited to attend the Enterprise, Regeneration and Tourism Committee meeting to be held on **Monday, 9th May 2016 at 3:00 pm** in the **Boardroom, Monaghan Row, Newry.**

**Chair:** Cllr D Curran

**Vice:** Cllr R Mulgrew

**Members:**

Cllr T Andrews	Cllr R Burgess
Cllr W Clarke	Cllr P Byrne
Cllr S Ennis	Cllr G Hanna
Cllr V Harte	Cllr H Harvey
Cllr T Hearty	Cllr D McAteer
Cllr M Ruane	Cllr G Stokes
Cllr B Quinn	

# Agenda

- 1) **Apologies and Chairperson's remarks.**
- 2) **Declarations of Interest.**
- 3) **Action Sheet - Minutes of Enterprise Regeneration & Tourism Committee Meeting held on Monday 11 April 2016. (Copy to follow)**

*Action Sheet ERT April 2016.pdf*

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*Enterprise, Employment and Regeneration Items*

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- 4) **Masterplan Review. (Copy enclosed)**

*Report re Master Plan.pdf*

Page 5

- 5) **Forkhill Greenspace Scheme. (Copy enclosed)**

*Report re Forkhill Greenspace Scheme.pdf*

Page 7

- 6) **Newry Arts Centre Refurbishment Scheme. (Copy enclosed)**

*Report re Newry Arts Centre Refurishment Scheme.pdf*

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- 7) **Newry Bid. (Copy enclosed)**

*Report re Newry BID.pdf*

Page 9

- 8) **Regional Start Initiative - proposed Interim Manager. (Copy enclosed)**

*Report re Reg Start Initiative proposed interim manager.pdf*

Page 10

- 9) **Small Business Rate Relief. (Copy enclosed)**
- NB: Department of Finance and Personnel Discussion Paper - Alternative to the Small Business Rate Relief Scheme document can be found as follows:
- MENU > DOCUMENTS > ENTERPRISE REGENERATION & TOURISM > **DPF Discussion Paper - Alternative to the Small Business Rate Relief**
- [Rpt re Small Business Rate Relief.pdf](#)* Page 14
- 10) **Historic Environment Fund. (Copy enclosed)**
- NB: Consultation on Proposals for a Historic Environment Fund (March 2016) can be found as follows:
- MENU > DOCUMENTS > ENTERPRISE REGENERATION & TOURISM > **Consultation on Proposals for a Historic Environment Fund (March 2016)**
- [Report re Historic Environment Fund.pdf](#)* Page 18
- 11) **Ring of Gullion AONB and Strangford Lough and Lecale: NPA Programme ASCENT. (Copy enclosed)**
- [Report re Ring of Gullion AONB and Mourne AONB NPA Programme ASCENT.pdf](#)* Page 23
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- Tourism, Culture and Events Items*
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- 12) **Sean Hollywood Arts Centre - Cafe Franchise. (Copy enclosed)**
- [Report re Cafe Franchise Sean Hollywood Arts Centre.pdf](#)* Page 35
- 13) **Tourism Marketing Strategy for St Patrick in US. (Copy enclosed)**
- [Report re St Pat Marketing plan May 16.pdf](#)* Page 36
- 14) **Request for commemorative Seat at Albert Basin Newry. (Copy enclosed)**
- [Commemorative Seat - Albert Basin.pdf](#)* Page 39

- 15) **Service Level Agreement - Mourne Heritage Trust. (Copy enclosed)**  
*Report re Mourne Heritage Trust - Service Level Agreement.pdf* Page 41
- 16) **Learning Journeys - Tourism Strategy Development. (Copy enclosed)**  
*Report re Learning Journey.pdf* Page 55
- 17) **Proposals re Year of Food. (Copy enclosed)**  
*Report - Mourne Food NI.pdf* Page 57
- 18) **Forward Planning - Slieve Gullion. (Copy enclosed)**  
*Report of Slieve Gullion Forward Planning Mtg.pdf* Page 63
- 19) **Forward Planning - Museums. (Copy enclosed)**  
*Report re Museums Forward Plans 2016 - 2019.pdf* Page 66

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*For Noting*

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- 20) **Attendance at Mountain Bike World Cup Event in Fort William - 4-5 June 2016. (Copy enclosed)**  
*Mountain Bike World Cup Event in Fort William - For Noting.pdf* Page 106

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*Exempt Information Items*

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- 21) **Appointment of Director - Festival of Flight. (Copy enclosed)**

This item is deemed to be restricted by virtue of Paragraph 1 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to any individual, and the public, may, by resolution, be excluded during this item of business.

*Report re Festival of Flight FDD appointment.pdf* Page 107



# Invitees

Cllr. Terry Andrews	<a href="mailto:terry.andrews@downdc.gov.uk">terry.andrews@downdc.gov.uk</a>
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Mrs. Marie Ward	<a href="mailto:marie.ward@downdc.gov.uk">marie.ward@downdc.gov.uk</a>

**ACTION SHEET – ENTERPRISE REGENERATION & TOURISM COMMITTEE – MONDAY 11 April 2016**

<b>AGENDA ITEM</b>	<b>SUBJECT</b>	<b>DECISION</b>	<b>FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed</b>
<b>ERT/52/2016</b>	Message of Sympathy	A message of sympathy be sent to the family of the late Irene Adair.	Sheila Kieran DSO Completed
<b>ERT/55/2016</b>	ERT Business Plan	To approve the Enterprise Regeneration & Tourism Business Plan Report Card (Version 1.0), as contained in Report dated 4 April 2016 from Ms M Ward Director ERT, and to continue to table Business Plan progress reports in `traffic light system` format, to meetings of the Enterprise Regeneration & Tourism Committee on a quarterly basis.	Emma McParland – note quarterly report agenda item.
<b>ERT/56/2016</b>	DARD Consultation Re: Designation of areas of Natural Constraint (ANC)	To approve the response to DARD Consultation Regarding Designation of Areas of Natural Constraint (ANC) and options for future support to ANCs, as contained in report from Ms T Hamill Ring of Gullion AONB Officer, subject to Council Officers seeking clarification/advice regarding Page 5, number 5(b), as contained under Options Q1, to establish what the funding figure will be as no indication of the amount has been published.	Actioned

<b>ERT/57/2016</b>	Down Junior Golf Challenge 2016	To appoint Match Play Media to deliver the Down Junior Golf Challenge 2016, as per Report dated 11 April 2016 from Mr M Mohan Senior Tourism Initiatives Manager.	Match Play Media appointed to deliver tournament
<b>ERT/58/2016</b>	Newcastle Gateway / Gondola Developments	The Council proceed to seek tenders to develop a Visioning Document for Newcastle and proposed Gondola Developments, as per Report dated 11 April 2016 from Senior Tourism Initiatives Manager.	Terms of Reference complete. Actioned following full Council meeting
<b>ERT/59/2016</b>	Mooring Facilities - Albert Basin Quayside Newry	<p>(a) The Council provide the mooring facility at Albert Basin Quayside without electricity and remove the restriction on boat numbers.</p> <p>(b) Officers to investigate if one electrical power point can be provided which is metered and booked and paid for separately upon request on a daily basis rate.</p> <p>(c) Officers to examine the possibility of forming a Liaison Committee for the Albert Basin Quayside, to involve the users of the facilities at this location.</p>	Actioned following full Council meeting
<b>ERT/60/2016</b>	Service Level Agreement Tourism NI	To approve the Service Level Agreement between Newry Mourne & Down District Council and Tourism NI, as per Report dated 4 April 2016 from Ms M Ward Director of ERT.	Actioned following full Council meeting

<b>ERT/62/2016</b>	Slieve Gullion Forward Planning	<p><b>For noting:</b> To note Report of Meeting of Slieve Gullion Councillors, Forestry Service and Clanrye Group held on 21 March 2016 regarding forward planning for Slieve Gullion Forest Park, as follows:</p> <p>(a) To note the park and ride facility operating from Jonesborough (b) To note that Clanrye have appointed Synge and Byrne as new café provider.</p>	
<b>ERT/63/2016</b>	Tourism Strategy Task & Finish	<p><b>For noting:</b> To note update on the Tourism Strategy Development as per Report dated 5 April 2016 from Ms M Boyle Tourism Dev Officer.</p>	
<b>ERT/64/2016</b>	British Travel & Tourism Show	<p><b>For noting:</b> To note report dated 24 March 2016 from Ms M McKeown regarding Council attendance at the British Travel &amp; Tourism Show held in Birmingham on 16/17 March 2016, and note that Officers recommend continued attendance at this very popular event which will be held in Birmingham around the same dates in 2017.</p>	
<b>ERT/65/2016</b>	Explore GB Event	<p><b>For noting:</b> To note report dated 24 March 2016 from Ms M McKeown regarding Council attendance at the Explore GB event held in Liverpool on 3-5 March 2016 and to note that Officers recommend continued attendance at this prestigious event which will be held in Brighton in 2017.</p>	

<b>ERT/66/2016</b>	DOE Environment Fund – Environmentally Protected Area Management	<b>For noting:</b> To note and approve that Council accept and sign the letter of offer from DOE Environment Fund for Ring of Gullion AONB, LPS and SLLP and that Officers review budget and work plans as a result of the funding cuts and arrange to bring back a paper to a future meeting of the ERT Committee outlining the implications of the funding cuts.	
<b>ERT/67/2016</b>	Scheme of Delegation	<b>For noting:</b> To note Scheme of Delegation.	
<b>ERT/68/2016</b>	Tender – Puppet for Warrenpoint ‘Wake the Giant’ Festival	To engage an artist to design, create, manufacture, deliver to site and manipulate one giant puppet for the Wake the Giant Festival in Warrenpoint on Sunday 21 August 2016. Costs to be taken from the Festival budget.	Ongoing
<b>END</b>			

<b>Agenda Item:</b>	[This is the number the item will be given]
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Master Plan Prioritisation
<b>Date:</b>	16 <sup>th</sup> May 2016
<b>Reporting Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>Following RPA, NMDDC has inherited from Legacy Councils 4 No. Masterplans, these are as follows:</p> <ul style="list-style-type: none"> <li>i. Newry City</li> <li>ii. South East Coast (Newcastle, Kilkeel, Warrenpoint)</li> <li>iii. Downpatrick</li> <li>iv. Ballynahinch</li> </ul> <p>These Plans are at varying stages of implementation with some actions completed by Legacy Councils and others ongoing under NMDDC programme of work i.e Revitalisation Schemes in Newcastle, Ballynahinch Revitalisation &amp; PR Scheme, Newry &amp; Warrenpoint EI Scheme, Gondola Project, Hotel Development, etc.</p>
	<p><b>Key Issue</b></p> <p>These plans have been developed as long term strategies and action plans for the respective areas that cover periods 10+ years in most instances. The challenge facing Council is how to progress actions in the plan within the parameters of financial &amp; human resources available along with the need to spread impact across each of the study areas over a given period of time. Officers have had a series of facilitated sessions trying to establish a list of priority initiatives for each Plan that would be developed in the life of the current Council.</p>
<b>3.0</b>	<p><b>Recommendations</b></p> <p>In order to progress this Councillors have a facilitated workshop to consider the Master Plans and agree a prioritisation of Projects.</p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>Not Applicable</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>N/A</p>





<b>Agenda Item:</b>	[This is the number the item will be given]
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Forkhill Greenspace Scheme
<b>Date:</b>	Monday 9 May 2016
<b>Reporting Officer:</b>	Marie Ward, Director of Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Mr Jonathan McGilly - Assistant Director of Enterprise, Employment & Regeneration

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>Council have been working with DARD and local community representatives over many years to redevelop the former army barracks in the centre of Forkhill Village.</p> <p>DARD are now in the process of issuing a Letter Of Offer to Council for £250,000 to match fund Council monies, in order to deliver Pathways / Landscaping works (Forkhill Greenspace Project) at the site.</p> <p>This project is currently with Planners for approval and would represent the next stage of an important development of the site, with proposed Greenspace works having to be complete by 31<sup>st</sup> March 2017.</p>
<b>2.0</b>	<p><b>Key Issue</b></p> <p>Now important for Council to follow through on the Planning Process, so acceptance of this DARD letter of Offer allows swift progress towards consultant and contractor appointment and scheme delivery thereafter.</p>
<b>3.0</b>	<p><b>Recommendations</b></p> <p>Council accept the Letter Of Offer of £250,000 from DARD for the Forkhill Greenspace Project and now proceed to appoint consultants and then contractors to have the works completed by 31<sup>st</sup> March 2017.</p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>Council have a 2016/17 contribution of £100,000 to match fund the monies on offer from DARD.</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>N/A</p>

<b>Agenda Item:</b>	[This is the number the item will be given]
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Newry Arts Centre Refurbishment Schemes
<b>Date:</b>	Monday 9 May 2016
<b>Reporting Officer:</b>	Marie Ward, Director of Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Mrs Aisleain McGill - Enterprise, Employment & Regeneration

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>Council have identified a number of key works that are required to the Sean Hollywood Arts Centre. These include replacement of Sky Light windows (Already underway), Flat Roof Refurbishment, Exterior Doors Replacement and Painting of the Building.</p> <p>With an available Capital Budget in 16/17, it is now proposed that ERT officers work closely with Estates to proceed to Tender and have these much needed works carried out.</p>
<b>2.0</b>	<p><b>Key Issue</b></p> <p>With ongoing leaks in the existing roof it is essential that these works are prioritised and carried out as quickly as possible.</p>
<b>3.0</b>	<p><b>Recommendations</b></p> <p><b>Council now proceed to Tender for the Flat Roof Refurbishment, Exterior Doors Replacement and Painting of the Sean Hollywood Arts Centre building Newry, with all works to have been completed by 31<sup>st</sup> March 2017.</b></p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>Council have a 2016/17 contribution of £175,000 to cover the associated costs of the proposed works.</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>N/A</p>

<b>Agenda Item:</b>	[This is the number the item will be given]
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Newry BID
<b>Date:</b>	16 <sup>th</sup> May 2016
<b>Reporting Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>In late 2015, Newry voted in favour of the City being a Business Improvement District. This allows, via legislation, for Newry BID Company, via Council to impose a levy on eligible businesses in the defined BID area. This is 1.5% of rateable value and provides finance for the BID Company to implement agreed action over and above baseline services provided in the area. The BID Company will define these activities via an Action Plan which must be approved by the Company &amp; DSD.</p>
	<p><b>Key Issue</b></p> <p>In order to receive this revenue, legislation allows for Council to invoice, collect &amp; hold this levy and release it to the BID Company as required.</p> <p>In order to do so a BID levy operating agreement &amp; data sharing agreement needs to be put in place between NMDDC and BID Company. The Company has now been established and is formally incorporated since 7<sup>th</sup> April 2016. The draft agreements have been provided by Belfast City Council who have established a BID Company already.</p>
<b>3.0</b>	<p><b>Recommendations</b></p> <p>NMDDC grant approval to Officers to finalise the agreement in line with internal policies and procedures and in due course sign the agreement and commence the invoicing process as soon as possible</p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>Cost of operating the agreement will be covered from the levy that is received and will be agreed in consultation with Council's Director of Corporate Services.</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>N/A</p>

<b>Agenda Item:</b>	
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Regional Start Initiative – Interim Manager arrangements
<b>Date:</b>	9 May 2016
<b>Reporting Officer:</b>	Jonathan McGilly, , Assistant Director, Enterprise, Employment & Regeneration
<b>Contact Officer:</b>	Martin Patterson, Enterprise Development Officer

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

#### 1.0 Purpose and Background

As agreed previously by Newry, Mourne and Down District Council, Lisburn & Castlereagh City Council submitted a collaborative funding bid to the ERDF Investment for Growth & Jobs Programme (2014-2020) on behalf of the 11 Councils in Northern Ireland for the delivery of a Northern Ireland wide business start-up programme. It is anticipated that the new programme will commence when the Regional Start Initiative (RSI) (the current Northern Ireland business start-up offering funded through the local Councils via a SLA with Invest NI) will end on the 22<sup>nd</sup> October 2016 with no possibility of any further extensions.

The Economic Appraisal which was commissioned by the 11 Councils and produced by Ekos, recommended a Northern Ireland wide programme with one service delivery contract. The appraisal also recommended a management and governance structure which includes a Central Services Delivery Team which will be based at Lisburn & Castlereagh City Council. The Central Services Delivery team will comprise two programme Managers and one Finance Officer as per the existing RSI team based in Invest NI. The Central Services staff will be recruited specifically to deliver and administer the programme and will be responsible for a number of the core activities required to deliver the overall service, including; contract performance reporting, quality assurance targets and performance monitoring and reporting. The staff will be procured through the normal recruitment procedures within the lead Council.

There is currently a programme of work which needs to be delivered prior to the NIBSUP being launched.

This includes procurement of key programme contracts and development of new internal programme systems as follows:

- Legal agreements
- Finance & Claims systems
- Data Management and reporting
- FOI requests
- State Aid compliance
- Audit compliance

	<ul style="list-style-type: none"> <li>• Ministerial Questions.</li> <li>• Stakeholder engagement</li> </ul> <p>There is also a need to participate in job shadowing with the RSI team based in Invest NI with a view to sharing RSI programme information and experience which will help to inform the new Council led programme, e.g. eligibility criteria, operating manual, vouching system, monthly end to end processes, statistics, and reporting requirements.</p> <p>An Economic Appraisal on the Councils collaborative ERDF application has been commissioned by Invest NI and one of the risks identified is that there is currently no dedicated resource in place to manage the set-up, procurement, management arrangements and documentation to ensure a smooth transition to any new Programme and to minimise any gap between the current RSI and the new one which Council will manage.</p>
<p><b>2.0</b></p>	<p><b>Key Issue</b></p> <p>As per the monthly RSI working group advices, it is proposed that Lisburn &amp; Castlereagh City Council progress to recruit one of the Programme Managers on behalf of the participating Councils for an initial six month period, with the cost of this salary and associated overheads funded jointly by the 11 participating Councils. The appendix attached outlines the total cost of employing the Interim NIBSUP Programme Manager for this period. It should be noted that individual Council contributions to this costs are based upon the percentage allocation used to apportion ERDF funding and individual Council PG jobs targets.</p> <p>Key Roles of Programme Manager will include:</p> <ul style="list-style-type: none"> <li>• Overall Programme Quality Assurance, in particular the Business Plans, it is proposed to adopt a 20% review rate on a monthly basis, however this may be higher at the start of the programme to ensure the new delivery agents are meeting the required quality standards</li> <li>• Development of the programme Operating Manual, Eligibility Criteria and Vouching systems</li> <li>• Analysis of enquiries to inform the marketing programme</li> <li>• Managing &amp; authorising Invoicing and payments (to delivery agent and Councils)</li> <li>• Producing monitoring reports on budget and spend to date and internal management reports</li> <li>• Training for delivery agent's</li> <li>• Contract management duties, including monthly meetings with contractor, CPD, quarterly reviews to wider team and reports to Management Group</li> <li>• Managing independent evaluation process (mid-point and end of programme)</li> <li>• tracking referrals to Invest NI</li> <li>• ERDF – responsibility for reporting to Invest NI, programme monitoring and claims, drawdown of funding</li> <li>• Dealing with external enquiries, internal emails, and Freedom of Information requests</li> <li>• Managing Legal Agreements/Service Levels Agreements with partner Councils</li> <li>• Line Management of Finance &amp; Admin Officer</li> </ul>

	•
<b>3.0</b>	<b>Recommendation</b>  It is recommended that Newry, Mourne and Down District Council agrees to contribute £2,440.37 as detailed in the attached appendix towards the cost of Lisburn and Castlereagh City Council recruiting and employing an Interim NIBSUP Programme Manager for an initial six month period.
<b>4.0</b>	<b>Resource Implications</b>  £2,440.37 financial contribution. Budget is in place.
<b>5.0</b>	<b>Appendices</b>  RSI proposed Interim Manager cost breakdown

### Indicative Council Salary Contributions for RSI Interim Manager

(Please note LCCC overheads will be vouched and invoiced based upon actual spend in agreement with participating Councils.)

	Interim Manager Salary  6 Months  £19,676	LCCC Overheads Pro rata for 6 months as per ERDF Application £4,017	% Breakdown	Total Cost to Council
Antrim & Newtownabbey	£1,298.61	£265.12	6.6%	£1,563.73
Armagh, Banbridge & Craigavon	£2,302.09	£469.98	11.7%	£2772.07
Belfast	£2,695.61	£550.32	13.7%	£3,245.93
Causeway Coast & Glens	£1,574.08	£321.36	8.0%	£1896.17
Derry & Strabane	£1,495.37	£305.29	7.6%	£1800.66
Fermanagh & Omagh	£1,731.48	£353.49	8.8%	£2084.97
Lisburn & Castlereagh	£1,731.48	£353.49	8.8%	£2084.97
Mid & East Antrim	£1,396.99	£285.20	7.1%	£1682.19
Mid Ulster	£1,987.27	£405.71	10.1%	£2,392.98
<b>Newry, Mourne &amp; Down</b>	<b>£2,026.62</b>	<b>£413.75</b>	<b>10.3%</b>	<b>£2,440.37</b>
North Down and Ards	£1,475.70	£301.27	7.5%	£1,776.97

### LCCC Overheads as Per the ERDF Application for 6 months

Rent	£378
Travel	£300
Hospitality	£500
Admin & Stationery	£940
IT	£666
Telephone & Licence	£220
Finance, Procurement & Audit	<u>£1,013</u>
	£4,017

<b>Agenda Item:</b>	
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Department of Finance and Personnel (DFP) Alternative to the Small Business Rate Relief Scheme – Discussion Paper
<b>Date:</b>	9 May 2016
<b>Reporting Officer:</b>	Jonathan McGilly, Assistant Director, Enterprise, Employment & Regeneration
<b>Contact Officer:</b>	Martin Patterson, Enterprise Development Officer

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

#### 1.0 Purpose and Background

The Small Business Rate Relief (SBRR) scheme is a Northern Ireland government initiative, whose aim is to support the growth and sustainability of small businesses in Northern Ireland, by providing some small business owners with rate relief. Qualifying businesses will receive the relief on their annual bill during the life of the scheme.

The SBRR scheme was introduced in 2010 to support small businesses at a time of economic downturn. Since then 110,000 SBRR awards have been made to non-domestic ratepayers at a total cost of £61.5m. Annually, some 26,000 properties receive relief under the scheme at a cost of around £18m.

In order to assess its continuing relevance and effectiveness as a policy intervention, the Ulster University's Economic Policy Centre (UUEPC) was commissioned in 2014 to undertake an evaluation of the scheme. The report concluded that despite the scheme's popularity, it provided little economic benefit in terms of increased employment or additional investment. Consequently UUEPC recommended that the scheme should be phased out as economic conditions improve. In addition, it was recommended that if a replacement scheme was to be considered it should take a more targeted approach focusing on economic growth, to ensure value for money.

The SBRR scheme was extended for 2015/16 and provision has been made within the budget for its continuation during 2016/17. This was to allow for further research into its potential replacement thus avoiding a sudden increase in rates bills for those adversely affected by the district rates convergence process as well as the revaluation exercise introduced in April 2015.

A review of the non domestic rating system is currently ongoing, however, this matter is being taken forward as a separate piece of work, because the scheme has already been the subject of a public consultation in 2014 and following the evaluation there are sufficient grounds to look now at alternatives.



	<p>This discussion document sets out the case for change to the SBRR scheme and seeks to draw upon the evidence contained within the evaluation to examine how to best use the budget provision for the scheme from 2017/18 onwards. However as the cost of the scheme currently represents revenue forgone any new scheme will be subject to prioritisation of spending through the normal public expenditure processes.</p> <p>Current provision of rates relief for small business</p> <ul style="list-style-type: none"> <li>Small Business Rate Relief</li> <li>Empty Premises Relief</li> <li>Small Business Rate Relief for small Post Offices</li> <li>Charitable Exemption</li> <li>Sport and Recreation Rate Relief</li> <li>Residential Homes Rate Relief</li> <li>Industrial Derating</li> <li>Non-Domestic Vacant Rating</li> <li>Hardship Relief</li> <li>Automatic telling machines (ATMs) in rural areas</li> </ul>
2.0	<p><b>Key Issue</b></p> <p><b>Question 1</b> – Does targeting BID areas represent an appropriate way in which to use the resources associated with the current SBRR scheme?</p> <p><b>A.</b> Newry, Mourne and Down District Council have successfully secured a Business Improvement District (BID) in Newry City Centre. BID's is a geographical area in which the local businesses have voted to invest together to improve their environment. They provide additional or improved services, identified by the local businesses. This could include extra safety, cleaning or environmental measures. While BID areas do have a defined boundary for testing any new scheme, given that rates relief was introduced to assist all eligible small business, it would be unfair to target BID areas only. Newry, Mourne and Down District Council area is diverse and contains a number of prominent towns and villages which have many sme's with high rates. The scheme should target those most in need and ensure the sustainability of existing business and encourage new business start ups.</p> <p><b>Question 2</b> – Do you support this option of maintaining the SBRR scheme in its current form and what are the advantages and disadvantages of such an approach?</p> <p><b>A.</b> Determining boundaries in any rate relief scheme is difficult and many problems can arise. The scheme should be open to any eligible sme to apply. Additional funding should be provided and marketed in a targeted fashion. It should be realised that with the reduction of rates for all eligible sme's, this will encourage more business development and in turn more revenue for the local economy.</p> <p><b>Question 3</b> – Do you support the option of phasing out SBRR and what are the advantages and disadvantages of such an approach?</p> <p><b>A.</b> SBRR should continue to run and in fact should be increased to assist the local sme's through the current difficult economic climate. Newry, Mourne and Down have 7,500 vat registered businesses in addition to many more under the radar of</p>

assistance and this needs to be addressed. While it is stated that reducing or phasing out the scheme would have a positive impact on the domestic rates bills, it is vitally important to continue supporting the sme sector in Northern Ireland as a whole.

**Question 4** – Do you support match funding Business Improvement Districts?

**A.** As stated, to only target BID areas is not going to support the majority of businesses. Newry, Mourne and Down District Council is fortunate to have one BID area however this will hit hard a high number of sme's in our District and could effectively close a business. To state that this process would encourage additional BID proposals, we would have to disagree. The entire process of setting up a BID is cumbersome and needing a high level of resources to manage and implement and this can not be achieved quickly or throughout our District.

**Question 5** – Rate relief to encourage investment and regeneration. Do you support this option and what are the advantages and disadvantages of such an approach? What properties/business should benefit from this type of relief i.e. how should it be targeted and what should be the overall objective?

**A.** This option would offer the potential of a rates reduction for properties within an area to assist in local regeneration by encouraging increased levels of business investment. The relief provided under the SBRR, there should be a guarantee that the saving to established business would be reinvested back directly into the business or local area. It should also be directed at attracting a new business or service to an area (or sustaining a marginal business) thus helping to address the particular problem of vacant premises which is a major problem in our District. Our Council in the past has many times lobbied for a levy on long term derelict premises or sites to be introduced. This could act as a useful tool to help regenerate particular areas. Alternatively the resources associated with SBRR could be used to fund some form of Urban Regeneration Grant scheme to help assist the private sector to bring buildings and derelict sites back into use within priority areas. The rating system needs to take into account ability to pay and also be able to respond to circumstances, such as the broader economic environment.

**Question 6** – Rate relief to encourage town centre living. Do you support this option and what are the advantages and disadvantages of such an approach? Do you consider that there would be sufficient demand for this relief and is it likely to significantly influence both developer and ratepayer behaviour? Would an increase in town centre living be beneficial to trading businesses located nearby?

**A.** More initiatives should be introduced to encourage this activity. Our Council are proactive in promoting this through our Newry City Centre Management Partnership and Chambers of Commerce throughout the District for example. We have major capital improvement schemes, major events, facilities and accreditations through 'purple flag' and 'healthy high streets'. All relevant stakeholders should be brought together to ascertain potential budgets and initiatives to encourage town centre improvements and subsequently people will become motivated to move back into the city and town centres to live. Newry, Mourne and Down District Council would be content to participate in a pilot project if one was to be offered. This would be a positive step forward and highlight the best way to implement this much needed scheme.

**Question 7** – Rate relief to encourage occupation of vacant properties. Do you support this option and what are the advantages and disadvantages of such an approach? Does the current policy strike the right balance in order to incentivise

	<p>occupation? How significant an issue would this be for a new start up business when compared to other aspects of business planning e.g. rent, location, product offering, stock etc.</p> <p><b>A.</b> This would involve relaxing the criteria for the empty shops rates concession. Currently any commercial property that has been vacant for at least a year can benefit from a 50% discount on its rates bill for one year after it comes back into occupation. The scheme is primarily intended to bring long term empty shops back into use, helping to regenerate high streets and other core shopping areas. This scheme could be modified for long term vacant properties located within an area by increasing the level of relief or the period to which it would apply. The main advantage is that it would serve to act as an increased incentive to occupy vacant premises. An audit of empty premises would be strongly recommended to identify locations and appropriate action thereafter.</p> <p>In general terms, the Newry, Mourne and Down District Council area is made up predominantly of small businesses. Any initiative should be welcome to encourage new business start ups, the growth of existing ones and potential inward investment.</p> <p>We should encourage DFP to work closely with our Council which has been recently engaged in evidence gathering and consultation exercises to inform the early stages of our community plans, development plans and economic strategies.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• Both DFP and DSD are willing to consider any other ideas that are suggested.</li> <li>• NILGA are also submitting a response on behalf of the Councils.</li> </ul>
<b>3.0</b>	<p><b>Recommendation</b></p> <p>Newry, Mourne and Down District Council submit the above response to the Department of Finance and Personnel 'Alternative to the Small Business Rate Relief Scheme' discussion document by the closure date of Friday 13th May 2016</p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>N/A</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>Department of Finance and Personnel (DFP) Alternative to the Small Business Rate Relief Scheme – Discussion Paper</p>

<b>Agenda Item:</b>	
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Response to the Department of the Environment, Historic Environment Division, 'Historic Environment Fund' Consultation
<b>Date:</b>	9 May 2016
<b>Reporting Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Martin Patterson, Enterprise Development Officer

### Decisions Required

For consideration

#### 1.0 Purpose and Background

The Historic Environment Division of DOE is responsible for the recording, conservation and protection of the built heritage in Northern Ireland on behalf of the Department. The statutory authority to provide funding for listed buildings and scheduled monuments is detailed in Articles 199 and 225 of the Planning Act (NI) 2011 and Articles 19, 23 and 24 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995. Taken together this allows a wide range of potential avenues to support the Historic Environment. The DOE propose a new Historic Environment Fund that is designed to capture all of this potential.

Recognising this situation, the Minister requested that consideration be given to the creation of a **Historic Environment Fund** to provide strategic direction to the funding of the historic environment. It is proposed that the Historic Environment Fund 2016-2020 will encompass four key strands: Heritage Research, Heritage Regeneration, Heritage Repair and Heritage Revival. The reasons we should provide this funding, and how we can promote capacity in each of the strands, are set out in this document.

In considering this consultation response we have liaised with the Northern Ireland Environment Agency (NIEA) and relevant sections within our Council, i.e. economic development, tourism, museums, arts and culture.

#### 2.0 Key Issue

Because Departmental budgets for coming years will not be confirmed until later this year, the consultation does not indicate the budget available to the Fund. It indicates, instead, that the application of all of these proposals will be subject to funding availability and that it may not be possible to proceed with all in a given year. The key issue is therefore the approach proposed which, by implication, is about using available budget widely rather than focusing scarce budget on a few projects. Northern Ireland's heritage has huge potential and these proposals aim to support these efforts.

\*Attached to this report is the Council's draft response and the original consultation document.

<b>3.0</b>	<b>Recommendation</b>  Newry, Mourne and Down District Council submit the response attached to this report to the Department of the Environment, Historic Environment Division, 'Historic Environment Fund' Consultation by closure date on Monday 6 <sup>th</sup> June 2016.
<b>4.0</b>	<b>Resource Implications</b>  N/A
<b>5.0</b>	<b>Appendices</b>  Department of the Environment, Historic Environment Division, 'Historic Environment Fund' Consultation Document and Council draft response

**May 2016 Response to the consultation on the proposals for a  
DOE Historic Environment Fund**

In response to the questions raised in the consultation the Council comment as follows;

Q1: Do you agree with the overall approach to the Historic Environment Fund as outlined in section 1?

A: Newry, Mourne and Down District Council agrees generally with the overall approach to the Historic Environment Fund.

Q2: Do you agree or disagree with the proposed four key strands and their associated aims?

A: Newry, Mourne and Down District Council agrees and with the proposed four key strands and their associated aims of research, regeneration, repair and revival.

Q3: Do you agree or disagree with the proposals to include a framework for the Principles for the sustainable management of the historic environment to include the six identified Principles?

A: The proposals to include a framework for the Principles for the sustainable management of the historic environment to include the six identified Principles of:

- The historic environment is a shared resource;
- Everyone will be able to participate in sustaining the historic environment;
- Understanding the significance of historic assets is vital'
- Historic assets will be managed to sustain their values;
- Decisions about change must be reasonable, transparent and consistent;
- Documenting and learning from decisions is essential.

Q4: Do you agree or disagree with the percentages of funding allocated for each of the quadrants of the Historic Environment Fund?

A: The percentages of funding allocated for each of the quadrants of the Historic Environment Fund reflect the requirement of need in our District.

Q5: Do you agree or disagree with the proposed list of proposed funding streams under the outcomes of a Heritage Research funding stream?

A: The funding streams are acceptable, however when excavations take place there should be funding set aside by the development for post excavations and publishing of findings.

Q6, 7 & 8: Do you agree or disagree with the proposed list of proposed funding streams under the outcomes of a Heritage Regeneration, Repair and Revival funding stream?

A: Newry, Mourne and Down District Council agrees with the proposed list of funding streams under the outcomes of a Heritage regeneration, repair, and revival funding stream.

Q9: Do you agree or disagree with the proposed restrictions to the fund- retention of capping, processing, batching and prioritisation aligned to financial forecasting?

Newry, Mourne and Down District Council agrees with the proposed restrictions to the fund-retention of capping, processing, batching and prioritisation aligned to financial forecasting, however capping of £50,000 is questionable given the nature of potential projects, particularly large scale projects.

Q10: Do you agree or disagree with the proposal to request details of other sources of recent funding from applicants to avoid 'cold spots' of funding?

A: We agree with the proposal to request details of other sources of recent funding from applicants to avoid 'cold spots' of funding.

Q11: Do you agree or disagree with the proposal to prioritise the four categories detailed in the event of restricted funding?

A: We are content with the proposal to prioritise the four categories set out in the event of restricted funding of:

- Structures on the Heritage Asset Register (HAR);
- thatched buildings;
- those applicants qualifying for enhanced rate of grant (applicants in receipt of specified means tested state benefits are eligible for 90% grant aid);
- Structures on the World Monuments at Risk Register.

Q12: Do you agree or disagree with the proposal to require proof of temporary measures to be undertaken to address water ingress for the owners of buildings on the HAR register?

A: The proposal to require proof of temporary measures to be undertaken to address water ingress for the owners of buildings on the HAR register is acceptable.

Q13: Do you agree or disagree with the proposal to fund maintenance plans?

A: Yes, funding should be provided for maintenance plans. This is an important aspect of any historic monument project.

Q14: Do you agree or disagree with the proposal to retain the enhanced level of grant aid for owners in receipt of qualifying benefit and the proposed level of capping?

A: The retention of the enhanced level of grant aid for owners in receipt of qualifying benefit is welcome.

Q15: Do you agree or disagree with the proposal to continue to exclude Government and public bodies, Housing Associations funded by public monies and large commercial organisations, including but not exclusively limited to, financial institutions and multi-national companies?

A: Newry, Mourne and Down District Council disagrees with the proposal to continue to exclude Government and public bodies, Housing Associations funded by public monies and large commercial organisations, including but not exclusively limited to, financial institutions and multi-national companies. As a public body, Newry, Mourne and Down District Council

is to the forefront of regeneration opportunities and should be included as qualifying applicants.

Q16: Do you agree or disagree with the proposal to include a claw back clause for the repayment of the funding in the event of the failure of a scheme to progress through acquisition funding or in the event of sale of a building funded through an enhanced scheme [90% funding]?

A: Newry, Mourne and Down District Council agrees with the proposal to continue to include a claw back clause for the repayment of the funding in the event of the failure of a scheme to progress through acquisition funding or in the event of sale of a building funded through an enhanced scheme [90% funding] .

Q17: Do you agree or disagree with the proposal to continue to fund Condition Reports and Forward Plans?

A: Newry, Mourne and Down District Council agrees with the proposal to continue to fund Condition Reports and Forward Plans.

Q18: Do you agree or disagree with the proposal to require the appointment of accredited conservation professionals on funding schemes over value of £10K?

A: We agree to the requirement to appoint accredited conservation professionals on funding schemes over value of £10k. It is vitally important for large strategic projects that they are implemented correctly.

Q19: Do you agree or disagree with the proposal to require all recipients of suitable offers will be required to agree to an appropriate level of public access for 5 years from the date of the final payment?

A: Newry, Mourne and Down District Council agrees with the proposal to require all recipients of suitable offers to agree to an appropriate level of public access for 5 years from the date of the final payment.

Q20: Do you agree or disagree with the proposal to require all recipients of suitable offers to facilitate publicity of award of funding including description of proposals, photographs and information including financial award[s]. All to be available for web dissemination and /or printed promotional literature?

A: Newry, Mourne and Down District Council agrees with this proposal as the future marketing of the facilities is important for sustainability.



<b>Agenda Item:</b>	
<b>Report to:</b>	Economic Regeneration and Tourism Committee
<b>Subject:</b>	Ring of Gullion AONB and Strangford and Lecale Partnership
<b>Date:</b>	15.04.2016
<b>Reporting Officer:</b>	Marie Ward, Director of Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Darren Rice – Ring of Gullion Landscape Partnership Scheme Manager

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>There are 11 parties in the Northern Ireland Protected Areas Network. They have collaborated with each other, with Collaboration NI (NICVA) as a facilitator to draw up a Memorandum of Understanding in relation to the Northern Ireland Protected Area Network (NIPAN).</p> <p>The purpose of this Memorandum of Understanding is to outline the key components of the collaborative relationship between the Parties.</p> <p>The Memorandum of Understanding is not intended to be legally binding.</p> <p>NIPAN is a network of organisations involved in the management of landscapes and/or protected areas in Northern Ireland. The areas managed include areas with high landscape and seascape value including those covered by designations.</p>
<b>2.0</b>	<p><b>Key Issues</b></p> <p>No issues</p>
<b>3.0</b>	<p><b>Recommendation</b></p> <p>Ring of Gullion LPS manager and Strangford and Lecale Partnership Manager to sign the MOU.</p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>There will normally be quarterly meetings, Northern Ireland Environment Link (NIEL) will act as the secretariat.</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>Memorandum of Understanding in relation to the Northern Ireland Protected Area Network (NIPAN)</p>

**PLEASE NOTE – CollaborationNI does not provide legal advice to organisations. Each organisation should take legal advice from its own solicitor before entering into this MoU.**

## **Memorandum of Understanding in relation to the Northern Ireland Protected Area Network ('NIPAN')**

**Dated: 2016**

### **1. Details of Parties**

This Memorandum of Understanding is between:

**Belfast Hills Partnership Trust**  
**Causeway Coast and Glens Heritage Trust**  
**Lagan Valley Regional Park**  
**Lough Neagh Partnership**  
**Marble Arch Caves Global Geopark**  
**Mourne Heritage Trust**  
**Northern Ireland Environment Link ('NIEL')**  
**Outdoor Recreation Northern Ireland**  
**Ring of Gullion AONB Management Group**  
**Sperrins Gateway Landscape Partnership Scheme**  
**Strangford Lough and Lecale Partnership**

(together 'the Parties')

### **2. The Purpose of the Memorandum of Understanding**

The purpose of this Memorandum of Understanding is to outline the key components of the collaborative relationship between the Parties.

This Memorandum of Understanding is not intended to be legally binding.

### **3. Membership**

Members of NIPAN are typically organisations with responsibility:

- 3.1 for landscape management in Northern Ireland; and/or
- 3.2 for a Protected Area in Northern Ireland.

NIEL is also a member of NIPAN. NIEL is the networking and forum body for environmental charities and groups in Northern Ireland.

Membership of NIPAN is open. Any organisation fitting the criteria set out in sub-clauses 3.1 – 3.2 of this clause 3 may apply to become a member of NIPAN by submitting an application in writing to the Members Group.

### **4. Name and Mission Statement**

#### **Name:**

The name of this collaboration is the Northern Ireland Protected Area Network ('NIPAN').

#### **Mission:**

NIPAN is a network of organisations involved in the management of landscapes and/or protected areas in Northern Ireland. The areas managed include areas with high landscape and seascape value including those covered by designations.

## 5. Guiding Principles of the Collaboration

The Parties agree to abide by the Guiding Principles of Collaboration. These are set out in Appendix 1.

## 6. Agreed Areas for Collaborative Working

The Parties have agreed to work collaboratively in order to:

- 6.1 To act as a network which shares examples of best practice, policies, protocols and procedures, knowledge and information as appropriate;
- 6.2 Develop a partnership approach to help inform and communicate with third parties such as local government, central government departments and agencies, environmental NGOs, funders, politicians and the media;
- 6.3 To influence policies in relation to protected areas and other managed landscapes and seascapes;
- 6.4 To explore ways forward for a holistic approach to the management of protected areas; including health, lifestyle, social, educational, agricultural and economic concerns as well as environmental issues;
- 6.5 To encourage professional standards in protected area management across Northern Ireland;
- 6.6 To forge links with protected areas in other countries and, in particular, explore the potential for NIPAN to consider joint membership of various national and international associations;
- 6.7 Identify new funding opportunities and develop partnership approach towards funding and tendering specific to the opportunity;

- 6.8 Develop and identify opportunities for shared learning;
- 6.9 Develop a common approach towards benchmarking, impact-measurement, quality standards and referral systems;
- 6.10 Run shared campaigns and, wherever possible, take a partnership approach towards public relations and jointly raise awareness of the work of NIPAN and the members of NIPAN in Northern Ireland; and
- 6.11 Where appropriate, consider sharing business support services and the joint procurement of goods and services.

## **7. Members Group Meetings**

- 7.1 A Members Group will be established to oversee, lead and guide the development of NIPAN and review its performance.
- 7.2 The Members Group will normally meet on a quarterly basis but additional meetings may be called on an ad hoc basis, as and when required, at the request of any of the Parties.
- 7.3 The Members Group will be comprised of up one representative of each of the Parties.

The Members Group may invite others to attend Members Group meetings subject to the agreement of all members of the Members Group.

- 7.4 The Members Group will agree a chair for the Members Group on an annual basis. NIEL will provide secretarial support to the Members Group and will send out a draft agenda a week in advance of the meeting.

- 7.5 Members of the Members Group will inform the Chair if they require further items to be added to the agenda. Draft minutes of the Members Group meetings will be distributed to Members Group members by the Chair within two weeks of the date of the meeting.
- 7.6 The quorum at Members Group meetings will be 4. Members will be 'present' for the purposes of quorum if they are present in person at the meeting, in attendance by telephone conference call or by any other suitable electronic means (such as Skype) whereby each participant is able to communicate with all the other participants.
- 7.7 Where possible the Members Group will try to achieve a consensus. If a consensus cannot be achieved on a particular issue, the Members Group will generally postpone the decision until the next or a future Members Group meeting so as to allow time for further information-gathering, consultation and negotiation to take place.

## **8 Dispute Resolution**

Whilst every attempt will be made to resolve any disagreements and conflicts quickly, informally and amicably, it is accepted that this is not always possible. Any conflict, disagreement or dispute between the Parties should be dealt with in the following staged way:

- 8.1 If at all possible difficulties should be dealt with informally using good practice conflict resolution methods.
- 8.2 Should the dispute remain unresolved following 8.1, the relevant employees of the Parties should be asked to attempt to negotiate a settlement to the dispute in good faith.

- 8.3 Should the dispute remain unresolved following 8.2, the relevant senior employee of each of the Parties should be asked to attempt to negotiate a settlement to the dispute in good faith.
- 8.4 Should the dispute remain unresolved following 8.3, the Chairs of the boards of the Parties should be asked to attempt to negotiate a settlement to the dispute in good faith.
- 8.5 Should the dispute remain unresolved following 8.4, the Chair of NIPAN will initiate formal mediation between the Parties. If there is no agreement as to who should mediate in the dispute, a mediator will be appointed by MediationNI. Participation in the mediation process by the Parties is on a voluntary basis and, irrespective of the outcome, the costs of any mediation will be divided equally between the Parties.

## **9. Confidentiality**

The Parties shall keep confidential any and all confidential information that they may acquire in relation to the other Parties, their employees or service users.

No Party shall use another Party's confidential information for any purpose other than to perform its obligations under this Memorandum of Understanding. Each Party shall ensure that its officers, employees and volunteers comply with these confidentiality provisions.

These confidentiality obligations shall not apply to any information which is publicly available or becomes publicly available through no act or omission of the Parties or which a Party is required to disclose by order of a court of competent jurisdiction.

These confidentiality obligations shall continue to apply after the termination of this Memorandum of Understanding.

## **10. Termination**

Any Party deciding to leave NIPAN shall be required to give at least three calendar months' prior notice to the other parties.

## **11. Branding, Publicity and Intellectual Property**

All references to NIPAN will carry any relevant NIPAN branding and, subject to the agreement of the Members Group, the logos of any NIPAN members wishing to be included.

Equal prominence shall be given to all groups in any publicity, promotional materials, press releases, articles, training sessions, presentations or other events relating to NIPAN.

In addition, all publicity, promotional materials and press releases shall be approved by the Members Group before being communicated to any third parties.

Any intellectual property arising from NIPAN or created together by the Parties shall be owned in equal and undivided shares by all NIPAN members.

Promotion of NIPAN will be the responsibility of all its members. Media enquiries will be dealt with in the first instance by the chair and thereafter as agreed appropriate by the Members Group.

## **12. No Partnership**

This Memorandum of Understanding is not intended to be legally binding and does not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the relationship between the Parties provided for in this Memorandum of Understanding.



### **13. Policies and Procedures**

All of the Parties shall comply with the requirements of the Data Protection Act 1998 and shall put in place policies and procedures in relation to health and safety, equal opportunities, the protection of children, young people and vulnerable adults and any others required by law or relevant to the Project.

### **14. Review of this Agreement**

This Memorandum of Understanding will be reviewed on an annual basis at a meeting of the Members Group. Any amendments to this Memorandum of Understanding will require the written approval of each of the Parties.

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

Signed on behalf of [ ]:

..... Date:

## Appendix 1

### Guiding Principles of this Collaboration

We agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

#### *Openness and transparency*

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we apply the principle of no surprises and we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

#### *Sharing good and best practice*

We recognise that each of us has something to bring to NIPAN and that equally we have something to get from it. We will share learning through identifying good and best practice. Each Party will be encouraged to adopt best practice that they see elsewhere and to share examples widely within NIPAN for the benefit of everyone.

#### *Commitment to high standards and continuous quality improvement*

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards and where appropriate we will set challenging but realistic quality improvement targets. We will welcome external inspection as an opportunity to verify our internal quality assurance and quality improvement standards.

### *Operate sound business practices*

We start off from the premise that we are all successful organisations with a need to generate income and receive fair financial recompense for our contributions. We will work hard to ensure that NIPAN's resources are distributed fairly and reflect the input that we each make. We will be efficient in how NIPAN operates. For example we will keep paperwork and bureaucracy to a minimum.

### *Commitment to flexibility*

As a collaboration we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.

<b>Agenda Item:</b>	
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Cafe Franchise Sean Hollywood Arts Centre
<b>Date:</b>	Monday 9 May 2016
<b>Reporting Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Aisleain McGill

### Decisions Required

To agree the contents of the report and approve recommendations at Section 3

<b>1.0</b>	<p><b>Purpose and Background</b> To note that the license has expired for the cafe franchise at the Sean Hollywood Arts Centre and that the franchise holder has confirmed that he will not renew the license when it expires at the end of May 2016 and has already vacated the premises. Seek expressions of interest from caterers for new three-year license.</p>
	<p><b>Key Issue</b> Seek expressions of interest from caterers for new three-year license of the cafe facility at the Sean Hollywood Arts Centre from June 2016 – May 2019.</p>
<b>3.0</b>	<p><b>Recommendations</b> Seek expressions of interest from caterers for new three-year license of the cafe facility at the Sean Hollywood Arts Centre from June 2016 – May 2019. Re-asses the rental value of the cafe area at the Sean Hollywood Arts Centre, incorporating the payment of rates as per addendum to license.</p>
<b>4.0</b>	<p><b>Resource Implications</b> N/A</p>
<b>5.0</b>	<p><b>Appendices</b> N/A</p>

<b>Agenda Item:</b>	St Patrick's Country – USA & GB Marketing Activity Plan
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	St Patrick's Country – USA & GB Marketing Activity Plan
<b>Date:</b>	Monday 9 May 2016
<b>Reporting Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Mark Mohan, Senior Tourism Initiatives Manager

### Decisions Required

- Approval to progress with the implementation of the St Patrick's Country – USA & GB Marketing Activity Plan.
- Approval to use the services of Newry based Tour Operator Brack Tours and Crossmaglen based Coach Operator Matthew Coaches in the US & GB Market as required, under terms set out in an SLA.

### 1.0 Purpose and Background

In recognition of the international appeal of St Patrick in established and developing overseas markets, Tourism Ireland is continuing to utilise St Patrick as a key launch pad for its overseas tourism drive. They have identified North America, GB and Germany as the main target markets for the St Patrick story but have also highlighted growing interest from other markets including France, Italy and Poland. St Patrick forms the basis of Tourism Ireland's annual spring promotions and is always central to their Marketing Plans. The annual global 'greening' of many iconic building across the world in March is testimony to this and is aimed at capturing the imagination of potential visitors, trade partners and media across the world.

St Patrick has also been identified as a key signature project by TourismNI that will give stand out for Northern Ireland in out of state tourism markets. Downpatrick and Armagh have been identified as the core hubs for this product which has resulted in a new partnership with Newry Mourne and Down DC and Armagh City Banbridge and Craigavon BC. This partnership now in its second year is aimed at developing both the out of state interest in St Patrick and St Patrick's festivals in Downpatrick, Armagh and Newry for the next 3 years 2016-2018. This project has already received a Letter of Offer to the collective value of £293,446.

Tourism Ireland has also played a very important role in the delivery of this year's successful St Patrick's festival in Downpatrick, Armagh and Newry. Their live recording of an inaugural Choral event has resulted in a new global Media strategy for St Patrick related film distribution being developed by Tourism Ireland.

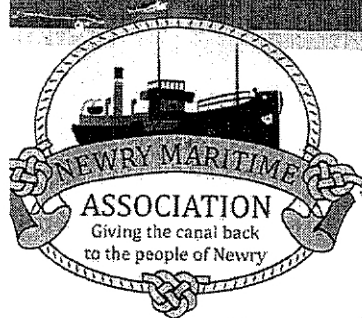
Film viewings have already been secured on the following platforms

- FLIPPS – global App
- EWTN – USA
- Brava – Europe
- Bloomberg – USA/Europe/Middle East/Africa

	<ul style="list-style-type: none"> <li>- BBC – World Service</li> <li>- PBS – Chicago</li> <li>- Aer Lingus Long Haul Flights</li> </ul>																																														
	<p><b>Key Issue</b></p> <p>Through the already formed partnership with Newry Mourne and Down DC, Armagh City Banbridge and Craigavon BC and Tourism Ireland, officers have developed a very niche and focused plan for the US &amp; GB markets to complement the work already being delivered by Tourism Ireland in market. Private sector partnerships have also been established with Newry based Tour Operator Brack Tours and Crossmaglen based Coach Operator Matthew Coaches who are very active in the US &amp; GB markets both directly and through their numerous agents, selling choral, faith, pilgrimage and music based group tours to Ireland, Brack Tours and Matthew Coaches will act on the councils behalf as required albeit not exclusively, and under terms set out in an SLA. Council will continue to work with all US &amp; GB operators in partnership with Tourism Ireland as the opportunities arise in each market.</p> <p>The following US &amp; GB Market opportunities have been identified by Tourism Ireland for St Patricks Country</p>																																														
	<table border="1"> <thead> <tr> <th>Market</th> <th>Platform</th> <th>Dates</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>US</td> <td>National Conference of Pastoral Musicians, Houston</td> <td>July 11th -16th</td> <td>Choral</td> </tr> <tr> <td>US</td> <td>Milwaukee Irish Festival</td> <td>August 18-21, 2016</td> <td>Consumer</td> </tr> <tr> <td>US</td> <td>American Choral Directors Association Conference</td> <td>February 2017</td> <td>Choral</td> </tr> <tr> <td>US</td> <td>Conference of North American Bishops</td> <td>TBC</td> <td>Choral Group, Faith, Pilgrimage</td> </tr> <tr> <td>US</td> <td>Group Travel Networking  Boston/Rhode Island Cluster: 17th October Washington DC Cluster: 18th October New York/New Jersey Cluster: 19th October</td> <td>October 17-20 2016</td> <td>Briefing to key group producers of major tour operators (6-8 in each venue) during a series of 3 select networking events.</td> </tr> <tr> <td></td> <td>Content for TIL trade quarterly ezines Media and trade</td> <td>Quarterly</td> <td>Trade, Media, Consumer</td> </tr> <tr> <td></td> <td>Media &amp; Trade fams (eg Choral Directors fam in 2015)</td> <td>On-going</td> <td>Choral, Group, Faith, Pilgrimage, Media</td> </tr> <tr> <td></td> <td>Sales Calls</td> <td>On-going</td> <td>Trade</td> </tr> <tr> <td>GB</td> <td>British Tourism &amp; Travel Show</td> <td>March 2017</td> <td>Trade &amp; Consumer</td> </tr> <tr> <td></td> <td>Celtic Connections</td> <td>January 2017</td> <td>Trade &amp; Consumer</td> </tr> </tbody> </table>			Market	Platform	Dates	Segment	US	National Conference of Pastoral Musicians, Houston	July 11th -16th	Choral	US	Milwaukee Irish Festival	August 18-21, 2016	Consumer	US	American Choral Directors Association Conference	February 2017	Choral	US	Conference of North American Bishops	TBC	Choral Group, Faith, Pilgrimage	US	Group Travel Networking  Boston/Rhode Island Cluster: 17th October Washington DC Cluster: 18th October New York/New Jersey Cluster: 19th October	October 17-20 2016	Briefing to key group producers of major tour operators (6-8 in each venue) during a series of 3 select networking events.		Content for TIL trade quarterly ezines Media and trade	Quarterly	Trade, Media, Consumer		Media & Trade fams (eg Choral Directors fam in 2015)	On-going	Choral, Group, Faith, Pilgrimage, Media		Sales Calls	On-going	Trade	GB	British Tourism & Travel Show	March 2017	Trade & Consumer		Celtic Connections	January 2017	Trade & Consumer
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	<b>All</b>	ITOA Workshops	March 2017	Trade
		Tourism Workshops	April 2017	Trade
<b>3.0</b>	<b>Recommendations</b> <ul style="list-style-type: none"> <li>- Approval to progress with the implementation of the St Patrick's Country – US &amp; GB Marketing Activity Plan.</li> <li>- Approval to use the services of Newry based Tour Operator Brack Tours and Crossmaglen based Coach Operator Matthew Coaches in the US &amp; GB Markets as required under the terms set out in an SLA.</li> </ul>			
<b>4.0</b>	<b>Resource Implications</b> <p>£15,000 funding to implement the St Patrick's Country – USA &amp; GB Marketing Activity Plan has been allocated in the current 2016/2017 budgets.</p>			
<b>5.0</b>	<b>Appendices</b> <p>N/A</p>			





Chairman: Michael O'Hare  
Pro: James McAreyve

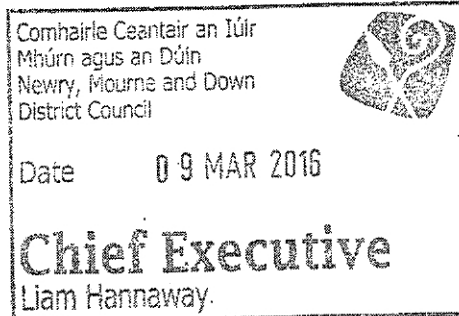
Secretary: Margaret Trainor  
Treasurer: Colum Curran

**Honorary President; The Lord Rix Kt CBE DL**

R/S 89/2/12/B

34 Avoca Lawns,  
Warrenpoint,  
Co Down,  
BT34 3RJ.

07/03/016



Dear Mr Hannaway,

As we move quickly into 2016, this is a year of historic and significant centenary's, from the Battle of the Somme to the Easter Rising. These two historic events are of enormous importance and worthy of our full attention and respect. As with these centenary's each remembers a traumatic period in our history, and it is when we have more than one such event in the same year, that one event can become overshadowed by the enormity of another, but is no less important.

This brings me to another event which should also be remembered with equal reverence and respect, the collision and subsequent sinking of the "SS Connemara "and "SS Retriever" which took place at the entrance to Carlingford Lough, on a bitterly cold November night, at the height of a raging storm in 1916, taking the lives of 93 souls, with only one survivor. The only witnesses to this tragedy were the three keepers on the Haulbowline Lighthouse. We the Newry Maritime Association being very much a cross community group know that this tragedy affected the lives of so many people, in so many different walks of life. It is our intention to mark this tragedy with a series of related events, from a memorial plaque at Drumilly School in South Armagh, and a lasting tribute to the local seamen who perished in this disaster displayed in the Nautilus Centre Kilkeel. We have also been granted permission from the Nicholson family to mount a plaque on the original barn, which was used as a temporary morgue during the recovery of bodies washed up on the beach at Derryogue. It is also our intention, and permission has been given by NM&D Council to place a commemorative seat at the Albert Basin. And as a very special finale to these events , we at (NMA) felt the need for something special, something , that has never been done before on these Islands in which to commemorate this local forgotten tragedy (Our Titanic). The idea we settled on, with permission from the Commissioner of Irish Lights was to illuminate the wave washed iconic lighthouse. We contacted Irish lights and they thought it would be a stunning way to remember this tragedy, and generously granted permission, although they could not offer any financial help, they would supply any technical advice and support that might be needed.

We have also had contact with the Lough, s Agency and found great enthusiasm for this event, and the possibility of some funding. As the actual anniversary is in November and a greater risk of inclement weather, and 2016 being the centenary year, the actual date is not so important. As Newry Mourne & Down Council will be hosting a series of events come the summer, we at (NMA) were hoping that our Haulbowline Light project could be included in these events and highlight the beauty of Carlingford Lough. Do please let us know Mr Hannaway how NM&D Council view this commemoration.

**Registered with the Charity Commission for Northern Ireland: NIC 100431**

6 April 2016

Mr Michael O'Hare  
Chairman  
Newry Maritime Association  
34 Avoca Lawns  
Warrenpoint  
Co. Down  
BT34 3RJ

Dear Mr O'Hare

**Re: Commemorative Seat at Albert Basin, Newry and Haulbowline Light Project**

Thank you for your letter dated 7 March 2016 regarding the above matter which was recently considered at the Party Representatives' Forum Committee Meeting held on Tuesday 22 March 2016.

I wish to advise the Council are currently considering a policy on the naming of Council facilities. It was noted at the meeting that whilst the proposal to place a commemorative seat at the Albert Basin may not involve the naming or re-naming of a bench or area after an individual or family, the Council will however still be required to take a decision on your request to site a bench on Council property.

I will let you know the position in relation to the placing of the commemorative seat at Albert Basin when the policy has been finalised.

In relation to the Haulbowline Light Project it was agreed to refer this matter to a future meeting of the Economic, Regeneration and Tourism Committee for consideration and I will advise you of the outcome as soon as possible.

I trust this is satisfactory.

Yours sincerely

**Mr Liam Hannaway**  
**Chief Executive**

<b>Agenda Item:</b>	
<b>Report to:</b>	Enterprise Regeneration and Tourism Committee
<b>Subject:</b>	Mourne Heritage Trust SLA
<b>Date:</b>	Monday 9 <sup>th</sup> May 2016
<b>Reporting Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism
<b>Contact Officer:</b>	Marie Ward, Director Enterprise, Regeneration and Tourism

<b>Decisions Required</b>	
To consider the contents of the paper and approve the recommendations at 3.0	
<b>1.0</b>	<p><b>Purpose and Background</b></p> <p>To approve a Service Level Agreement with Mourne Heritage Trust for the period 2016/17.</p>
	<p><b>Key Issue</b></p> <p>Newry, Mourne and Down District Council wishes to support the work of the Mourne Heritage Trust in its stated mission to:</p> <ul style="list-style-type: none"> <li>▶ to safeguard and enhance the Mourne and Slieve Croob Area of Outstanding Natural Beauty (AONB) landscapes, wildlife and built heritage</li> <li>▶ to maintain and improve visitor and recreation opportunities and services, including walking infrastructure and mountain bike trail</li> <li>▶ to enhance appreciation of the Mourne environment</li> <li>▶ and to contribute to the well being of rural communities and to encourage rural regeneration</li> </ul> <p>The SLA will deliver on tourism and environmental matters in the Mournes AONB.</p>
<b>3.0</b>	<p><b>Recommendations</b></p> <p>That the committee approve the SLA as attached at Appendix 1.</p>
<b>4.0</b>	<p><b>Resource Implications</b></p> <p>The financial cost of the SLA is £300,000 and this is contained within the 2016/17 budgets.</p>
<b>5.0</b>	<p><b>Appendices</b></p> <p>Appendix 1 – SLA 2016/17</p>





## CORE FUNDING AGREEMENT BETWEEN COUNCIL and MOURNE HERITAGE TRUST

The Service Level Agreements between Council and Mourne Heritage Trust have the following scope.

Councils supported the work of the Mourne Heritage Trust in its stated mission:

- to safeguard and enhance the Mourne Area of Outstanding Natural Beauty (AONB) landscapes, wildlife and built heritage
- to maintain and improve visitor and recreation opportunities and services, including walking infrastructure and mountain bike trail
- to enhance appreciation of the Mourne environment
- and to contribute to the well being of rural communities and to encourage rural regeneration

The funding contribution is in support of the Trust's mission, and in consideration for the delivery of the following core services by the Trust throughout the AONB on behalf of Council:

- (i) Mourne Countryside Management Service
- (ii) Mourne Ranger Service, including Mourne Access Ranger
- (iii) Mourne Conservation Volunteers
- (iv) Mourne Design and Advice/Planning Service
- (v) Recreation and Visitor Services
- (vi) Sustainable Tourism Development
- (vi) Communications and Public Relations
- (vii) Fundraising
- (viii) New Programme and Project Development
- (ix) Networking, Liaison and Co-ordination (of AONB stakeholders)
- (x) Research
- (xi) Trust Management, Administration and Support Costs
- (xii) Mourne Mountain Bike Trails Ranger

It was further agreed that in addition to, or for further clarification of the outputs agreed, it was agreed that the Trust should undertake the following:

### **I. Maintenance of public paths**

The Trust shall undertake the annual maintenance of public footpaths in the agreed area as listed in Appendix 'A' (and such other paths in the area as may be agreed by the two parties) to the following specification.

- a) At least once in April/May, June/July and September/October of each year the Trust shall cut back grass and vegetation growing on the surface of the paths to between the path boundaries<sup>1</sup>. Overhanging vegetation and branches should be cut back to ensure that there is adequate headroom (3m high for bridleways).
- b) The Trust shall litter pick the agreed public paths at least once in April/May, June/July and September/October of each year. All broken glass, litter and debris to be carefully gathered and

<sup>1</sup> Some discretion may be used to preserve floristic interest in the case of protected wildflowers and wildflowers of interest.

removed from the site as is practically feasible. Stones or debris that could constitute a tripping hazard or an obstruction to the path should be removed from the surface of the path.

- c) Hedges presenting an obstruction or overgrowth of the path should be cut back in accordance with DARD's **Hedgerow Code of Practice**. Cutting of hedges is to take place in February to mid-March. However, if passage along a path is obstructed, or if woody vegetation could constitute a hazard to walkers or riders, then cutting may take place outside this period provided it is outside the bird-nesting season. All cuttings are to be removed from the site or disposed of in a way agreed by the Council's Access Officer. No burning of whins or other vegetation is to take place along a path without prior consultation with the Council's Access Officer.
- d) During maintenance the Trust shall undertake minor repairs to paths such as the fixing of broken gates, replacement of way marks, repair to stiles, replacement and repair of signposts and path work to address health and safety issues etc. in consultation with the Council's Access Officer. The Council to pay for necessary materials to undertake such repairs.
- e) On the completion of each 'cut' cycle, the Trust will provide to the Council a written report of the paths on which work has been undertaken during the annual maintenance period specifying when work was commenced, completed and any problems relating to the path in terms of repair.

## 2. Maintenance of Car Parks

The Trust shall undertake the following works at the sites set out in Appendix 'B':

- a) Litterbins emptied at least once per week during the term of the agreement
- b) Litter pick of site once per week to include removal of broken glass and cigarette butts during the term of the agreement.
- c) Grass cutting of entire site once per month during April, May, June, July, August, September and October.
- d) Fly tipping to be reported to Down District Council environmental health department for removal.
- e) Damage and surface repairs needs to be reported and identified.

## 3. Maintenance of Road Cycle Trails

The Trust will carry out two maintenance visits in April/May and September/October to the sections of the following cycling trails in the Down District Council area (Appendix 'C'):

On each visit the Trust will:

- Clear any vegetation obstructing signs.
- Wipe surface of plate with soapy water
- Straighten posts that are leaning
- Remove graffiti from plates where able
- Report any posts and plates that need replacing to the Council's Access Officer
- Carry out repairs following consultation with the Council's Access Officer. The Council to pay for materials necessary to carry out agreed repairs.

#### **4. Maintenance of Key long distance and access routes - Newcastle Way, Mourne Way, Granite Trail and Glen River Path – and network of upland stiles**

4.1 The Trust will carry out two maintenance visits in April/May and September/October

On each visit the Trust will:

- Clear any vegetation obstructing signs.
- Wipe surface of plate with soapy water
- Straighten posts that are leaning
- Remove graffiti from plates where able
- Report any posts and plates that need replacing to the Council's Access Officer
- Carry out repairs following consultation with the Council's Access Officer. The Council to pay for materials necessary to carry out agreed repairs.
- Rebrand trail signage/advise on revised route and install

4.2 The Trust will maintain the network of stiles (set out in Appendix 'D') providing an essential access tool for recreational use, including;

- Replacement of non-slip surfacing
- Repairs to the stile structure
- Annual application of wood preservative

#### **5. Maintenance of Interpretive Panels**

The Trust will carry out two maintenance visits in April/May and September/October to all panels installed as part of the Mourne Interpretative Strategy (Appendix 'E').

On each visit the Trust will:

- Check all fixing panels and renew if necessary
- Wipe surface of plate with soapy water
- Paint plinths as required if rusted
- Remove graffiti from panels where able
- Record and report any plinths that need replacing
- Carry out repairs following consultation with the Council's Access Officer. The Council to pay for materials.

#### **6. Mourne Ranger Service:**

It is agreed that the Trust shall, in respect of the Mourne Ranger Service, undertake the key outputs with the following specific targets.

- a. To source, plan and implement at least 10 Mourne Conservation Volunteer and Volunteer Ranger project days in the Down District Council area.
- b. In order to satisfy Council public liability insurance requirements the Ranger will undertake regular audits of the conditions of Rights of Way in the Down District Council area of the AONB. The Ranger will complete a monthly audit of the Urban Rights of Way (as listed in Appendix A) using the pro forma checklist provided by Down District Council and quarterly audit of the Rights of Way in rural locations. Completed survey forms shall be submitted to the Council's Access Officer for action.
- c. In addition, to provide an annual written monitoring report in respect of any monitoring of sites undertaken in the Down District Council area, noting any problems with litter, vandalism etc.

This service will be complemented by those of the **Access Ranger** who will carry out user and land owner engagement and develop and implement solutions to adverse impacts and conflicts arising from countryside access.

## 6. Communication and Public Relations

It is agreed that all Tourist Information Points (TIPs) within the Mourne AONB shall carry information on activities and attractions in the AONB. Mourne Heritage Trust to co-ordinate the servicing of TIPs with relevant information.

## 7. Fund Raising:

It is agreed that the Trust shall attempt to identify and secure funding for additional projects within the area as appropriate. Currently this includes the £3.1m Mourne Mountains Landscape Partnership

## 8. Mourne International Working Festival and other large scale events

Provide advice and support for Mourne International Walking festival including water stops, support vehicles, ad hoc maintenance. Acting as first point of contact in providing support and advice to the growing number of mass participation events in Mourne.

## 9. Mourne Sustainable Tourism Development

The Trust will provide a number of services in support of tourism development and visitor servicing in the Mourne AONB. Routine work includes support to the TICs for enquiries and information needs relating to outdoor recreation and the natural and cultural heritage of the area as well as support to Council in its development of the Mourne Mountains and Ring of Gullion Destination. Specific Projects are set out annually and for 2016/17 include the following:

- Provision of a new visitor experience/ focal point in Watertown House at Silent Valley;
- Input to Mourne Gateway Development feasibility study;
- Implementation of Interreg Slieve Donard visitor management project
- Scoping of 'Narnia Phase II' and seeking funding implementation;
- Contributing to funding applications/implementation plans for: Kilbroney Masterplan (Louise Browne Consulting); Castlewellan Arboretum and Walled Garden (HLF application to be developed); Silent Valley Catchment Masterplan (RPS for NI Water); Coastal Walking Routes feasibility study (ORNI for Councils and MHT) and Mourne Coastal Route Masterplan (Aecom for TNI and Councils);
- Continuing to support policy and strategy development with a particular emphasis on input to the Newry, Mourne and Down Tourism Strategy and assisting the practical roll out of DETI's Tourism Strategy and TNI's 'proposition(s) of scale'

## 10. Castlewellan and Rostrevor Mountain Bike Trail Ranger Service

The Trust will employ and support a Mountain Bike Trail Ranger to provide specific trail management services, undertaking functions related to trail inspection and maintenance, stakeholder liaison and user engagement as set out in the Mountain Bike Trail Management Plan. Key functions as follows:

- Trail inspection, maintenance and record keeping - carried out according to standards set out in the Mournes Mountain Bike Project Management Plan
- Auditing inherited trail inspection regime and establishing auditable ranger logs and reporting systems
- Assistance to Council with the development of management documents and procedures
- Post build snagging and identifying and rectifying teething problems (e.g. inappropriate location of boulders at downhill cross over points and signage issues)
- Liaison with District Councils, ORNI and trail designer Dafydd Davis to clarify trail management issues including above desire lines on downhill trails in Rostrevor including a meeting and site visit
- User Engagement and Management



- Liaison with stakeholders including:
  - Trail Providers – Newry & Mourne District Council and Down District Council
  - Property Owner - Forest Service NI
  - Trail Promoter - Outdoor Recreation NI
  - Mountain Bike Service Providers – e.g. bike hire, event's organisers, coaches.
- Assisting Emergency Services at accidents, processing accident report forms and post-accident inspections and meetings and development of Emergence Services Plan
- Facilitating Mourne Volunteer Mountain Bike Ranger activity
- Facilitation of and pre and post event management of Mountain Bike events
- Issuing of Coaching and Guiding Permits and management of payments for both sites

An enhanced service for managing the Council's licence commitments in the forests is proposed for 2016/17 to add to the mountain bike network the Walking Trails in Castlewellan and Bunkers Hill and associated recreation infrastructure in these locations and at Tollymore Forest Park. For these purposes the Mountain Bike Ranger will become a Forest Trails Ranger and will be assisted by two teams of two Countryside Officers (Forests) along with the capacity to draw on casual assistants for tree clearance, events, emergencies and additional visitor managements at times of peak use.



**APPENDICES**

- A List of asserted rights of way maintained by Mourne Heritage Trust
- B List and map of car parks and amenity sites
- C List of signage
- D Map of cycle routes and posts
- E List of stiles

**APPENDIX 'A'****ASSERTED PUBLIC RIGHTS OF WAY MAINTAINED BY MOURNE HERITAGE TRUST****DOWN DC AREA**

- CD/RW/5519 Cumran Lane, Clough
- CD/RW/5524 Clonvaraghan Road to Ballywillwill Road, Castlewellan (BP)
- CD/RW/5534 Castlewellan Road to the Square, Clough
- CD/RW/7000 Bath Lane, Newcastle
- CD/RW/7001 Glen River, Newcastle
- CD/RW/8000 Trassey Track
- CD/RW/8001 Kilcoo Graveyard, Kilcoo
- CD/RW/8002 Magee's Walk, Castlewellan
- CD/RW/8003 Rock Lane, Castlewellan
- CD/RW/8004 Cow Lane, Castlewellan
- CD/RW/8005 Caskell Lane, Castlewellan
- CD/RW/8006 Castle Lane, Dundrum
- CD/RW/8007 Back Lane, Dundrum
- CD/RW/8009 Dam Walk, Dundrum
- CD/RW/8010 Wild Forest Lane, Newcastle (BP)
- CD/RW/8010 Tipperary Lane, Newcastle
- CD/RW/8011 McSherry's Lane, Castlewellan (BP)
- CD/RW/8013 Manse Lane, Dundrum
- CD/RW/8014 Drumee Cemetery, Castlewellan (BP)
- CD/RW/8016 Drumee Road to Carnacaville Road, Castlewellan (BP)
- CD/RW/8017 Drumee Cemetery to Drumee/Camacaville Rd laneway, Castlewellan (BP)
- CD/RW/8018 Lower Burren Road to Newcastle Road.
- CD/RW/8019 Carnacaville Road to Church Hill Road, Castlewellan (BP)
- CD/RW/8020 Barbican Farm to Wild Forest Lane, Newcastle (BP)
- CD/RW/8021 Tullybrannigan Road to Tullybrannigan Road Loop, Newcastle (BP)
- CD/RW/8027 Kilmegan Road to Priests Road, Castlewellan
- CD/RW/8028 Kilmegan Road to Wateresk Road (BP)
- CD/RW/8031 Drumee Road to Dundrinne Road Upper, Castlewellan (BP)

CD/RW/8032 Dundrinne Road to Brook Cottage, Castlewellan (BP)

CD/RW/8037 Green Lane, Burrenreagh, Cast lewellan

CD/RW/8038 McCleans Close, Tullyree

CD/RW/8044 Drumee PROW to Newcastle Road, Newcastle

Asserted Urban Public Rights of Way to be included within monthly audit procedures  
april to september inclusive

CD/RW/5534 Castlewellan Road to the Square, Clough

CD/RW/7000 Bath Lane, Newcastle

CD/RW/7006 King Street and South Promenade, Newcastle

CD/RW/8002 Magee's Walk, Castlewellan

CD/RW/8006 Castle Lane, Dundrum

CD/RW/8004 Cow Lane, Castlwellan

CD/RW/8007 Back Lane, Dundrum

CD/RW/8009 Dam Walk, Dundrum

CD/RW/8010 Wild Forest Lane, Newcastle

CD/RW/8010 Tipperary Lane, Newcastle

CD/RW/8013 Manse Lane, Dundrum

### Banbridge DC area

	Path Name	Reference	Gird Ref	Use	Date Asserted
1	Slievenaboley Road to Legananny Road – Windy Gap Pad	FP(a)151	J275433	Footpath	1992
2	Money nabane Road to Drumboy Road, Dromara	FP(a)145	J323484	Bridleway	1993
3	Money nabane Road to Castlewellan Road, Dromara	FP(a)129	J318485	Bridleway	1993
4	Rathfriland Road to Lighthouse Road (The Moat Pad and Adders Loaning)	FP(a)155 /156	J279417	Footpath	1993/94
5	Crabtree Road to School Road (past Annahinchigo Lake), Ballyroney.	FP(a)193	J243366	Footpath	1994
6	Lackan Road to Dicksons Hill Road – ‘The Green Road’, Ballyroney.	FP(a)143	J244368	Footpath	1996
7	Lairds Road to Drumgooland Road	FP(a)201	J230405	Footpath	1997
8	Doyles Road to Lairds Road	FP(a) 199	J229414	Footpath	1999
9	Eelwire Road to Flush Road	FT(a)139	J383264	Footpath	2001
10	‘Pass Loaning’ - Drin Road to Slieve Croob Transmitter Road		J299477	Footpath	N/A
11	Binder’s Cove/ Finnis Souterrain – Access Path to Souterrain		J272442		N/A

### Newry & Mourne DC Area

Rourke’s Park

## **Appendix 'B'**

### **Car Parks and Amenity Sites**

Moneyscalp

Trassey Car

Blue Quarry (Ott)

Happy Valley Car Park

Slievenaslat (Play Rock)

Dree Hill

Windy Gap

Legananny Dolmen

Binder's Cove Souterrain

Dolly's Brae

Lighthouse Road

Quarter road

Carricklittle

Banns Road

Leitrim Lodge

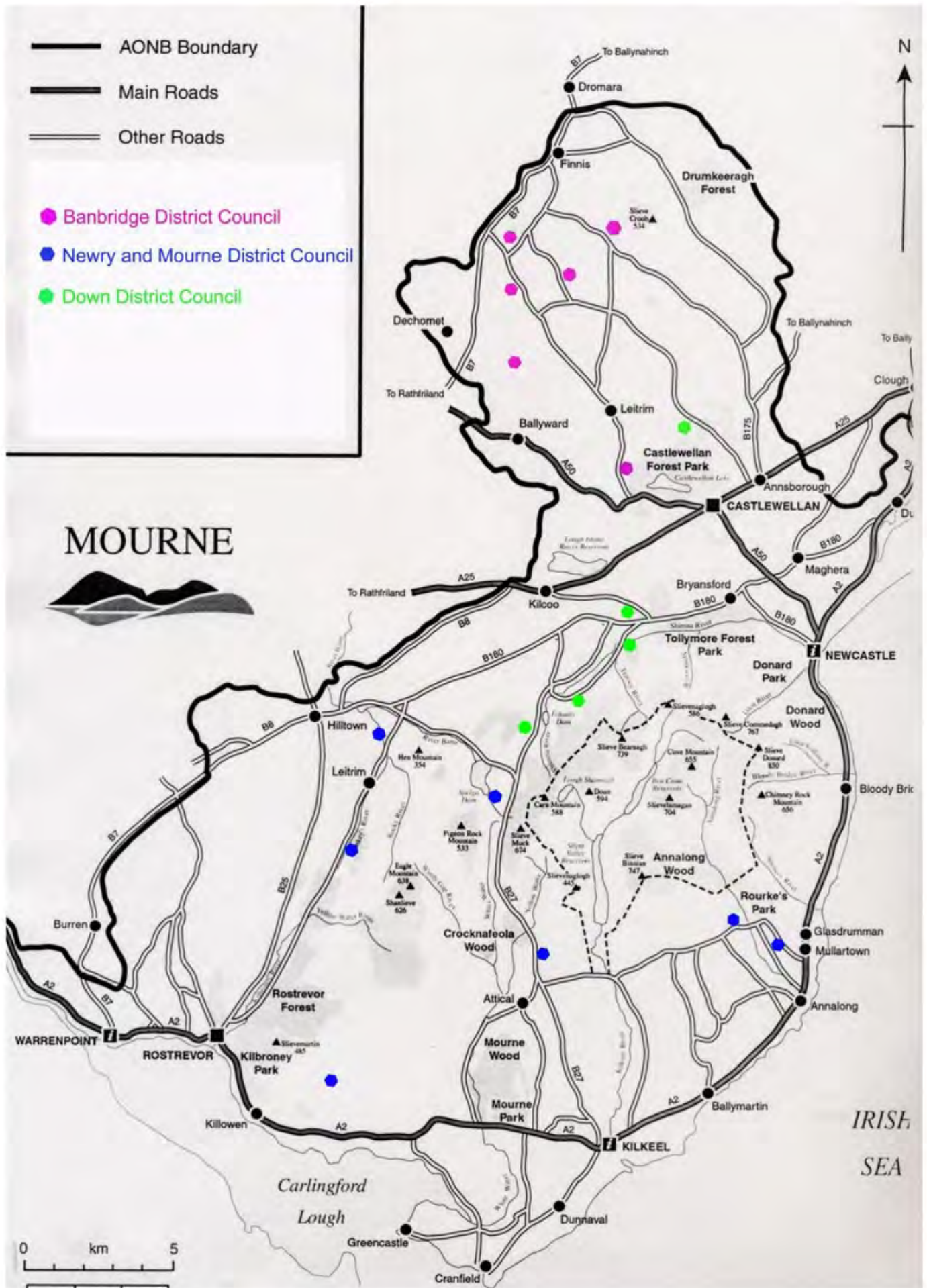
Sandbank Road

Kilfeaghan Lane

Crocknafeola Forest

Deers Meadow

6 lay-bys along the Moyad and Slievenaman Roads





Appendix C  
Cycle Routes



## Appendix D

### List of Stiles maintained

	Map Location	Grid Ref.	Location
1	1	294224	Jnctn. Mourne wall below Slievenaglough
2	2	293237	Banns Rd at red gate
3	3	272254	Spelga Rd Cairn Hills lhs
4	3A	272254	Spelga Rd Cairn Hills rhs
5	4	259217	Path wall jnctn. Slievemageogh
6	5 & 5A	247237	Wall jnctn. Windy gap
7	6	244230	Summit eagle mtn.
8	7A	279279	Ott car park top of steps
9	11	288260	Summit of Carn mtn.
10	12	304282	Top of Ott track wall jnctn.
11	13	297275	Col between Loughshannagh and meelbeg
12	14	304282	Col between Meelbeg & Meelmore
13	15	306288	Summit of Meelmore
14	16	309282	Pollaphuca
15	17	323287	Hares gap wall jnctn.
16	18	328291	Summit of Slievenaglough
17	19	344285	Summit of Slieve Commedagh
18	20	350279	Col between Commedagh and Donard
19	21	358277	Summit of Slieve Donard
20	22	354268	Bog of Donard
21	23	354249	Long Seefin wall path jnctn.
22	24	360231	Round Seefin
23	25	360229	Rourkes Park path wall jnctn.
24	26	353235	Top of Hamiltons lane near Dunnywater
25	27	335243	Annalong Path wall jnctn.
26	28	322234	Summit if Slieve Binnian rhs
27	29	318227	Col between Binnian and wee Binnan
28	30	315221	Col between Binnian and Moolieve
29	31	310215	Moolieve wall path junction.
30	32	308214	Silent Valley Mourne wall
31	33	282251	Summit Slieve Muck
32	34	315255	Ben Crom reservoir
33	35	275264	Spelga rd

**Appendix E****List of Interpretive Panels**

1. Bloody Bridge
2. Newcastle Harbour
3. Widows Row
4. Slieve Donard
5. Donard Forest A and B
6. Newcastle Centre
7. Shimna River
8. Newcastle Bay
9. Dundrum Castle A and B
10. Dundrum Town centre A and B
11. Dundrum Inner Bay
12. Maghera Old Church
13. Castlewellan town centre A and B
14. Castlewellan Town centre (Newcastle Challenge Trail)
15. Castlewellan Forest Park
16. Tollymore Forest Park A and B
17. Maghera Village (Newcastle Challenge Trail)
18. Slievenalsat
19. Castle Park Newcastle (Newcastle Challenge Trail)
20. Tollymore Forest Park Exit (Newcastle Challenge Trail)
21. 12 Arch Bridge (Newcastle Challenge Trail)
22. Ott car park
23. Granite Trail
24. Murlough Board Walk - Dundrum Bay
25. Irish Monastic Community
26. Playrock
27. Happy Valley
28. Granite Quarrying
29. Ice House
30. Annesley Demesne/Summer House
  
31. Dree Hill
32. Windy Gap
33. Legananny Dolmen
34. Binder's Cove Souterrain
35. Dolly's Brae
36. Lighthouse Road
  
37. Kilkeel harbour
38. Killkeel town square (a)
39. Killkeel town square (b)
40. Greencastle (a)
41. Greencastle (b)
42. Rostrevor (Kilbroney graveyard)
43. Rostrevor (town centre)
44. Ross monument, Rostrevor
45. Warrenpoint (a)
46. Warrenpoint (b)
47. Narrow Water Castle

48. Hilltown
49. Spelga Dam
50. Banns Road and Lough Shannagh
51. Silent Valley (pond)
52. Mourne Wall (Silent valley)
53. Farming in the Mournes (Carricklittle)
54. Ballymartin (village)
55. Bloody Bridge
56. Leitrim Lodge Car Park (new panel through car park enhancement)
57. Sandbank Road (new panel through car park enhancement)
58. Quarter Road (new panel through car park enhancement)

And 2 country code signs at the following locations encouraging good countryside practice:

1. Kilbroney Bridge
2. Leitrim Lodge