



March 16th, 2016

**Notice Of Meeting**

You are invited to attend the Active and Healthy Communities Committee meeting to be held on **Monday, 21st March 2016 at 6:00 pm in Downshire Civic Centre.**

**Chair: Cllr L Kimmins**

**Vice: Cllr L Devlin**

**Members: Cllr S Burns Cllr M Carr**

**Cllr S Doran Cllr C Enright**

**Cllr G Fitzpatrick Cllr V Harte**

**Cllr H Harvey Cllr D Hyland**

**Cllr K Loughran Cllr B Ó'Muirí**

**Cllr D Taylor Cllr G Sharvin**

**Cllr W Walker**

# Agenda

- 1           **Apologies & Chairperson's Remarks**
- 2           **Declarations of Interest**
- 3           **Action Sheet arising from meeting held on 22 February 2016**  
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- Community Engagement*
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- 4           **Report on Newry Street Unite, Spaces & Places Application (to follow)**  
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- 5           **Neighbourhood Renewal Intercommunity Youth Arts Project**  
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- 6           **DEA Fora Update Report**  
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## 8 Report on Neighbourhood Renewal Capital Projects reports

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### Leisure and Sports

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## 10 Report on lease of Annsborough Playing Fields to Aughlisnafin GAC

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## 11 Report on Leisure & Sports facility arrangements for public holidays

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## 12 Report on NLC Phase 2 and new DLC Supplier Programme

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# Invitees

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**ACTION SHEET- ACTIVE & HEALTHY COMMUNITIES COMMITTEE MEETING – MONDAY 22 FEBRUARY 2016**

1

<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>
AHC/16/2016	Action Sheet arising from AHC Committee Meeting held on 18 January 2016	The action sheet was noted.	Actioned
AHC/17/2016	Presentation from Stepping Stones NI	It was agreed that Council investigate the possibility of the Garden Café providing refreshments to some of the Committee Meetings over the course of the year. It was agreed that Ms Brennan's contact details be passed to all Members of the Committee for referral purposes.	Ongoing  Details circulated by email
AHC/18/2016	DEA Fora Update Report	It was agreed that a capacity building workshop on DEA working should be organised for Members as soon as possible. It was agreed to note the contents of the report and accept the recommendations contained within.	Workshop being coordinated for Chairpersons of 7 DEA Fora in April 2016
AHC/19/2016	DEA Public Meetings and consultation on nomination process for members	It was agreed to accept the officer's recommendation.	Actioned
AHC/20/2016 AHC/21/2016 AHC/22/2016 AHC/23/2016	Lease of Carnbane Playing Fields Bann Road, Castlewellan Council Policy on Leasing Sports Facilities to Sporting Organisations Policy on Use of Council Land for Sustainability Projects	It was agreed that the matter be held until the policy is drawn up and presented at the March SPR Committee Meeting and that consultation be undertaken with all interested parties in relation to the pitch at Bann Road, Castlewellan and a report be brought to the March AHC Committee Meeting for decision.	Ongoing

AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
AHC/24/2016	Leisure Pricing	It was agreed to note the report.	Noted
AHC/25/2016	DCAL Response	It was agreed to accept the response to the consultation, along with any other concerns Members may wish to input.	Actioned
AHC/26/2016	Role of the Northern Ireland Housing Executive	It was agreed to accept the recommendation that the Northern Ireland Housing Executive role as a builder of social housing be reinstated.	Response sent to NILGA
AHC/27/2016	LIFE Funding – Proposed Green Infrastructure Project	It was agreed to accept the officer's recommendation.	In progress
AHC/28/2016	Save a Selfie Campaign	It was agreed that Council be listed as a partner organisation and provide relevant promotion for the project via the Council's website, social media and through community and business networks.	In progress
AHC/29/2016	Heritage Lottery Funded 'Bee-Licious Project'	The report on the 'Bee-licious Project' was noted.	No action required
AHC/30/2016	Council's Response to the DOE's Discussion Document on Better Management and	The report was noted.	Noted



AGENDA ITEM	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
	Control of Bonfires		
AHC/31/2016	Council's Section 75 Policy Screening Report	The report was noted.	Noted
AHC/32/2016	Correspondence received from Banbridge Area Electoral Office re: Cloughreagh Community Centre	The correspondence was noted.	Noted

<b>Report to:</b>	Active Healthy Communities
<b>Subject:</b>	Newry Street Unite - Space and Place Application
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officers:</b>	Janine Hillen/Julie McCann

### Decision Required

To amend the recommendations from the report of SPR/253/2015 to the recommendations below.

1.0

#### Purpose & Background

Newry Street Unite have received a Letter of Offer from Space and Place for the development of a community centre and redevelopment of the play area at Newry Street, Kilkeel.

A report was tabled at Strategic, Policy and Resources Committee in December 2015 and it was agreed;

- ***'Financial support to Newry Street Unite to assist with redevelopment of a play area in Kilkeel at an approximate cost of £30,000 (Group to provide £50,000)***
- ***Recommend referring to 2016/17 Rates Estimates***
- ***25 year lease of property in Kilkeel for development of a Community Centre funded by Space and Place (£350,000)***
- ***Council assistance with Capacity Building of the Community Association***
- ***Council to maintain play area at completion of redevelopment.'***

Following a number of clarification meetings with the group, a number of amendments to this Council agreement are now required, specifically:

- The original amount applied for was £400,000. The amount awarded by Space and Place is £349,172. This has therefore resulted in a shortfall in the scheme of £50,000 which is currently required to enable the group to develop the original scheme.

	<ul style="list-style-type: none"> <li>The Space and Place offer is spread over two financial years and the first twelve months of the project will be used finalising the design of the build and appointing the design team and contractor. Construction works are not due to begin to April 2017 therefore any match funding contribution is required in the financial year 17/18.</li> </ul>
<b>2.0</b>	<p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>NM&amp;DDC agrees in principle to support the Newry Street Unite Project, subject to a successful application by the group to Councils Capital Grant Scheme for approximately £50,000 to match fund the letter of offer from Space and Place</li> <li>Council agrees to provide assistance with: <ul style="list-style-type: none"> <li>capacity building of the community association</li> <li>drawing up legal documentation in relation to the overall project (including finalising lease arrangements)</li> </ul> </li> <li>Council to maintain and insure the play area at completion of scheme</li> </ol>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>£50,000 Council contribution in 2017/2018, subject to successful Newry St Unite application to Capital Grant Scheme</p>
<b>4.0</b>	<p><b>Appendices</b></p> <p>None</p>

<b>Report to:</b>	Active Healthy Communities
<b>Subject:</b>	Neighbourhood Renewal Intercommunity Youth Arts Project
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officers:</b>	Janine Hillen/Sean McKevitt

**Decision Required**

Members are asked to note the contents of the report , and consider and agree to:

- **The request for permission to use Council facilities to erect and display artistic murals depicting young people’s perceptions of self and local communities.**

**1.0**

**Purpose & Background**

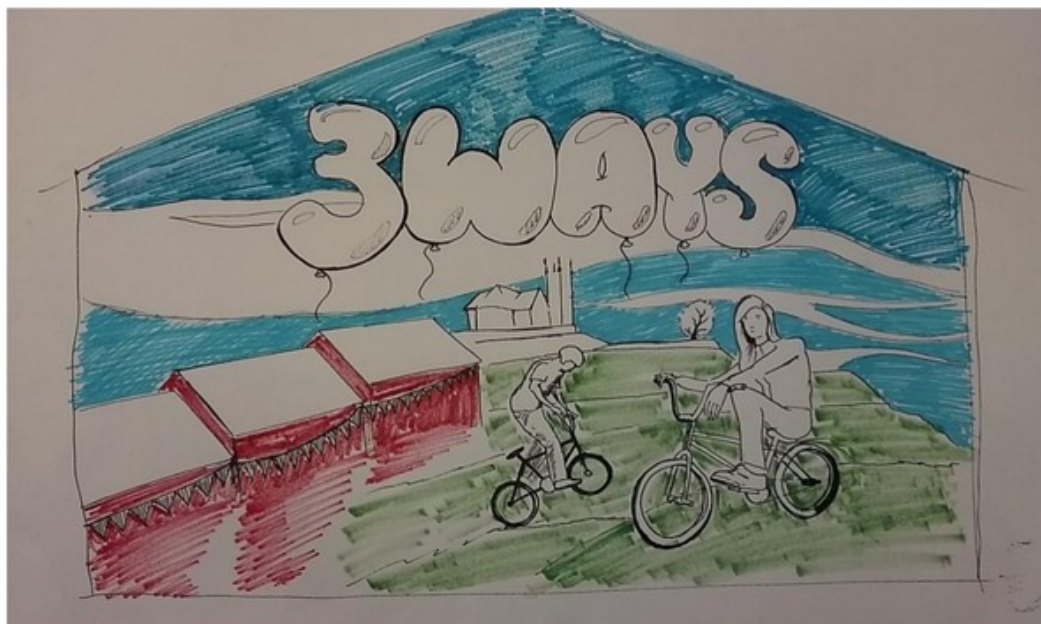
The Education Authority(EA) Youth Engagement Programme is currently funded through DSD Neighbourhood Renewal. Threeways Youth Project and Bosco Extended Provision Programme received funding to develop an intercommunity arts project to engage young people from across Newry City. 100 young people have become involved in the programme using art as a catalyst to connect them to their local communities. The project is planned and delivered in partnership with the young people giving them a sense of ownership and purpose creating more opportunities for future sustained developmental work with young people particularly in areas with little or no history of engagement with young people through personal and social development process.

Programme aims include:

- Develop local youth projects across NR areas.
- Encourage youth participation and leadership
- Young people design and deliver their individual and collective projects
- Establish a timeline and roles / responsibilities
- Connect young people to their communities.
- Develop key skills through arts based projects.
- Create intercommunity and partnership working.
- Establish a steering group, provide support and further develop key skills of leadership, organisation, management, governance and team working
- Showcase their work through an exhibition/the media..

	<ul style="list-style-type: none"> <li>• Raise the profile of the young people.</li> </ul> <p>The Arts Programme is nearing completion and young people involved would now like to begin displaying murals.</p>
<b>2.0</b>	<p><b>Recommendation</b></p> <p>Approval for use of the three centres for murals to be displayed on internal walls (Threeways, Whitegates, Loanda House)</p> <p>To have murals placed on boards and erected on:</p> <ul style="list-style-type: none"> <li>• fencing at a local play area – Martins lane</li> <li>• perimeter fencing at Derrybeg Community centre</li> <li>• perimeter fencing at Drumalane football pitch.</li> </ul> <p>Council to cover costs associated with erection of murals</p>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>Council maintenance costs to assist</p>
<b>4.0</b>	<p><b>Appendices</b></p> <p>Appendix A - Draft Artwork Sample</p>

### APPENDIX A – Sample Art Work



<b>Agenda Item:</b>	
<b>Report to:</b>	Active Healthy Communities
<b>Subject:</b>	DEA Fora Update Report
<b>Date:</b>	21 March 2015
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officers:</b>	Janine Hillen

### Decision Required

Members are asked to note the contents of the report

- **Minutes from DEA Fora and formal launch of DEA Nomination Process on 9<sup>th</sup> March 2016**

<b>1.0</b>	<p><b>Purpose &amp; Background</b></p> <p>All 7 inaugural DEA Fora Public Meetings have taken place. All meetings were well attended and feedback on the proposed DEA Nomination Process were positive and welcoming, with no major changes proposed.</p> <p>The process was officially launched on 9<sup>th</sup> March and nomination forms are available on the Council website or directly from DEA Coordinators.</p>
<b>2.0</b>	<p><b>Recommendation</b></p> <p>Members are asked to note the attached minutes from DEA Forum public meetings and the launch of the nomination process.</p>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>None</p>
<b>4.0</b>	<p><b>Appendices</b></p> <p>Appendix A – DEA Fora Minutes</p>

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL****Minutes of Rowallane District Electoral Area (DEA) Public Meeting held on Tuesday 23<sup>rd</sup> February, 2016 at 7.00 pm in the Market House, Ballynahinch.**

**In the Chair** Councillor William Walker

**In attendance: (Councillors)**

T Andrews, P Brown, R Burgess and Harry Harvey

**(Officials)**

Ms. Ellen Brennan DEA Coordinator for Rowallane, Mrs H McKee, Asst. Director Community Planning, Mrs Janine Hillen, Asst. Director Community Engagement, Mr M Lipsett, Director of Active and Healthy Communities, Suzanne Rice, Kerri Morrow, Kathleen Magee, David Patterson, Priscilla McAlinden DEA Coordinators and Ms Jenny McAneany and Louise Foster, NICVA/Sector Matters.

**BUSINESS****ROW/MIN/16/1 Welcome and Introductions**

Councillor Walker welcomed everyone to the first public meeting of Rowallane DEA and introduced himself and other Rowallane Councillors.

**Noted: The Chairperson's introductions were noted.**

**ROW/MIN/16/2 Chairperson's remarks**

Councillor Walker stated that he hoped to keep the meeting as informal as possible and outlined the format of the evening. He advised that the Forum was seeking nominations from networks of people from the business, voluntary and community sectors and outlined the process for the benefit of those present and then invited Ellen to make her presentation on why the Forum had been established.

**Noted: Chairperson's remarks were noted.**

**ROW/MIN/16/3 Presentation on Rowallane DEA**

Ellen explained that since the Local Government (NI) Act 2014 the Council were now responsible for Community Planning and the 7 DEA's had been formed ensure engagement and consultation at grass roots level. She outlined what work the Forum would be undertaking and how the process would be structured. In addition she advised that 8



nominations for membership was being sought from representatives of the community, voluntary and business sectors to become Forum members. Ellen stated that in order to be nominated groups/individuals would have to demonstrate that they represented a network of people or interest areas.

**Noted:** **At the conclusion of her presentation the Chair thanked Ellen for a very informative and interesting insight into the work that Rowallane DEA would be doing in the future. He then asked Jenny McAneaney, Sector Matters to commence her presentation.**

#### **ROW/MIN/16/4 DEA Presentation by Sector Matters, NICVA**

For the benefit of the audience Jenny outlined what was meant by community planning and how Sector Matters were assisting the Council in getting nominations to the Forum.

**Noted:** **The content of the presentation was noted.**

#### **ROW/MIN/16/5 Question and Answer Session**

A member of the audience why the Community Plan was 2016/2030 as it seemed a long time and things could change during that period.

In response, Heather McKee, Assistant Director, Community Planning advised that the plan would be reviewed every 2 years and if things were not working then it would be changed accordingly.

Another question was raised in regards to the structure and reporting processes of the Community Planning process and this was once again addressed by the Assistant Director of Community Planning.

A further question was asked about budget for the process and the Assistant Director of Community Planning advised that in order to attract budget it would be necessary to have a plan in place as without a plan there would be no methodology of aligning finance.

Clarification was sought on what was meant by a network and how the nomination process would be approached; this question was responded to by Sector Matters and the Mrs Janine Hillen, Asst. Director of Community Engagement.

A member of the audience asked if there was a group of young people who had formed a network and an adult who represented a lot of young people made nominations who would be chosen to sit on the Forum. In response Ellen advised that both were eligible to apply and all the relevant information would be assessed to see who could be the most representative.

**Agreed:** **All questions had been answered and their response noted.**

**ROW/MIN/16/6    Close of Meeting**

Attendees were reminded that if they had not had a chance to ask their question they could complete a question form contained in their pack and either hand it to Ellen tonight or email it at a later date. The Chair advised that the meeting would be followed by a presentation on PEACE IV funding and suggested that it would be in the interest of everyone present to stay and find out what could be available to them.

The Chair drew the meeting to a close by thanking everyone for attending and stated he was delighted with the impressive turnout.

**There being no further business the meeting concluded at 8.10 pm**

Signed:

\_\_\_\_\_

Chairperson

DEA/M/1

13

## NEWRY, MOURNE & DOWN DISTRICT COUNCIL

### Minutes of the Mournes District Electoral Area (DEA) Public Meeting held on Tuesday 8 March 2016 at 7.00 pm in the Newcastle Community Cinema, Newcastle

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**In the Chair** Councillor H McKee

**In attendance:** **(Councillors)**

W Clarke, L Devlin, S Doran, G Hanna, H Reilly, B Quinn

**(Officials)**

Ms K Magee, DEA Coordinator for The Mournes, Mrs H McKee, Asst Director Community Planning, Mrs J Hillen, Asst Director Community Engagement, Mr M Lipsett, Director of Active and Healthy Communities, Ms K Morrow, DEA Coordinator for Newry, Ms K Bingham, DEA Coordinator for Slieve Gullion, Ms S Rice, DEA Coordinator for Crotlieve, Mr C Moffett, Equality Officer, Ms S Burns, Programmes Manager, Ms J McCabe, Project Coordinator, Ms R Lewis, Administrative Assistant and Ms J McEaney NICVA/Sector Matters

### **BUSINESS**

#### **DEA/M/1/2016      Welcome and Introductions**

Councillor McKee welcomed everyone to the first Public Meeting of the Mournes DEA and introduced himself and other Mournes Councillors.

**Noted:**                    **The Chairperson's introductions were noted.**

#### **DEA/M/2/2016      Chairperson's remarks**

Councillor McKee stated that he hoped to keep the meeting as informal as possible and outlined the format of the evening. He advised that the Forum was seeking nominations from networks of people from the business, voluntary and community sectors and outlined the process for the benefit of those present and then invited Kathleen to make her presentation on why the Forum had been established.

**Noted:**                    **Chairperson's remarks were noted.**

#### **DEA/M/3/2016      Presentation on the Mournes DEA**

Kathleen explained that since the Local Government (NI) Act 2014 the Council were now responsible for Community Planning and the 7 DEA's had been formed ensure engagement and consultation at grass roots level. She outlined what work the Forum would be undertaking and how the process would be structured. In addition she advised that 8

DEA/M/1

nominations for membership was being sought from representatives of the community, voluntary and business sectors to become Forum members. Kathleen stated that in order to be nominated groups/individuals would have to demonstrate that they represented a network of people or interest areas.

**Noted:** **At the conclusion of her presentation the Chair thanked Kathleen for a very informative and interesting insight into the work that the Mournes DEA would be doing in the future. He then asked J McEaney, Sector Matters to commence her presentation.**

**DEA/M/4/2016**     **DEA Presentation by Sector Matters, NICVA**

For the benefit of the audience Jenny outlined what was meant by community planning and how Sector Matters were assisting the Council in getting nominations to the Forum.

**Noted:**                 **The content of the presentation was noted.**

**DEA/M/5/2016**     **Question and Answer Session**

Networks – difficult to get this established.

JH – Networks can be co-ordinated

Community Association currently working on establishing a network for their area. Where will be DEA Mtgs be held and how often?

JH – Venues will be rotated in each DEA and will be held 3 – 4 times a year.

Football Club stated that they were trying to get funding to improve their facilities and would require help obtaining funding.

ML – Advised the group to register with SANDS (application pack enclosed) and advised to speak to group after.

What is happening in relation to provision of decent leisure facilities/swimming pool for the area?

H McK – Speak to staff after.

Business Owner – enquired about the planning permission has been granted to the redevelopment of the former Ulster Bank Site. Planning permission for five apartments and a café (Café Nero) on the ground floor. This would be detrimental to Newcastle. What are the Cllrs doing about this? H McKee to speak after.

1985 – Newcastle 2000 was established, 31 years later and nothing has happened?

Heather McKee – Community Planning involves, Community/Voluntary/Statutory Sector and is committed to rolling out strategies. This could take years to happen. There will be an overall Action Plan and a specific Action Plan for each DEA.

In relation to Women/Children/Young People how can their needs be addressed?

DEA/M/1

JH – Key issues addressed at any level through the Thematic Working Groups and officers will work with groups on this.

Clarify Network Process?

JH – There is a wealth of information on this, they need to form a network.

What is a network?

JH – Network, there are rules governing this. People can represent as many groups as possible.

**Agreed: All questions had been answered and their response noted.**

**DEA/M/6/2016 Close of Meeting**

Attendees were reminded that if they had not had a chance to ask their question they could complete a question form contained in their pack and either hand it to Kathleen tonight or email it at a later date. The Chair advised that the meeting would be followed by a presentation on PEACE IV funding and suggested that it would be in the interest of everyone present to stay and find out what could be available to them.

The Chair drew the meeting to a close by thanking everyone for attending and stated he was delighted with the impressive turnout.

**DEA/M/7/2016 Presentation by Peace IV**

Ms S Burns and Ms J McCabe gave a Presentation on Peace IV funding.

**There being no further business the meeting concluded at 9:30 pm**

Signed:

\_\_\_\_\_  
Chairperson

NT/MIN/1

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## NEWRY, MOURNE & DOWN DISTRICT COUNCIL

### **Minutes of Newry District Electoral Area (DEA) Public Meeting held on Thursday 3 March 2016 at 7.00 pm in the Main Hall, Newry Town Hall, Newry**

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**In the Chair** Councillor V Harte

**In attendance: (Councillors)**

C Casey, D Hyland, L Kimmins, G Stokes

**(Officials)**

Ms K Morrow, DEA Coordinator for Newry, Mrs H McKee, Asst Director Community Planning, Mrs Janine Hillen, Asst Director Community Engagement, Mr L Hannaway, Chief Executive, Mrs K Magee, DEA Coordinator for the Mournes, Ms K Bingham, DEA Coordinator for Slieve Gullion, Ms S Rice, DEA Coordinator for Crotlieve, Ms S Burns, Programmes Manager, Ms J McCabe, Project Coordinator, Ms R Lewis, Administrative Assistant and Ms Jenny McAneany NICVA/Sector Matters?

### **BUSINESS**

#### **NT/MIN/1/2016 Welcome and Introductions**

Councillor Harte welcomed everyone to the first Public Meeting of Newry DEA and introduced herself and other Newry Councillors.

**Noted: The Chairperson's introductions were noted.**

#### **NT/MIN/2/2016 Chairperson's remarks**

Councillor Harte stated that she hoped to keep the meeting as informal as possible and outlined the format of the evening. She advised that the Forum was seeking nominations from networks of people from the business, voluntary and community sectors and outlined the process for the benefit of those present and then invited Kerri to make her presentation on why the Forum had been established.

**Noted: Chairperson's remarks were noted.**

#### **NT/MIN/3/2016 Presentation on Newry DEA**

Kerri explained that since the Local Government (NI) Act 2014 the Council were now responsible for Community Planning and the 7 DEA's had been formed ensure engagement and consultation at grass roots level. She outlined what work the Forum would be undertaking and how the process would be structured. In addition she advised that 8 nominations for membership was being sought from representatives of the community,

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voluntary and business sectors to become Forum members. Kerri stated that in order to be nominated groups/individuals would have to demonstrate that they represented a network of people or interest areas.

**Noted:** **At the conclusion of her presentation the Chair thanked Kerri for a very informative and interesting insight into the work that Newry DEA would be doing in the future. He then asked [redacted], Sector Matters to commence her presentation.**

**NT/MIN/4/2016 DEA Presentation by Sector Matters, NICVA**

For the benefit of the audience Jenny/Jenna outlined what was meant by community planning and how Sector Matters were assisting the Council in getting nominations to the Forum.

**Noted:** **The content of the presentation was noted.**

**NT/MIN/5/2016 Question and Answer Session**

Explain what is meant by a network. This was responded to by Mrs Janine Hillen, Asst Director of Community Engagement.

Does a Network have to be from this DEA Area? Yes.

ClIr Casey asked that NICVA make the nomination form as simple as possible.

Will the youth of the area be consulted – youth forum could be engaged?

This is a huge ask for people – what level of commitment is required?

Engagement of Voluntary/Community Sector – Through CCG, lots of networks exist.

In relation to the tiered levels, there is Voluntary/Community Representatives on all three levels.

**Agreed:** **All questions had been answered and their response noted.**

**NT/MIN/6/2016 Close of Meeting**

Attendees were reminded that if they had not had a chance to ask their question they could complete a question form contained in their pack and either hand it to Kerri tonight or email it at a later date. The Chair advised that the meeting would be followed by a presentation on PEACE IV funding and suggested that it would be in the interest of everyone present to stay and find out what could be available to them.

The Chair drew the meeting to a close by thanking everyone for attending and stated he was delighted with the impressive turnout.

NT/MIN/1

**NT/MIN/7/2016 Presentation by Peace IV**

Ms S Burns and Ms J McCabe gave a Presentation on Peace IV funding.

**There being no further business the meeting concluded at    pm**

Signed: \_\_\_\_\_  
                    Chairperson



## NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Ref: SG/MIN/1

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### Minutes of District Electoral Area, Slieve Gullion Meeting held on 1 March 2016 at 7pm in Bessbrook Community Centre

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**Chairperson:** Cllr Barra Ó'Muirí

**In attendance:** **(Councillors)**

Cllr Peter Byrne  
 Cllr Terry Hearty  
 Cllr Micky Larkin  
 Cllr Kate Loughran  
 Cllr Roisin Mulgrew  
 Cllr David Taylor

**(Officials)**

Mrs K Bingham, DEA Co-ordinator (Slieve Gullion)  
 Mrs H McKee, Assistant Director Community Planning  
 Mrs Janine Hillen, Assistant Director Community Engagement  
 Mr L Hannaway, Chief Executive  
 Mrs S Rice, DEA Co-ordinator (Crotlieve)  
 Ms K Morrow, DEA Co-ordinator (Newry)  
 Mrs K Magee, DEA Co-ordinator (Mournes)  
 Mr C Moffett, Equality Officer  
 Mrs S Burns, Programmes Unit  
 Mrs J McCabe, Diversity and Social Inclusion Unit  
 Mr D Rice, Landscape Partnership Manager  
 Mr A Kernaghan, PCSP Officer  
 Ms Jenny McAneany and Louise Foster, NICVA/Sector Matters

**SG/2016/1**

### **Welcome and Introductions**

Councillor Ó'Muirí welcomed everyone to the inaugural public meeting of the Slieve Gullion DEA Forum and introduced himself and the six other Slieve Gullion Councillors.

**Noted:** **The Chairperson's introductions were noted.**

**SG/2016/2****Chairperson's remarks**

Councillor Ó'Muirí outlined the format for the evening and advised that he hoped to keep the meeting as informal as possible. He highlighted that the purpose of the meeting was to inform local people and key stakeholders about the DEA Fora, how they will work and how representatives from the business, voluntary and community sectors can be nominated form be part of each Forum.

**Noted:**

**Chairperson's remarks were noted.**

**SG/2016/3****Presentation on the Slieve Gullion DEA Forum**

Kate Bingham provided an overview of why the DEA Fora have been established, how they underpin the process of community planning and what they will do in order to improve the local quality of life for the residents within each DEA. Kate outlined the work that had been done to date with partner organisations in identifying the emerging issues for the Slieve Gullion DEA, highlighting the importance of local people supporting the DEA Forum and having their say regarding the future of their area. Kate also advised that there were 8 places for representatives from the business, voluntary and community sectors on the Slieve Gullion DEA Forum and stated that potential nominees must demonstrate they form part of a network.

**Noted:**

**At the conclusion of her presentation the Chairperson thanked Kate for an informative and interesting insight into the work that the Slieve Gullion DEA Forum would focus on in the future. He then asked Jenny McAneaney, Sector Matters to start her presentation.**

**SG/2016/4****DEA Presentation by Sector Matters, NICVA**

Jenny provided an overview of community planning and how Sector Matters, NICVA have been working with the Council to develop a nominations process for the DEA Fora that would ensure open and transparent representation at a local level.

**Noted:**

**The content of the presentation was noted.**

**SG/2016/5****Question and Answer Session**

A number of comments were put forward and questions were asked, including:

How would the voice of young people be represented through the Slieve Gullion DEA Forum?

In response, Kate Bingham advised that young people could be nominated to sit on the Forum if they formed part of a network. Alternatively, an adult who is part of a network could be nominated to sit on the Forum, representing the voice of young people. Kate advised that the Forum would be keen to ensure young people are represented as they make up a significant proportion of the local population and are the future of the area.

Cllr T Hearty highlighted the significance of the Council establishing the 7 DEA Fora as a model of engagement across the District and urged attendees to actively put forward nominations in order to ensure all local communities have a voice in shaping the future of the Slieve Gullion area.

Clarification was requested regarding the definition of a network and what this means for rural areas such as Slieve Gullion where there may be a limited number of networks in existence.

Kate Bingham indicated that, although it may be a challenge for the Slieve Gullion DEA Forum to fill each of the 8 positions for external members in this round of nominations, the ongoing nominations process would provide an opportunity to work with community groups, assisting them in establishing networks that would also add value to the community infrastructure and social capital across Slieve Gullion.

How do victims and survivors of domestic violence ensure their voice is heard and their needs are met through the DEA Fora?

Kate Bingham suggested a number of options to ensure the voice of victims and survivors of domestic violence can be heard throughout the process of community planning. They could be represented through the thematic partnerships such as the Health and Well Being Partnership and the Police and Community Safety Partnership, as well as the DEA Fora, and that the lines of communication and information would ensure they have a strong voice at all levels of the community planning structure.

**Agreed:  
noted.**

**SG/2016/6**

**All questions had been answered and their response**

**Close of Meeting**

Attendees were reminded that they could submit further questions by completing the question form contained in their pack. The Chairperson advised that the meeting would be followed by a presentation on PEACE IV and suggested that it would be in the interest of everyone present to take part in the consultation workshops.

The Chairperson drew the meeting to a close by thanking everyone for attending and stated he was delighted with the impressive turnout.

**There being no further business the meeting concluded at 8.20pm**

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

**Signed:** \_\_\_\_\_  
**Vice Chairperson**



**CRO/2016/3      Presentation on Crotlieve DEA**

Suzanne outlined that under the Local Government Act 2014 Council now has a duty to consult with the community. Suzanne provided detail on the three tier structure that is in place and how the newly formed seven DEA forums will sit within the structure reporting to the 4 thematic working groups and feeding up to the Councils Community Plan through the locally agreed DEA action plans. Suzanne advised that this was a new opportunity for the local community to become involved and have their voices heard. She also stated that the Council would be holding 3-4 public meetings a year which will be rotated throughout the Crotlieve DEA and all groups will be invited to attend. Suzanne concluded by outlining some of the emerging issues already been identified by Council and the statutory partners.

**Noted:            At the conclusion of her presentation Councillor McAteer thanked Suzanne for her presentation. He then asked Jenny McAneaney, Sector Matters to commence her presentation.**

**CRO/2016/4      DEA Presentation by Sector Matters, NICVA**

For the benefit of the audience Jenny outlined what was meant by community planning and how Sector Matters were assisting the Council in getting nominations to the Forum. Jenny also outlined the definition of a network to those in attendance.

**Noted:            The content of the presentation was noted.**

**CRO/2016/5      Question and Answer Session**

A member of the audience asked for further clarification on what is meant by a network. Suzanne outlined the agreed definition and advised that the network would require some form of governing documentation such as a memorandum of understanding to show that they have been meeting, have clear objectives and working as a collective.

A member of the audience referred to the partners listed in the NICVA presentation and queried why the business community was only represented by Invest NI. Heather McKee, Assistant Director of Community Planning advised that DETI and other business partners agreed that Invest NI would represent their interest in the process through the 3 tier structure. She did highlight that Economic Development and Tourism were one of the 4 key themes. Heather confirmed that Business and Economic development continues to be an important element of the community planning process.

Clarification was also sought on the public meetings and Suzanne advised that these would rotate throughout the DEA. She also stated that the meetings would be themed, addressing a particular issue and therefore some meetings may be more beneficial and of interest to some groups than others. She addressed the commitment by the members and stated that the 8 independent members would meet bimonthly.

**Agreed: All questions had been answered and their response noted.**

**CRO/2016/6 Close of Meeting**

Councillor McAteer informed the meeting before the break that the Councils Financial Assistance programme was now opened and welcomed applications from the audience. He briefly outlined the opportunities that will be available within the Councils PEACE IV plan and recommended that those in attendance stay for the second part of the evening and participate in the workshops.

Councillor McAteer drew the meeting to a close by thanking everyone for attending and stated again that he was delighted to see so many people in attendance representing groups from across the Crotlieve DEA.

**There being no further business the meeting concluded at 8.00pm**

Signed: \_\_\_\_\_  
Chairperson

Ref: SG/MIN/1

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**ACTION SHEET- Slieve Gullion District Electoral Area Meeting – 9 February 2016**

ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/SG/10/2016		<ul style="list-style-type: none"> <li>A letter to be sent to the Chief Executive on behalf of the Slieve Gullion DEA Forum expressing the need for more corporate events to be held in the Slieve Gullion DEA, as a premier tourist destination.</li> </ul>	Kate Bingham on behalf of the Chairperson of the SG DEA by March 2016
DEA/SG/13/2016	Mullaghbawn Community Centre Roof	<ul style="list-style-type: none"> <li>It was recommended that the Regulatory and Technical Services Committee consider carrying out a further inspection of the roof of Mullaghbawn Community Centre in order to ascertain the most cost effective solution to addressing the issue of the leaking roof and report findings back to the Slieve Gullion DEA Forum.</li> </ul>	Ongoing
DEA/SG/14/2016	Wifi in Community Centres	<ul style="list-style-type: none"> <li>A letter to be sent to the Chief Executive requesting that Councillors have an input into the Council's WiFi policy which is currently being developed.</li> </ul>	Kate Bingham on behalf of the Chairperson of SG DEA by March 2016
DEA/SG/15/2016	Condition of roads in Slieve Gullion areas.	<ul style="list-style-type: none"> <li>All Councillors to forward details of roads of concern to the Slieve Gullion DEA Co-ordinator.</li> </ul>	March 2016
DEA/SG/18/2016	Slieve Gullion DEA Newsletter	<ul style="list-style-type: none"> <li>Contact details for Councillors to be included in the Slieve Gullion DEA Newsletter prior to circulation.</li> </ul>	February 2016



Ref: SG/MIN/1

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ITEM	SUBJECT	DECISION	FOR COMPLETION – including actions taken/date completed or progress to date if not yet completed
DEA/SG/18/2016	Capital Projects: Camlough Lake	<ul style="list-style-type: none"><li>It was recommended that the Enterprise, Regeneration and Tourism Committee consider providing a status report on Camlough Lake for the Slieve Gullion DEA Forum.</li></ul>	Ongoing

## NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Ref: SG/MIN/1

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### Minutes of District Electoral Area, Slieve Gullion Meeting held on 9 February 2016 at 4pm in Jerretspass Village Hall

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**Chairperson:** Cllr Peter Byrne (4pm – 4.10pm)  
Cllr Barra Ó'Muirí (4.10pm – 5.30pm)

**In attendance: (Councillors)**

Cllr Terry Hearty  
Cllr Micky Larkin  
Cllr Kate Loughran  
Cllr Roisin Mulgrew  
Cllr David Taylor

**(Officials)**

Mrs Kate Bingham – DEA Co-ordinator (Slieve Gullion)  
Mrs Julie McCann – Active & Healthy Communities  
Mr Gavin McVeigh – Estates Surveyor  
Ms Tracie McLoughlin - Administrative Assistant  
Mr John Aiken – DEA Student

**Also in**

**Attendance:** Ms Sarah McAlinden, Network Personnel, Work It Programme  
Ms Laura McGahan, Network Personnel, Work It Programme

**DEA/SG/9/2016 Apologies**

Mr M Lipsett  
Ms G O'Callaghan

**DEA/SG/10/2016 Minutes of Meeting held on 12 January 2016**

It was agreed that a letter be sent to the Chief Executive Liam Hannaway on behalf of the Slieve Gullion DEA Forum expressing the need for additional funding for corporate events

to take place in the area. Recent feedback from tourism events in Dublin and Belfast revealed that the majority of enquiries were about Slieve Gullion as a tourist destination.

**On the proposal of Cllr Roisin Mulgrew, seconded by Cllr Kate Loughran, it was agreed to approve the minutes of the meeting held on 12 January 2016.**

**DEA/SG/11/2016 Action Sheet**

Enclosed.

**DEA/SG/12/2016 Social Investment Fund**

Network Personnel has been appointed by the Council to deliver the Work It Programme and Community Engagement programme, which will be rolled out in the most deprived areas of the District, and includes a number of areas in Slieve Gullion. The Work It Programme aims to provide local people, particularly 16-17 year olds who are not in employment, education or training with paid employment and training opportunities. The community engagement programme aims to provide communities with small grants to deliver environmental improvements and build local capacity in their local areas. Network Personnel requested that Elected Members publicise both programmes within their local communities.

Ms Sarah McAlinden and Ms Laura McGahan left the meeting.

**DEA/SG/13/2016 Leaking Roof at Mullaghbawn Community Centre**

Julie McCann provided an overview of the lease agreement between the Council and the Parish regarding Mullaghbawn Community Centre. Following consultation with the Legal Department, it has been determined that Council is responsible for maintenance and repairs. Gavin McVeigh also circulated a report outlining his recent investigations which were carried out on the roof. Further discussion ensued.

**On the proposal of Cllr Terry Hearty, seconded by Cllr Pete Byrne, it was recommended that the Regulatory and Technical Services Committee consider carrying out a further inspection of the roof of Mullaghbawn Community**

**Centre in order to ascertain the most cost effective solution to addressing the issue of the leaking roof and report findings back to the Slieve Gullion DEA Forum.**

Julie McCann also highlighted that there is a leak in Dorsey Community Centre which needs to be examined by a plumber.

**WiFi in Community Centres**

Cllr Mulgrew expressed concern that WiFi is not available in Bessbrook Community Centre and questioned the point of the Council and DSD offering funding the provision of laptops for users if the internet cannot be accessed. Julie McCann stated that she recently spoke to the relevant Official regarding this matter, who advised that there are currently no plans to include the provision of WiFi in Community Centres in the new corporate policy for Newry, Mourne and Down District Council. Cllr Taylor suggested that this issue should be raised at a Full Council meeting for further discussion.

**On the proposal of Cllr Mulgrew, seconded by Cllr Hearty it was agreed that a letter be sent to the Chief Executive requesting that Councillors have an input into the development of the corporate WiFi policy for Newry, Mourne and Down District Council, with a view to ensuring that community centres be equipped with this provision in the future.**

(Julie McCann and Gavin McVeigh left the meeting)

**DEA/SG/15/2016 Condition of Roads in Slieve Gullion**

Kate Bingham advised that a representative from Transport NI would attend the next meeting of the Slieve Gullion DEA Forum on 6 April 2016 to discuss the condition of roads in the Slieve Gullion area. Cllr Mulgrew stated that consideration should be given as to how the classification of roads is determined. Cllr Taylor agreed and said that planning on this matter needs to be reviewed. Kate Bingham asked that all Members forward details of the roads that are in poor condition in their area so that a spreadsheet can be compiled in advance of the next private DEA meeting for the consideration of Transport NI.

### **DEA/SG/16/2016 DEA Forum Meetings**

Kate Bingham advised that it was agreed that the inaugural public meetings of the DEA Fora will follow a generic format and, as a result, the presentation by the Ring of Gullion Landscape Partnership Officer would take place at a future Slieve Gullion DEA Public Meeting.

### **DEA/SG/17/2016 Recruitment of External Members**

Kate Bingham advised that the nominations process should be complete by May. NICVA will shortlist potential nominees and work with members to make the final selection regarding representatives from the community, voluntary and business sectors becoming Forum members. Kate confirmed that it is not necessary to fill all of the 8 places at this time and that a provision has been made within the Nominations Pack to build capacity at a local level in supporting the establishment of 'networks' on an ongoing basis. Information regarding the nominations process will be provided at the public meetings, which will be publicised through the press and social media, as well as a mailshot to organisations, groups and individuals in the Slieve Gullion DEA.

Kate Bingham circulated a draft copy of the Slieve Gullion DEA Newsletter which she advised will be posted to all community organisations in the Slieve Gullion DEA. Councillors requested that their contact details be included in the newsletter.

### **DEA/SG/18/2016 Emerging Community Issues**

Capital Projects - Kate Bingham advised that the major capital project in the Slieve Gullion DEA is Camlough Lake and it was agreed that the Tourism Development Officer would be invited to the next meeting of the Slieve Gullion DEA to provide an update on the project. Cllr Mulgrew expressed concern regarding the level of water at Camlough Lake given the recent bad weather and said that the planning application needs to be progressed as a matter of urgency.

**On the proposal of Cllr Taylor, seconded by Cllr Mulgrew, it was recommended that the Economic, Regeneration and**



**Tourism Committee consider providing status report on Camlough Lake for the Slieve Gullion DEA Forum.**

Health and Well-Being – Kate Bingham advised that the PSNI and PCSP are hosting a coffee morning in Mountnorris on 26 February at 11am.

**There being no further business, the meeting ended at 5.30pm**

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

**Signed:** \_\_\_\_\_  
**Vice Chairperson**

<b>Report to:</b>	Active Healthy Communities
<b>Subject:</b>	Draft Community Engagement Strategy
<b>Date:</b>	22 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officers:</b>	Janine Hillen

### Decision Required

Members are asked to note the contents of the report:-

- **The draft Community Engagement Strategy (including individual service communication plans) prior to its inclusion in Councils overarching Consultation & Engagement Strategy.**

<b>1.0</b>	<p><b>Purpose &amp; Background</b></p> <p>Community empowerment, citizen satisfaction and service accountability are shared themes in all public services and the Community Engagement Strategy for Newry, Mourne &amp; Down District Council includes measures that ensure community, voluntary, and third sector organisations are central to its development.</p> <p>The draft Strategy contains clear ambitions linked to agreed targets and outcomes, commitments to joint action and detailed plans for how partners are going to work together. Clear milestones and properly resourced implementation plans will assure local people and that partners are committed to improvement.</p> <p>This Strategy is aligned to the <i>Newry, Mourne &amp; Down Consultation &amp; Engagement Strategy</i> and the <i>Newry, Mourne &amp; Down Community Planning Engagement Framework</i>.</p>
<b>2.0</b>	<p><b>Recommendation</b></p> <p>Members are asked to note the contents of this draft Community Engagement Strategy (including individual service communication plans) prior to its inclusion in Councils overarching Consultation &amp; Engagement Strategy.</p>
<b>3.0</b>	<p><b>Resource Implications</b></p>

	Officer time
<b>4.0</b>	<b>Appendices</b> Appendix A – Communications Framework



## Newry, Mourne & Down Community Engagement Strategy

*“we are committed to putting our communities at the heart of everything we do”*

### Introduction

Newry, Mourne & Down District Council remains committed to engaging with and empowering communities. In partnership, councillors, key stakeholders and communities can identify local priorities, coordinate the delivery of key services and deliver against agreed outcomes to improve wellbeing.

### Strategic Context

The Community Engagement Strategy underpins a number of the strategic objectives laid down by the Council:

- Empower and improve the **capacity** of our communities
- Support improved **health and wellbeing** outcomes
- **Advocate** on your behalf, specifically in relation to those issues which really matter to you
- **Transform and modernise** the Council, providing accessible as well as value for money services

This Strategy is aligned to the *Newry, Mourne & Down Communication & Engagement Strategy* and the *Newry, Mourne & Down Community Planning Engagement Framework*.

## Wider Context

'The Local Government Act (N.I) 2014 requires the council and its community planning partners to seek the views of the community, encourage them to express their views and take into account in the community planning process.' (Statutory guidance for the operation of community planning LG 28/15: 6.3)

This Community Engagement Strategy (CES) acknowledges that there are a wide and varied range of engagement practices. Going forward in the context of community planning, means that working in isolation is neither effective nor efficient and therefore the underpinning principle will be to streamline and coordinate community engagement currently undertaken by different partners and align services at neighbourhood and thematic level.

Community empowerment, citizen satisfaction and service accountability are shared themes in all public services and the CES for Newry, Mourne & Down District Council will include measures that ensure community, voluntary, and third sector organisations are central to its development.

District Electoral Area (DEA) Forums have been established to develop a comprehensive and locality based approach to engagement and empowerment.

## Overarching Aims

- Consult, Involve, Listen and Respond to Communities
- Enable Communities participation in the shaping and designing of policies and services
- Reduce inefficiency and duplication in engagement practice
- Create a bottom-up approach to service involvement
- Address Social exclusion issues across the District
- Strengthen community cohesion through programmes and activities
- Improve access to council services across all activities
- Invest in the skills, knowledge, resources that communities use to engage

## Why do we need a Community Engagement Strategy

All partners in a local area should have a co-ordinated and strategic approach to community engagement and involvement.

This Strategy:

- connects councillors, community and citizen engagement and partnership decision making.
- commits all partners to work with each other and with communities to empower local people and improve local outcomes.
- starts from the perspective of the locality and the people who live in the area, not from the perspective of separate organisations or services.
- enables engagement about local aspirations, issues and improvements that require joined up working by partners and communities.
- Operates as a framework that enables partners to bring together their community engagement work and plans.

## What is engagement?

There are almost as many definitions and terms in use as there are partners and policy makers. There is particular confusion about the terms 'engagement', 'empowerment', 'participation' and 'consultation'.

**Community empowerment** is what happens through engagement and other activities. Power, influence and responsibility is devolved from existing centres of power into the hands of communities and individual citizens. They gain the power to take decisions about services and initiatives that affect their lives.

**Community engagement or involvement** is the actions that agencies take to enable them to consult, involve, listen and respond to communities through on-going relationships and dialogue. Communities participate with other partners to develop solutions, shape and design policies and services. Communities are involved in shared decision making.

Different activities and expectations will be appropriate in different circumstances. Officers and communities will want to decide together what kind of engagement activity is suitable, and be clear about the purpose of the activity, how much scope there is for communities to influence decisions and how communities will be involved. *Newry, Mourne and Down Community Planning Engagement Framework 2016*) provides a detailed summary of different types of engagement and influences that are important in the community engagement process.

## What we plan to do and why

A Community Engagement Strategy is more than just principles and good intentions. It contains clear ambitions linked to agreed targets and outcomes, commitments to joint action and detailed plans for how partners are going to work together. Clear milestones and properly resourced implementation plans will assure local people that partners are committed to improvement.

## Take Stock

By assessing where we currently are in relation to engagement, we can identify inefficiencies, create performance baselines and move forward.

- Is community engagement a priority in the District for all partners?
- What existing activities and structures are in place to assess effective community engagement?
- Are voluntary and community sector infrastructure bodies equipped to contribute effectively?
- Whose voices are not heard now, but should be heard in the future?

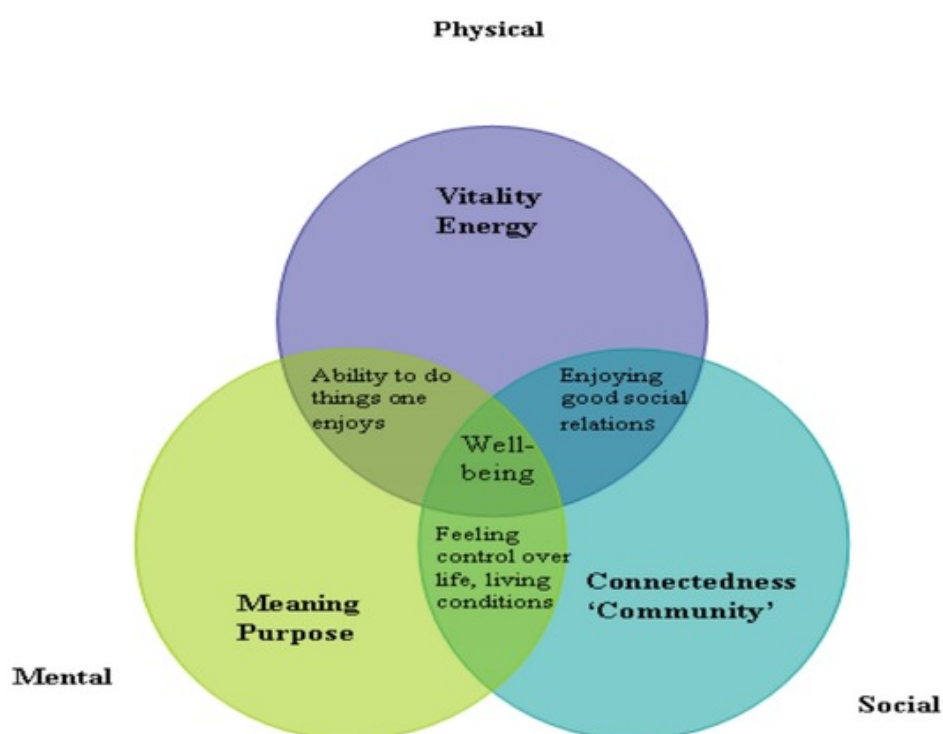
## Key Actions

- Map out different community engagement structures in defined geographical areas e.g. Neighbourhood forums, resident associations, user groups and networks
- Lead on full development of localised multi-sector community engagement mechanisms
- Carry out an audit of effectiveness with current community partners who support Council in the delivery of key services

## Improve 'Community Connectedness'

Labonte (1998) explains that people can only begin to collectively work together for the purposes of real change if they enjoy a sense of connectedness. Only by being a part of something do you feel in control and the power to drive forward tangible and sustainable change. Relationships are key to success.

Ronald Labonte – Fields of Wellbeing (1998)



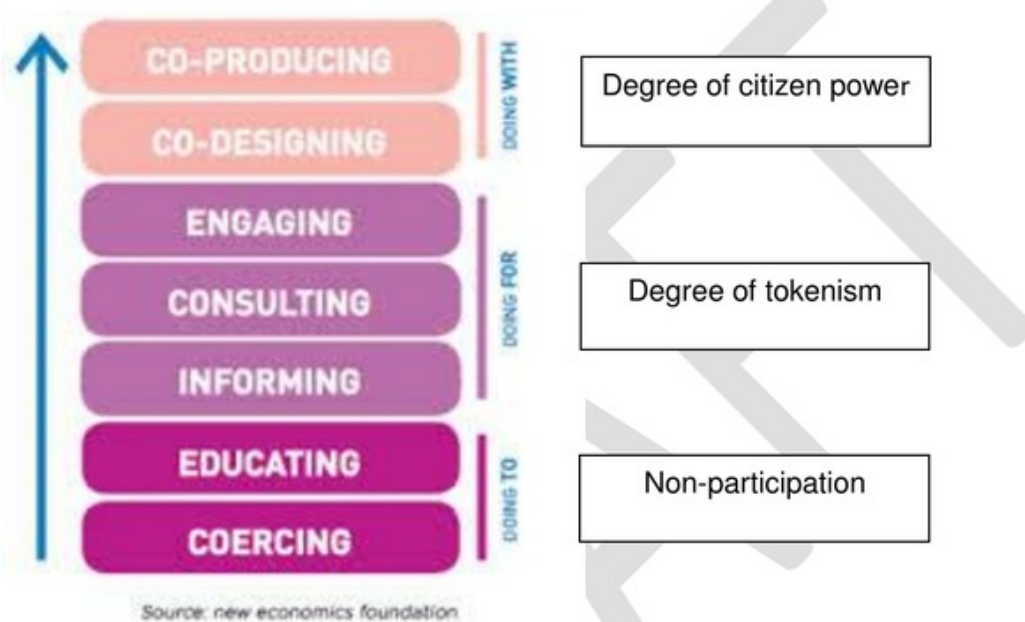
### Key Actions

- Support the development of key social and community networks to tackle quality of life issues
- Lead on the development of models that provide real opportunities for communities to work together
- Nurture links with groups who feel marginalised and/or exist outside dialogue processes

## Increase levels of 'Citizen Power'

To provide for the better delivery of local services through improved community involvement and enhanced community engagement in the design and implementation of services and programmes.

The New Economics Foundation illustrate through the Ladder of Participation the necessity of increasing citizen power by working in partnership with the community to co-produce and co-design.



The APSE Report – Making co-production work (lessons from Local gov't, supports this further by highlighting how managers can work with local communities to deliver services whilst acknowledging the challenges of an increased demand for services against a backdrop of reduced resources.

### Key Actions

- Highlight examples of current best practice within community engagement specifically in relation to co-production and co-designing
- Explore opportunities to fully integrate community engagement through all council services.

## Build Sustainable Communities through Innovation

This Community Engagement Strategy acknowledges the existence of good practice models within the field of engagement. It further commits to the exploration of innovative and transformational practices so that Council can sustainably develop communities and strive to be leaders in our field.

Driving forward cutting edge interventions and highlighting the need to be more innovative helps fully realise our objective to **“putting communities at the heart of everything we do”**.

### Key Actions

- Explore potential of Community Asset Transfer as a real mechanism for empowering communities.
- Work with key stakeholders to further develop social enterprise/economy models
- Research transformational change arrangements (e.g. alliance contracting)

## Communicate Strategically

Effective community engagement requires a commitment to robust communication. Carnegie Trust UK explains that ‘we are required to establish new ways of working to support wellbeing’ and in order to do that we must communicate openly on social progress.

The more traditional methods of communication (e.g. surveys, focus groups, workshops, seminars, public meetings) should remain an integral part of any community communication and engagement plan. These should be complimented through the introduction of new, innovative approaches such as web-based engagement, future search visioning, open space technology, citizens juries, citizens panels, community mapping etc.

- Do we listen to communities?
- How do communities was us to engage?
- How do we communicate with geographical communities, communities of interest?
- Are there specific communication methods required for our rural/coastal communities for example?
- How do we get our message out to those who feel socially excluded?

## Key Actions

- Develop a comprehensive communication strategy for the purposes of community engagement
- Be creative about engagement around contentious issues
- Ensure the views of the community are fed into key consultation and strategy developments.

## Empower and Improve Capacity

Essentially, community engagement is about making sure that people can get involved and take part in a range of ways in the planning, development and delivery of services. It goes further than informing and consulting local people by seeking to enable communities to take an active part in influencing decision-making and service delivery.

An important aspect of empowerment is the investment in building capacity of our communities.

## Key Actions

- Feed into the community plan at thematic, strategic and operational levels
- Support mechanisms to engage directly with the community
- Roll out community planning pilot projects to involve and empower
- Develop a sustainable skills base for the purposes on on-going capacity building



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# Community Engagement Communication Framework and Plan

## Overview

The Community Engagement Department of Councils Active and Healthy Committee remains committed to effectively communicating in a holistic and comprehensive way. This communication plan sets out a clear framework for our communication activities and provides information on the objectives, audiences, messages and tools that will be utilized.

The Framework operates as part of Councils overarching Communication and Engagement Strategy and is closely aligned to the Community Plan Engagement Framework.

The main purpose of the Plan is to highlight how as a Department, we aim to inform and assist in the roll out of The Community Engagement Strategy by communicating consistently across our key operational areas. Specifically;

- District Electoral Area (DEA) Forums (including Neighbourhood Renewal)
- Good Relations
- Policing & Community Safety
- Community Services

## Target groups

With such a wide and diverse volume of target groups, the Framework hopes to draw together a number creative and varied approaches. Messages need to be tailored, appropriate and interesting for different audiences. In addition, different audiences are reached by different tactics and communication tools. Underpinning this document is the knowledge that we must first get to know our target audiences by looking firstly at factors such as age group, profession, educational background, geographic area for example as well as directly targeting groups that would be considered as 'hard to reach'.

## Review

In order to remain effective this Communication Framework should remain fluid and responsive. Our commitment therefore is to internally review progress against objectives contained on an annual basis.

## Community Relations & Development Section Communication and Engagement Plan

### Purpose

The purpose of this Communications Plan is to establish an outline of communication for Newry, Mourne and Down District Council's Community Relations & Development (CRD) Section to communicate effectively with its target audiences.

### Aims

- To raise awareness with external and internal audiences of the role of the CRD Section and its responsibilities and achievements etc
- To ensure the public is informed of all key decisions, activities and achievements
- To increase public confidence, support and satisfaction in Community Relations and in the community engagement and partnership processes
- To encourage audiences to become more engaged in promoting good Community Relations, helping to shape the delivery of services and the delivery of solutions
- To increase work with partners to provide value for money in terms of communications
- To deliver appropriate, timely and widely-accessible information to each sector of the target audience

### Objectives

- To provide clear, consistent and coordinated communication
- To facilitate a two-way dialogue with the public and internal audiences
- To provide appropriate and effective mechanisms for internal and external communication

- To involve, inform and reassure local communities
- To promote diversity and equality

### **Principles**

- Transparency
- Clarity
- Timeliness
- Inclusiveness
- Valuing all points of view of individuals and stakeholders

### **Key Audiences**

It is accepted that different people have different communication needs.

The following list, which is not exhaustive, illustrates the breadth of the audience:

- Elected Representatives
- Community Representatives
- Community and Voluntary Organisations
- General Public
- Local Residents
- Business Community
- Neighbourhood Watch Coordinators
- Minority Groups
- People with Disabilities
- Those whose first language is not English
- People who feel disengaged
- Media
- Funders – OFMDFM and DSD
- Statutory Bodies – eg PSNI, NIHE, HSCT, ELB, NIFRS
- Council Staff and Departments

## Key Messages

Key messages and the medium will be determined depending on the audience.

The overriding message will be around the benefits that will be realised by engaging with and supporting the CRD Section and agreed aims and objectives. They will:

- Seek to reassure local communities about positive measures in place and solutions that are being initiated to promote good Community Relations;
- Provide information and advice about how different members of the community can promote good Community Relations in their daily environments;

In turn, these messages will:

- Promote positive perceptions of what the CRD Section is doing
- Engage and involve the community in examining ways of promoting good Community Relations
- Increase confidence and provide support

## Reaching Key Audiences

It is important to remember, when considering the style and content of messages that the information that groups and individuals are most interested in is most relevant to them.

Each message should be right for the audience and they should be reassured about what the CRD Section means for them, its positive impact and relevance.

Below are the key potential methods of communication:

- Face-to-face communication at a local level, which includes meetings, workshops and events

- Making use of the Council website with information updated with relevant content
- Using social media – through Council's Facebook (& Twitter outlets)
- Issuing daily email circulars
- Issuing CRD Section Monthly Mailshot
- Undertaking press releases, photo opportunities, interviews
- Availing of relevant partner/stakeholder/community websites, publications
- Utilising public events/ briefings /seminars: These can help engage with the public as well as canvas their issues and concerns
- Attending road show events – providing information/advice, leaflets, publicity materials etc
- Availing of National Awareness Days
- Use of letters, leaflets, posters, which can be produced with a small budget and distributed or displayed around the community. These can publicise key messages, new campaigns or useful contacts

### DEA FORA - COMMUNICATIONS PLAN 2016/2017

In order to inform and assist in the roll out of The Community Engagement strategy the DEA must take a consistent approach to communication across key operational areas.

The objectives include:-

- To agree key messages across the DEA Fora and take a joined up approach to communication thus ensuring a consistent message is delivered.in line with corporate guidelines.
- Facilitate and undertake meaningful two-way communication with all relevant stakeholders.
- Work with internal and external partners to promote the work and raise the profile of the DEA through a variety of media methods.
- To work within the DEA in partnership with local communities to ensure that they are involved, engaged, updated and to build and maintain effective relationships.
- To ensure fairness and equality at all times.

AUDIENCE	WHAT	HOW	FREQUENCY
Local Communities	DEA Progress Local Issues Priorities Funding Meetings Preparation of DEA Action Plan	Press Releases Public Meetings One to one Interagency meetings DEA Forum Minutes Social media Workshops/meetings etc.	As required Maximum 3 P.A. As required Quarterly Bi monthly As required. As required
Councillors and Forum members	DEA Progress Local Issues Priorities	DEA Forum Face to face meetings Public Meetings	Bi monthly As required Maximum 3 P.A.



	Funding  Preparation of DEA Action Plan	Special meetings Briefing Papers Social Media Leaflets, Letters and posters. Meeting minutes Workshops/meetings etc.	As required When necessary When required As required Bi monthly As required.
District wide stakeholders	Local Issues Priorities Funding Action Planning	Minutes of Meeting Meetings/Action Plan Ongoing when released. Focus groups/meetings/collaboration etc.	Bi Monthly As required As required As required
Statutory/Voluntary Agencies	Priorities/Action Planning  Projects/initiatives	Thematic Groups Meetings To meet identified needs.	Bi monthly As required. As required
Press Media	Outcomes/Good News Stories Promotion of projects  Action planning process	Press release or editorial Advertising and Press releases/photo opportunities. Circulating Agendas and Minutes and public meetings. Media interviews.	When appropriate To promote project or imitative as required. Bi Monthly Max 3 per year As required.

<p>Director, Line Manager, DEA Coordinators and Council Committees</p>	<p>Update on Programme of Work Issues/complaints</p> <p>Outcomes from meetings and progress against action plan</p>	<p>Face to face meetings, emails, reports.</p> <p>Face to face meetings/telephone/email Meeting Minutes and Officer reports.</p>	<p>As required As required</p> <p>Bi monthly</p>
<p>4 Thematic Working Groups and Strategic Partnership Board</p>	<p>Advocating particular issues</p> <p>Reporting on progress against Action Plan</p>	<p>Meeting minutes/representation from community</p> <p>Minutes of meeting and officer reports</p>	<p>When required.</p> <p>Bi monthly</p>
<p>Project Partners</p>	<p>Working in partnership on projects/initiatives which have been developed to respond to needs/issues identified.</p> <p>Review of success/shortcomings of project/initiative.</p>	<p>Face to face meetings/telephone calls/emails</p> <p>Compilation and collation of data/statistics.</p> <p>Evaluation/focus groups/meetings and telephone calls.</p>	<p>As required</p> <p>As required</p> <p>Post project/initiative.</p>

March 2016

## Community Services Section Communication and Engagement Plan

The purpose of this Communications Plan is to establish an outline of communication for Newry, Mourne and Down District Council's Community services section to communicate more effectively with all its target audiences.

### Aims

1. To raise awareness with external and internal audiences of the role, responsibilities and achievements of the Community services section
2. To ensure the public is informed of all key decisions, activities and achievements
3. To increase public confidence, support and satisfaction in the provision of community services and in the community engagement and partnership processes
4. To encourage audiences to become more engaged in community services, helping to shape the delivery of services and the delivery of solutions
5. To increase work with partners to provide value for money in terms of communication.
6. To deliver appropriate, timely and widely-accessible information to each sector of the target audience

### Objectives

- To provide clear, consistent and coordinated communication
- To provide appropriate and effective mechanisms for internal and external communication
- To involve, inform and reassure local communities
- To promote diversity and equality

### **Principles**

- Transparency
- Clarity
- Timeliness
- Inclusiveness
- Valuing all points of view of individuals and stakeholders

### **Key Audiences**

It is accepted that different people have different communication needs.

The following list, which is not exhaustive, illustrates the breadth of the audience:

- Community representatives
- General public
- Local residents
- Business Community
- Neighbourhood Watch Coordinators

- Elderly people
- Young people
- Minority groups
- People with disabilities
- Vulnerable people
- Those whose first language is not English
- People who live in fear of crime
- People who feel disengaged
- Media
- Criminal Justice Partners
- Council staff and departments
- Elected Representatives
- Statutory Bodies – PSNI, NIHE, ELB, NIFRS

### **Key Messages**

Key messages and the medium will be determined depending on the audience.

The overriding message will be around the benefits that will be realised by engaging with and supporting the community services section and its agreed aims and objectives.

They will:

- Seek to reassure local communities about positive measures in place and solutions that are being initiated to ensure adequate provision of community services
- Provide information and advice about how different members of the community can access community services in their area;

- Seek to highlight what is being done to highlight areas where there is a lack of community services and what measures are in place to target the hotspots.

In turn, these messages will:

- a) Positively change perceptions of what the community services section is doing.
- b) Engage and involve the community in looking at ways of improving community services.
- c) Increase confidence and provide support

### **Reaching Key Audiences**

It is important to remember, when considering the style and content of messages that the information that groups and individuals are most interest in is most relevant to them.

Each message should be right for the audience and they should be reassured about what community services means for them, its positive impact and relevance.

Below are the key potential methods of communication:

- Face-to-face communication at a local level, which includes meetings, workshops and events
- Social Media
- Newsletters
- Press Releases, Photo Opp's, Interviews

- Identify relevant partner /stakeholder/community websites, publications,
- Public events/ briefings /seminars: These can help engage with the public as well as canvas their issues and concerns.
- Letters, leaflets, posters, which can be produced with a small budget and distributed or displayed around the community. These can publicise key messages or useful contacts.

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## PCSP Communication and Engagement Plan

The purpose of this Communications Plan is to establish an outline of communication for Newry, Mourne and Down PCSP to communicate more effectively with all its target audiences.

### Aims

1. To raise awareness with external and internal audiences of the role of the PCSP's responsibilities and achievements etc
2. To ensure the public is informed of all key decisions, activities and achievements
3. To increase public confidence, support and satisfaction in policing and in the community engagement and partnership processes
4. To encourage audiences to become more engaged in policing, helping to shape the delivery of services and the delivery of solutions
5. To increase work with partners to provide value for money in terms of communications
6. To deliver appropriate, timely and widely-accessible information to each sector of the target audience



## Objectives

- To provide clear, consistent and coordinated communication
- To facilitate a two-way dialogue with the public and internal audiences
- To provide appropriate and effective mechanisms for internal and external communication
- To involve, inform and reassure local communities
- To promote diversity and equality

## Principles

- Transparency
- Clarity
- Timeliness
- Inclusiveness
- Valuing all points of view of individuals and stakeholders

## Key Audiences

It is accepted that different people have different communication needs.

The following list, which is not exhaustive, illustrates the breadth of the audience:

- Community representatives
- General public
- Local residents
- Business Community
- Victims & witnesses of crime
- Neighbourhood Watch Coordinators
- Elderly people

- Young people
- Minority groups
- People with disabilities
- Vulnerable people
- Those whose first language is not English
- People who live in fear of crime
- People who feel disengaged
- Media
- Criminal Justice Partners
- Council staff and departments
- Elected Representatives
- NIPB Members
- Statutory Bodies – PSNI, NIHE, PBNI, YJANI, HSCT, ELB, NIFRS

### **Key Messages**

Key messages and the medium will be determined depending on the audience.

The overriding message will be around the benefits that will be realised by engaging with and supporting the PCSP and agreed aims and objectives. They will:

- Seek to reassure local communities about positive measures in place and solutions that are being initiated to tackle and reduce crime
- Provide information and advice about how different members of the community can be safe in their daily environments;
- Seek to highlight what is being done to combat crime and disorder and what measures are in place to target the hotspots.

In turn, these messages will:

- a) Positively change perceptions of what the partnership is doing.
- b) Engage and involve the community in looking at ways of tackling crime.
- c) Increase confidence and provide support

### **Reaching Key Audiences**

It is important to remember, when considering the style and content of messages that the information that groups and individuals are most interest in is most relevant to them.

Each message should be right for the audience and they should be reassured about what the PCSPS means for them, its positive impact and relevance.

Below are the key potential methods of communication:

- Face-to-face communication at a local level, which includes meetings, workshops and events
- Dedicated page on Council website which is updated with relevant content, regularly
- Social Media – Dedicated Facebook (& Twitter outlets)
- Newsletters
- Press Releases, Photo Opps, Interviews
- Identify relevant partner /stakeholder/community websites, publications,

- Public events/ briefings /seminars: These can help engage with the public as well as canvas their issues and concerns.
- Road show events – handing out crime prevention tips, leaflets, publicity materials etc. This helps provide community reassurance and security
- National Awareness Days (E.g. International Day Against Violence Against Women)
- Letters, leaflets, posters, which can be produced with a small budget and distributed or displayed around the community. These can publicise key messages, new campaigns or useful contacts.
- Ensure full PCSP partner involvement and presence in a range of events, activities and initiatives as opportunities to directly engage – For example, school visits and community events.

## Appendix

### Brand Identity

To ensure that the profile of Newry, Mourne & Down PCSP is raised sufficiently, all communications should be designed, under the influence of a clear PCSP identity and one single brand which has already been established and which has clear brand guidelines.

The strapline to support the PCSP brand is 'making Newry, Mourne and Down safer' which enhances brand identity and underlines key messages.

The logo and strapline used should be easily identifiable and consistently placed within all communications material.

Additionally, it is essential that the identity of the Newry, Mourne & Down PCSP adopt the same logo and brand guidelines on all communications material and which will be used to promote all they key campaigns to create a visual identity specifically to enhance and promote the work of the PCSP.

### Key Dates

Month	Date	Event
<b>2015</b>		
July		
	6 <sup>th</sup> – 10 <sup>th</sup>	Farm Safety Week
	3 <sup>rd</sup>	Bubble football - Shamrocks
	5 <sup>th</sup>	Bubble Football, Killough
	9 <sup>th</sup>	Off Licences Forum
	11 <sup>th</sup>	Castlewellan Fair

	17 <sup>th</sup>	Bubble Football –Respect Bubble Football- Bessbrook
	19 <sup>th</sup>	Donard Park Carfest
	19 <sup>th</sup>	Claragh Bridge Vintage Show
	31 <sup>st</sup>	Bubble football – Carnagat CA /Annsborough
	31 <sup>st</sup>	Joint Enforcement Patrol (Enforcement Officers/NPT)
August	7 <sup>th</sup>	Bubble football – Kingdom YC Scavenger Hunt (Killyleagh Youth Club)
	14 <sup>th</sup>	Bubble football – Forkhill / Ballyhornan
	14 <sup>th</sup>	Bubble football- Longstone /Glassdrummand
	21 <sup>st</sup>	Bubble football- Newry Street Unite
	24 <sup>th</sup>	Bubble football -Russell Gaelic Union
	28 <sup>th</sup>	Bubble football – Camlough
	17-22 <sup>nd</sup>	Newry Pride
September	2nd	SERC Freshers Fair (Downpatrick)
	15 <sup>th</sup>	Neighbourhood watch meeting (Canal Court)
	7-13	Suicide Awareness Week Festival of Light Seminar 10 <sup>th</sup> Walk for Life & Family Funday 12 <sup>th</sup> Inter Denominational Church Service 13 <sup>th</sup>
	21 <sup>st</sup>	Freshers' Fair at SRC (Newry)
	22 <sup>nd</sup>	PSCP / Policing Committee Meeting
	28 <sup>th</sup> – 4 <sup>th</sup> Oct	Community Relations Week
October	1 <sup>st</sup>	UK Older People's Day and UN International Day of Older Persons
	tbc	PSNI Burglary Campaign
	26-30	Safer Choices Programme

	31 <sup>st</sup>	Halloween – most towns and cities have up to a week of events to link in to round Halloween
November	25 <sup>th</sup>	International Day Against Violence Against Women
December	3 <sup>rd</sup>	International Day of People with a disability
	15 <sup>th</sup>	PSCP / Policing Committee Meeting
	Tbc	PSNI Get Home Safe Campaign
<b>2016</b>		
January	21 <sup>st</sup>	PSCP Workshop
February	19 <sup>th</sup>	Chinese New Year
	9 <sup>th</sup>	Safer Internet Day
	26 <sup>th</sup> /27 <sup>th</sup>	Cyberbullying summit TBC
March	4/5 <sup>th</sup>	Cyberbullying summit TBC
	8 <sup>th</sup>	International Women's Day
	23 <sup>rd</sup> March	PSCP / Policing Committee Meeting
April	18 <sup>th</sup> – 24 <sup>th</sup>	Responsible Business Week
	tbc	LGB&T awareness week
	23 <sup>rd</sup> April	Mourne Mountain Adventure
May	4 <sup>th</sup>	Road Safety Day
	tbc	UN Global Road Safety Week
	tbc	Anti Homophobia Week
June	1st – 7th	Volunteers Week
	15 <sup>th</sup>	UN World Elder Abuse Awareness Day

## Newry, Mourne & Down Community Engagement Strategy

*“we are committed to putting our communities at the heart of everything we do”*

### Introduction

Newry, Mourne & Down District Council remains committed to engaging with and empowering communities. In partnership, councillors, key stakeholders and communities can identify local priorities, coordinate the delivery of key services and deliver against agreed outcomes to improve wellbeing.

### Strategic Context

The Community Engagement Strategy underpins a number of the strategic objectives laid down by the Council:

- Empower and improve the **capacity** of our communities
- Support improved **health and wellbeing** outcomes
- **Advocate** on your behalf, specifically in relation to those issues which really matter to you
- **Transform and modernise** the Council, providing accessible as well as value for money services

This Strategy is aligned to the *Newry, Mourne & Down Communication & Engagement Strategy* and the *Newry, Mourne & Down Community Planning Engagement Framework*.



## Wider Context

'The Local Government Act (N.I) 2014 requires the council and its community planning partners to seek the views of the community, encourage them to express their views and take into account in the community planning process.' (Statutory guidance for the operation of community planning LG 28/15: 6.3)

This Community Engagement Strategy (CES) acknowledges that there are a wide and varied range of engagement practices. Going forward in the context of community planning, means that working in isolation is neither effective nor efficient and therefore the underpinning principle will be to streamline and coordinate community engagement currently undertaken by different partners and align services at neighbourhood and thematic level.

Community empowerment, citizen satisfaction and service accountability are shared themes in all public services and the CES for Newry, Mourne & Down District Council will include measures that ensure community, voluntary, and third sector organisations are central to its development.

District Electoral Area (DEA) Forums have been established to develop a comprehensive and locality based approach to engagement and empowerment.

## Overarching Aims

- Consult, Involve, Listen and Respond to Communities
- Enable Communities participation in the shaping and designing of policies and services
- Reduce inefficiency and duplication in engagement practice
- Create a bottom-up approach to service involvement
- Address Social exclusion issues across the District
- Strengthen community cohesion through programmes and activities
- Improve access to council services across all activities
- Invest in the skills, knowledge, resources that communities use to engage

## Why do we need a Community Engagement Strategy

All partners in a local area should have a co-ordinated and strategic approach to community engagement and involvement.

This Strategy:

- connects councillors, community and citizen engagement and partnership decision making.
- commits all partners to work with each other and with communities to empower local people and improve local outcomes.
- starts from the perspective of the locality and the people who live in the area, not from the perspective of separate organisations or services.
- enables engagement about local aspirations, issues and improvements that require joined up working by partners and communities.
- Operates as a framework that enables partners to bring together their community engagement work and plans.

## What is engagement?

There are almost as many definitions and terms in use as there are partners and policy makers. There is particular confusion about the terms 'engagement', 'empowerment', 'participation' and 'consultation'.

**Community empowerment** is what happens through engagement and other activities. Power, influence and responsibility is devolved from existing centres of power into the hands of communities and individual citizens. They gain the power to take decisions about services and initiatives that affect their lives.

**Community engagement or involvement** is the actions that agencies take to enable them to consult, involve, listen and respond to communities through on-going relationships and dialogue. Communities participate with other partners to develop solutions, shape and design policies and services. Communities are involved in shared decision making.

Different activities and expectations will be appropriate in different circumstances. Officers and communities will want to decide together what kind of engagement activity is suitable, and be clear about the purpose of the activity, how much scope there is for communities to influence decisions and how communities will be involved. *Newry, Mourne and Down Community Planning Engagement Framework 2016*) provides a detailed summary of different types of engagement and influence that are important in the community engagement process.

## What we plan to do and why

A Community Engagement Strategy is more than just principles and good intentions. It contains clear ambitions linked to agreed targets and outcomes, commitments to joint action and detailed plans for how partners are going to work together. Clear milestones and properly resourced implementation plans will assure local people and that partners are committed to improvement.

## Take Stock

By assessing where we currently are in relation to engagement, we can identify inefficiencies, create performance baselines and move forward.

- Is community engagement a priority in the District for all partners?
- What existing activities and structures are in place to assess effective community engagement?
- Are voluntary and community sector infrastructure bodies equipped to contribute effectively?
- Whose voices are not heard now, but should be heard in the future?

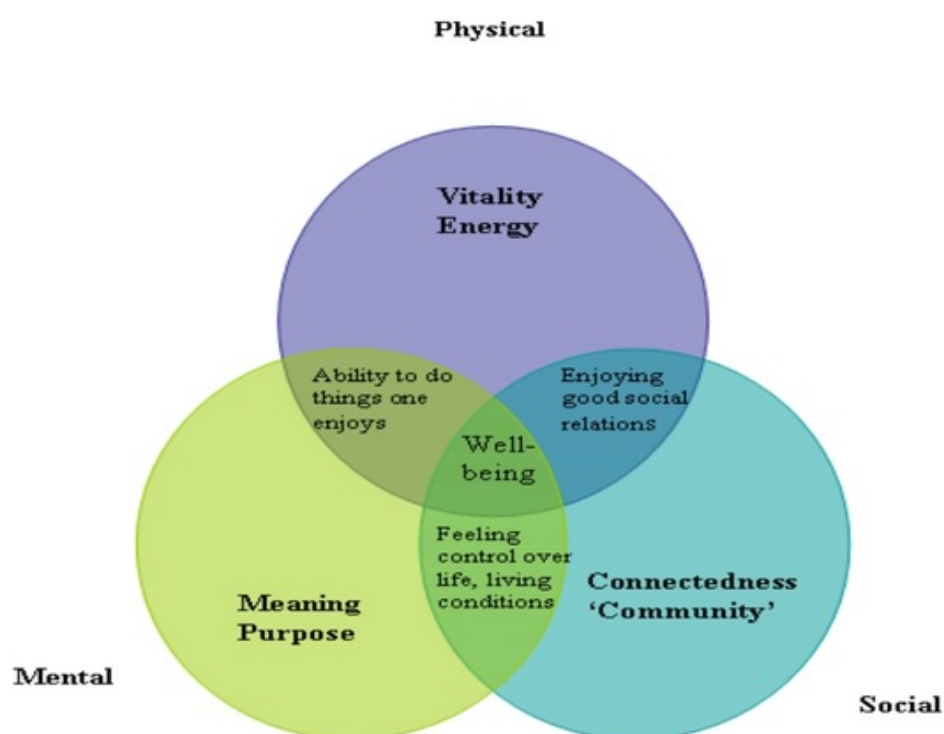
## Key Actions

- Map out different community engagement structures in defined geographical areas e.g. Neighbourhood forums, resident associations, user groups and networks
- Lead on full development of localised multi-sector community engagement mechanisms
- Carry out an audit of effectiveness with current community partners who support Council in the delivery of key services

## Improve 'Community Connectedness'

Labonte (1998) explains that people can only begin to collectively work together for the purposes of real change if they enjoy a sense of connectedness. Only by being a part of something do you feel in control and the power to drive forward tangible and sustainable change. Relationships are key to success.

Ronald Labonte – Fields of Wellbeing (1998)



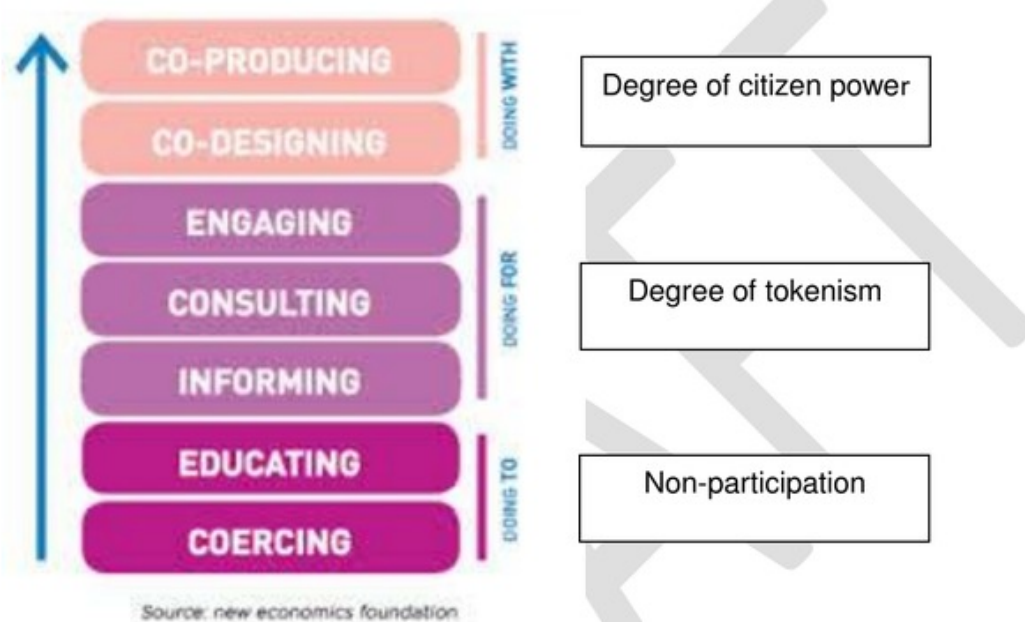
### Key Actions

- Support the development of key social and community networks to tackle quality of life issues
- Lead on the development of models that provide real opportunities for communities to work together
- Nurture links with groups who feel marginalised and/or exist outside dialogue processes

## Increase levels of 'Citizen Power'

To provide for the better delivery of local services through improved community involvement and enhanced community engagement in the design and implementation of services and programmes.

The New Economics Foundation illustrate through the Ladder of Participation the necessity of increasing citizen power by working in partnership with the community to co-produce and co-design.



The APSE Report – Making co-production work (lessons from Local gov't, supports this further by highlighting how managers can work with local communities to deliver services whilst acknowledging the challenges of an increased demand for services against a backdrop of reduced resources.

### Key Actions

- Highlight examples of current best practice within community engagement specifically in relation to co-production and co-designing
- Explore opportunities to fully integrate community engagement through all council services.

## Build Sustainable Communities through Innovation

This Community Engagement Strategy acknowledges the existence of good practice models within the field of engagement. It further commits to the exploration of innovative and transformational practices so that Council can sustainably develop communities and strive to be leaders in our field.

Driving forward cutting edge interventions and highlighting the need to be more innovative helps fully realise our objective to **“putting communities at the heart of everything we do”**.

### Key Actions

- Explore potential of Community Asset Transfer as a real mechanism for empowering communities.
- Work with key stakeholders to further develop social enterprise/economy models
- Research transformational change arrangements (e.g. alliance contracting)

## Communicate Strategically

Effective community engagement requires a commitment to robust communication. Carnegie Trust UK explains that ‘we are required to establish new ways of working to support wellbeing’ and in order to do that we must communicate openly on social progress.

The more traditional methods of communication (e.g. surveys, focus groups, workshops, seminars, public meetings) should remain an integral part of any community communication and engagement plan. These should be complimented through the introduction of new, innovative approaches such as web-based engagement, future search visioning, open space technology, citizens juries, citizens panels, community mapping etc.

- Do we listen to communities?
- How do communities want us to engage?
- How do we communicate with geographical communities, communities of interest?
- Are there specific communication methods required for our rural/coastal communities for example?
- How do we get our message out to those who feel socially excluded?

## Key Actions

- Develop a comprehensive communication strategy for the purposes of community engagement
- Be creative about engagement around contentious issues
- Ensure the views of the community are fed into key consultation and strategy developments.

## Empower and Improve Capacity

Essentially, community engagement is about making sure that people can get involved and take part in a range of ways in the planning, development and delivery of services. It goes further than informing and consulting local people by seeking to enable communities to take an active part in influencing decision-making and service delivery.

An important aspect of empowerment is the investment in building capacity of our communities.

## Key Actions

- Feed into the community plan at thematic, strategic and operational levels
- Support mechanisms to engage directly with the community
- Roll out community planning pilot projects to involve and empower
- Develop a sustainable skills base for the purposes on on-going capacity building

DRAFT



<b>Report to:</b>	Active Healthy Communities
<b>Subject:</b>	Neighbourhood Renewal Capital Projects (Newry)
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officers:</b>	Janine Hillen/Sean McKevitt

### Decision Required

Members are asked to note the contents of the report and consider:-

- **Request for Committee approval to proceed with the progression of 5 community projects, subject to securing necessary documentation & funding from DSD/NR and providing project management throughout.**

#### 1.0

#### Purpose & Background

A number of community projects were submitted through legacy NMD Council to the Newry Neighbourhood Renewal Partnership(NRP)Board (Details provided in Appendix A).

The projects received full support from Council and the Newry NRP to go to full application with project management to be delivered by Council Officers.

DSD now require an agreement from NM&DDC to further progress and manage the projects.

In short the projects are as follows:

1. New community facility at **Drumalane** – costs of approximately £250,000 being sought from DSD. Business plan developed to ensure community can provide on-going running costs with no cost to Council. As this will be a Council asset, NM&DDC agree to maintain moving forward.
2. Upgrade at **Meadow Kickabout Area** – approximately £20,000 funding sought from DSD. Council to act as project lead (no additional maintenance required).

	<p>3. <b>Martins Lane Play Area</b> – approximate cost £4,000. Council to act as project lead (no additional maintenance required).</p> <p>4. <b>Derrybeg BMX Project</b> – costs approximately £125,000. Council to lead on project, subject to alignment with Sports NI Strategy and successful funding application to DSD.</p> <p>5. <b>Raymond Mc Creesh Park</b> – cost £125,000. Council to lead on project, subject to alignment with new Play Strategy and successful funding application to DSD.</p>
<b>2.0</b>	<p><b>Recommendation</b></p> <p>Agreement that Officers proceed with applications to DSD for funding to progress with Drumalane, Meadow and Martins Lane projects.</p> <p>Agreement that Council provide project management for all projects and lead on the replacement of equipment, subject to successful funding applications.</p> <p>Committee to agree to support the implementation of Derrybeg and Raymond McCreesh Park projects, subject to strategic alignment and subsequent successful funding applications.</p>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>Officer time Council to maintain Drumalane Facility on completion of project</p>
<b>4.0</b>	<p><b>Appendices</b></p> <p>Appendix A - Project overview and background Appendix B – Drumalane Business Plan (to follow)</p>



## Neighbourhood Renewal Community Projects

### Overview & Background

#### **Drumalane Quayside Community Building:**

Drumalane Quayside Community Association put forward a proposal for a community facility for their area in 2011.

Following a site meeting on the 10<sup>th</sup> November 2011 an Expression of Interest was presented to NRP Board and to Newry and Mourne Council for approval (Newry City Cllr meeting February 13)

The EOI was approved by NRP and ratified to go to full application.

At this stage the application was for a modular building with estimated costs of £250k.

Following further meetings with NMDC an agreement was again reached to provide 45% running costs and future maintenance costs of the building subject to 100% funding for all construction costs awarded by DSD.

Following a delay in any progression of the project, the CA sought support from Parker Green International who then provided technical support and design plans for a purpose built facility at a cost of £370k.

The CA sought approval from both the council and the NRP for a change in the design and type of build and this was accepted.

DSD had requested on a number of occasions all the relevant information. The CA provided, a business plan, design plans and the consultation documents to NMDC. Planning has been sought and approved.

Due to a reduction in capital funding available to NR it has now been agreed by the CA to return to the modular building concept at a reduced cost which is more realistic to achieve.

This is a Priority 1 project for the Newry Neighbourhood Renewal Partnership

### **Martins lane Play area**

This was originally a plan for a linear park to include upgrading nearby footpaths, street lighting etc at a cost of £159k.

However following meetings with Council, NRP and DSD this was reduced to polymeric surface and lighting for the play area. (reduced to approx. £75k)

An EOI and application were approved by council but there were further concerns raised over the inclusion of lighting, the cost and who would pay for the lights.

Currently the project is now to be reduced further with no lights or polymeric surfacing in the play area.

The CA are asking that one piece of equipment which they feel is a health and safety issue be replaced by a more safe and suitable piece of play equipment. This removes any potential additional costs to council in terms of future maintenance and due to reduced budgets is a more achievable project.

DSD require an agreement from NM&DDC to support the application, provide agreement to replace the one piece of play equipment and to provide technical support.

### **Meadow Armagh Road CA(MARCA) Play area**

Proposal from MARCA for Green space and play area upgrade.

In 2011 EOI submitted to NRP by the Community Association for the proposal.

Agreement by Council to submit the application.

Meeting held with Council, DSD and CA at which proposal was reduced to play area upgrade. DSD asked for full costs and plans along with new application.

Project on hold due to reduction in funding, and no agreement from NMDDC as to who will deliver.

Further meeting with CA has seen a further reduction in the project to remove the inclusion of polymeric surface and lighting. Project will now only include new fencing and replacement of goal posts and basketball structure. DSD require new application with full costs and plans.

Require an agreement from council to submit the application and provide technical support. No additional maintenance charges required moving forward.

Reduced project to fencing and football posts replacement.

### **Derrybeg BMX**

In January 2013 Newry BMX met with council officials to explore the concept of a BMX track for Newry.

Following several meetings with Council officials an EOI was submitted to Newry NRP in March 2013 for a BMX track originally to be situated on lands at Thomas Davies but this was later changed to a site at Derrybeg.

Following a public consultation and agreement by council an application was submitted to DSD for the track at a cost of £125k. (100% DSD Funding)

Design plans and costings were completed by BMX Ireland and planning and a survey for the rivers agency were completed by Council.

DSD require agreement from council and a new application with confirmed costs to further progress this application.

### **Raymond Mc Creesh Play Park Upgrade**

Proposal from Ballybot CA for the upgrade of Raymond Mc Creesh Play Park replacing old worn equipment with more modern and suitable play equipment.

An EOI was submitted in November 2011 and agreed to go to full partnership for ratification.

A site meeting was held in February 2012 with elected members, Council officials and DSD. It was agreed to put this before a council committee to gain support for a full application.

A full application was supported and approved by NRP to go to DSD.

Council officials sought costs and these were submitted to DSD. The original costs of £175k were too high and so a reduced project of £125k was then submitted.

<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Report by Council Estates Officer on a request received from St. Brigid's Boxing Club for remedial works to be carried out to the property
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officer:</b>	Paul Brannigan/Kevin Scullion

### Decisions Required

#### Members are asked to note the contents of the report, and consider:

1. Appointment of a Civil Engineer to inspect the entrance road, review and report on the issues and advise estimated costs to rectify where deemed appropriate.
2. Appointment of suitably qualified Electrician to test the street lights and report on their condition and provide estimated costs for repairs

#### 1.0

#### Purpose & Background

St Brigid's Boxing Club is located in Derrybeg, Newry, on land which is owned by the Northern Ireland Housing Executive (NIHE). In order for the club to use this land it was a requirement from NIHE that they would lease the land to the Council who in turn would sub lease to St Brigid's Boxing Club.

Under the terms of the lease between the Council and St Brigid's Boxing Club the Club is responsible for repair and cleansing of the premises including the external grounds.

In September 2008 the Club was able to obtain DSD approved funding of £25,657.12 through Neighbourhood Renewal for a siteworks improvement scheme that included for perimeter fencing, main gates, bitmac surfacing of the entrance road and installation of 3 no. street lights. The Council undertook the project management of these works.

The Club was not satisfied with the quality of the work completed under this contract and has raised these matters with the Council on several occasions. Issues raised were;

1. Weeds growing along kerb line - The club note that weeds growing along the junction between the road kerbs and the bitmac road surface are a problem (see attached photographs at Appendix A).
2. Road Surface Drainage - The club note no road drains

	<p>connecting to mains drainage system were provided to the entrance road, and they report this causes a problem with standing water on the bitmac.</p> <ol style="list-style-type: none"> <li>3. Road Construction - The club believe the road was incorrectly constructed in 2008 with insufficient depth of bitmac wearing course.</li> <li>4. Street lights not working - The club state that the 3 no. street lights only worked for a short time after completion of the works in 2008.</li> </ol> <p><b><u>Council Officer's comments on the Key Issues</u></b></p> <p>Weeds growing along kerb line:</p> <ul style="list-style-type: none"> <li>• The general condition of the bitmac road surfacing here is good. There are no weeds growing anywhere on the bitmac surface except along the junction between the road kerbs and the bitmac. It can be observed from the photographs that a considerable amount of the weeds growing along the kerb line have been growing for some time, and show no signs of having been treated.</li> </ul> <p>Lack of road drainage:</p> <ul style="list-style-type: none"> <li>• There is no mains drainage system serving the bitmac access road to this property. However, it was noted at the time of the site visit, Wednesday 16<sup>th</sup> December 2015 which was further to a number of days of rain in this area, there was no standing water observed anywhere on the bitmac road.</li> </ul> <p>Road Construction:</p> <ul style="list-style-type: none"> <li>• The club report they believe the road was incorrectly constructed in 2008. However, no cracks or other signs of subsidence are currently evident to the road. There are no signs of the bitmac surface deteriorating or breaking up. The only apparent defect is the weeds growing along the kerb line.</li> </ul> <p>Street Lights:</p> <ul style="list-style-type: none"> <li>• The club advise a cable was uncovered during works in 2014. They believe the cable is coming from the switchboard and is serving the street lights. So far it has not been possible to determine whether there is a dedicated trip in the switchboard serving the street lights.</li> </ul>
2.0	<p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>• The club request Council fund the appointment of a civil engineer to inspect the entrance road, review and report on the issues raised by the club and advise estimated costs to rectify – weed growth at kerbs; general construction of the road; lack of road drainage</li> <li>• The club request Council fund the appointment of suitably</li> </ul>



	<p>qualified Electrician to test the street lights and report on their condition and provide estimated costs for repairs</p> <ul style="list-style-type: none"> <li>• Under the terms of the current lease the Council has no responsibility to fund the appointment of a Civil Engineer to report on issues regarding the bitmac entrance road, nor to appoint an electrician to test and report on the condition of the 3 no. street lights located along the entrance road.</li> <li>• There is no budget for these works and if undertaken would be an overspend.</li> </ul> <p>1.</p>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>As an indication of the financial implications of the club's requests, the following quotes have been obtained by Council officers:</p> <ol style="list-style-type: none"> <li>1. Civil Engineer: £500 + vat</li> <li>2. Electrician: £100 + vat</li> </ol>
<b>4.0</b>	<p><b>Appendices</b></p> <p><b>Appendix A – St Brigid's Boxing Club Site Photographs taken 6 November 2015</b></p>



<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Request to lease Annsborough Playing Fields to Aughlisnafin GAA
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officer:</b>	Michael Lipsett

### Decisions Required

Members are asked to note the contents of the report

- **For noting only**

<b>1.0</b>	<p><b>Purpose &amp; Background</b></p> <p>The Council received request from Sown GAA to grant them a long term lease for the GAA pitch at Annsborough playing fields.</p> <p>The Council has already decided to put all such applications on hold pending the development of a policy for dealing with these requests. It is therefore proposed that a letter be sent to the Club and the Down County Office informing them of this position</p>
<b>2.0</b>	<p><b>Recommendation</b></p> <p>This report is for noting only.</p>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>Not applicable</p>
<b>4.0</b>	<p><b>Appendices</b></p> <p>Appendix 1. Letter from Down GAA</p> <p>Appendix 2. Letter from Aughlisnafin GAC</p>



An Dúin

**CUMANN LÚTHCHLEAS GAEL  
COISTE CHONTAE AN DÚIN**

Dear Sir/Madam

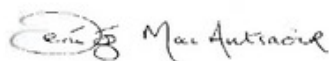
I am writing to you with reference to the GAA pitch at Annsborough which is owned by the District Council. In 2013 Down GAA responded to an advertisement for expressions of interest in acquiring a lease on the facilities at Annsborough. We were then the only expression of Interest at the close of the process.

We have retained that expression of interest and have engaged with the local GAA Club Aughlisnafin to see how best the GAA usage can be protected. Arising from those discussions we have formed consensus that the interest would best be served by us supporting the ambitions of Aughlisnafin to obtain a long term lease on the facility. Under GAA rules a property can become eligible for GAA supported funding once it is vested in the GAA and a long term lease with Aughlisnafin would allow for the Club to apply for funding to develop the site.

There is great work being done by the Club in their local community from Under 8 through to Adult both for men's and ladies Gaelic football and we consider that the best interests of that community would be served by Aughlisnafin being granted a long term lease on the facility at Annsborough.

We would ask that Newry, Mourne and Down District Council please give serious consideration to this matter and we in the wider GAA family will assist the Club in whatever way possible to improve the facilities at Annsborough. If I can be of any further assistance please do not hesitate to contact me.

Yours Sincerely

 MacAteer

Seán Óg McAteer

[www.downgaa.net](http://www.downgaa.net)

**DOWN GAA**



Seán Óg Mac Antsaoir, Runaí Coiste Chontae An Dúin  
Seán Óg McAteer, Down GAA County Secretary,  
Down County Office, The Grove Building, 46-48 Main St, Castlewellan, BT31 9DP  
Tel: 028 4377 0880 Mob: 077 3970 0705 E-mail: [secretary.down@gaa.ie](mailto:secretary.down@gaa.ie)

[www.downgaa.net](http://www.downgaa.net)

**CLG An Duin**



## Achadh Lios na Finne CLG

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Mr Liam Hannaway  
The Chief Executive  
an Iúir, Mhúrn agus an Dúin  
Newry Mourne and Down Council  
Downshire Civic Centre  
Ardglass Road  
Downpatrick  
Co. Down  
BT30 6GQ

Miss Orla Ní Fhlanagáin  
Rúnaí Coiste  
Achadh Lios na Finne  
4 Wateresk Road  
Dundrum  
Newcastle  
Co. Down  
BT33 0NL

5<sup>th</sup> August 2015

Dear Sir/Madame,

**RE: Annsborough Council Grounds, Co. Down.**

Following our most recent club executive committee meeting, I am writing to you on behalf of Aughlisnafin GAC committee to enquire of the status of Annsborough Council Playing Fields.

Our GAA club was re-established in 2002, and has grown significantly over this period of time. To date we have a senior men's team, a senior ladies team together with a number of underage teams ranging from under six to under sixteen level at current. This year our club membership is upwards on 160 members.

As we have been the primary users of the above playing fields since our club was re-established, to sustain development and to avail of necessary funding etc., it is imperative that we own, or have control over our own facilities and grounds.

Going forward with the above in mind and to help us prepare our club development plan, we would like to formally enquire if the above grounds are available for long term lease.

We would very much appreciate if you could provide guidance on the above matter.

I would like to thank you in advance for your anticipation and co-operation.

Yours Faithfully,

**Orla Flanagan**  
Secretary Aughlisnafin GAC  
[secretary.aughlisnafin.down@gaa.ie](mailto:secretary.aughlisnafin.down@gaa.ie)

**Ben Willoughby**  
Chairperson Aughlisnafin GAC  
[Chairperson.aughlisnafin.down@gaa.ie](mailto:Chairperson.aughlisnafin.down@gaa.ie)

## Achadh Líos na Fíinne CLG

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Mr Liam Hannaway  
The Chief Executive  
an Iúir, Mhúrn agus an Dúin  
Newry Mourne and Down Council  
Monaghan Row  
Newry  
Co. Down  
BT35 8DJ

Miss Orla Ní Fhlanagáin  
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Achadh Líos na Fíinne  
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Secretary Aughlisnafin GAC  
[secretary.aughlisnafin.down@gaa.ie](mailto:secretary.aughlisnafin.down@gaa.ie)

**Ben Willoughby**  
Chairperson Aughlisnafin GAC  
[Chairperson.aughlisnafin.down@gaa.ie](mailto:Chairperson.aughlisnafin.down@gaa.ie)

<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Leisure and sports Facility Arrangement for Public Holiday
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officer:</b>	Roland Moore

**Decisions Required**

Members are asked to note the contents of the report, and consider and agree to:

- **Public Holiday Operating Arrangements for Leisure and Sport Facilities – Ballymote LC, Ballynahinch Centre, Bridge Centre, Down LC, Kilkeel LC, Newcastle LC, Newry LC, Newry SC, St Colmans Sports Complex Newry**

<b>1.0</b>	<p><b>Purpose &amp; Background</b></p> <p>The former NMDC and former DDC legacy Council's each had a similar outlook on facilities being open to the public for specific public holidays throughout the year, albeit with different staffing operating models. This was subject to the additional staffing costs being approved as part of the rates process each year. Note that these costs for 2016/17 have been approved via the recent rates estimates process.</p> <ul style="list-style-type: none"> <li>• The former NMDC staffing model allowed for the centres to be open to the public from 9.30am-4.30pm which is effectively a single staffing shift.</li> <li>• The former DDC staffing model allowed for the centres to be open to the public for each specific facilities "normal" opening times, which is effectively 2 staffing shifts.</li> <li>• Depending on contractual arrangements, staff may be entitled to double time and an additional day off in lieu for working on public holidays. This is an additional cost to Council and income generated in the centres on these days may not equate to the expenditure, but has been factored into the revenue budgets for each location.</li> <li>• Newcastle LC to remain on two shifts to cater for seasonal demand.</li> </ul>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><i>Date</i></td> <td style="width: 50%;"><i>Centre Arrangements Proposals</i></td> </tr> </table>	<i>Date</i>	<i>Centre Arrangements Proposals</i>
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	<table border="1"> <tbody> <tr> <td><b>2<sup>nd</sup> May and 30<sup>th</sup> May 2016</b></td> <td><i>All centres open single shift*</i></td> </tr> <tr> <td><b>12<sup>th</sup> July and 13<sup>th</sup> July 2016</b></td> <td><i>All Centres open single shift</i></td> </tr> <tr> <td><b>15<sup>th</sup> August 2016</b></td> <td><i>Newry/Kilkeel single shift – all other centres open as normal</i></td> </tr> <tr> <td><b>29<sup>th</sup> August 2016</b></td> <td><i>All Centres open single shift*</i></td> </tr> <tr> <td><b>17<sup>th</sup> and 18<sup>th</sup> April 2017</b></td> <td><i>All Centres open single shift – subject to rates estimates for 2017/18*</i></td> </tr> </tbody> </table> <p>*Excludes Ballynahinch Centre</p>	<b>2<sup>nd</sup> May and 30<sup>th</sup> May 2016</b>	<i>All centres open single shift*</i>	<b>12<sup>th</sup> July and 13<sup>th</sup> July 2016</b>	<i>All Centres open single shift</i>	<b>15<sup>th</sup> August 2016</b>	<i>Newry/Kilkeel single shift – all other centres open as normal</i>	<b>29<sup>th</sup> August 2016</b>	<i>All Centres open single shift*</i>	<b>17<sup>th</sup> and 18<sup>th</sup> April 2017</b>	<i>All Centres open single shift – subject to rates estimates for 2017/18*</i>
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<b>2.0</b>	<p><b>Recommendation</b></p> <p>It is recommended to continue to open specific facilities for specific public holidays each year as per table set out in 2.1, subject to approval as part of the yearly rates process but with the adoption of the former NMDC staffing model, i.e. Centres open to the public for a single staffing shift, e.g. 9.30am-4.30pm.</p>										
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>Additional finance for bank holiday opening has been included in the revenue budgets for each centre.</p>										
<b>4.0</b>	<p><b>Appendices</b></p> <p>N/A</p>										



<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Newry Leisure Centre phase 2 and new Down Leisure Centre Supplier Programme
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officer:</b>	Roland Moore

**Decisions Required**

Members are asked to note the contents of the report, and consider and agree to:

- **Officers to commence process to provide proposals on future supplier arrangements for crèche, café, soft play and fitness suite for NLC Phase 2 and the fitness suite for the new DLC along with providing options for decision on remaining specialist equipment needs**

<b>1.0</b>	<p><b>Purpose &amp; Background</b></p> <p>Construction on Newry Leisure Centre Phase 2 along with the new Downpatrick Leisure Centre has now commenced. Officers have identified key areas within each project that need a decision, namely a Fitness suite operating model for NLC Phase 2 and the new DLC along with operating models for the café, soft play and crèche contained within NLC Phase 2.</p> <p><b><u>Fitness Suite/Café/Crèche</u></b></p> <ul style="list-style-type: none"> <li>• Officers to commence research on various operating models with a report back to future AHC committee for decision with procurement process commencing thereafter</li> </ul> <p><b><u>Soft Play</u></b></p> <ul style="list-style-type: none"> <li>• Officers to commence research and report back to future AHC committee on available options for decision with procurement process commencing thereafter.</li> </ul> <p><b><u>Additional Equipment Needs</u></b></p> <p>In addition to the above, there are a number of specialist equipment items that are not provided as part of the construction programmes. Officers to commence research and report back to future AHC committee on available options for decision with procurement process commencing thereafter.</p>
<b>2.0</b>	<b>Recommendation</b>

	<p>(1) Officers to bring back a report to AHC asking for decision on operating models for fitness suite, café and crèche for NLC Phase 2 and fitness suite for the new DLC.</p> <p>(2) Officer to bring back a report to AHC asking for a decision required for procurement of NLC Phase 2 Soft Play area along with remaining specialist equipment that is needed for both projects.</p>
<b>3.0</b>	<b>Resource Implications</b>  No resource implications at this time other than Officer's time, however the procurement of equipment will have a cost to Council.
<b>4.0</b>	<b>Appendices</b>  N/A

<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Service Level agreement with Armagh Banbridge and Craigavon DC in regard to PHA funded services 2016/17
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officer:</b>	Eoin Devlin

### Decisions Required

Members are asked to note the contents of the report, and consider and agree to:

- **Authorise the Chief Executive to sign the attached SLA**

#### 1.0

#### Purpose & Background

Prior to Local Government Reform a number of Public Health Agency (PHA) funded contracts were managed and delivered by Southern Group Environmental Health Committee (SGEHC) employed by Armagh City & District Council on behalf of the five constituent Councils including the legacy Newry and Mourne District Council. The contracts held were in relation to Home Safety, Tobacco Control, and Investing for Health and Health Inequalities. In a letter to the eleven new Councils 10<sup>th</sup> February 2015, the PHA asked Councils if they would agree to transfer existing contracts to the direct successor Council in the new structures.

Councils agreed to this interim arrangement for a period of 12 months and formal arrangements between the new Councils to ensure continuation of the above mentioned funded services across the Southern PHA area were put in place.

Councils have since agreed to this interim arrangement for a further period of 12 months.

Armagh City Banbridge and Craigavon Borough Council (ACBCBC) will act as the lead Council taking on the contracts previously managed by SGEHC (Armagh City & District Council) to deliver PHA funded services in the legacy Newry and Mourne District Council geography only.

#### 2.0

#### Recommendation

	That the Chief Executive signs the attached Service Level agreement
<b>3.0</b>	<b>Resource Implications</b>  None
<b>4.0</b>	<b>Appendices</b>  Service Level Agreement between Armagh City Banbridge & Craigavon Borough Council and Newry, Mourne and Down District Council. 2016/2017

## **Service Level Agreement**

### **PUBLIC HEALTH AGENCY FUNDED SERVICES**

**2016/17**

**Between**

**ARMAGH CITY BANBRIDGE  
AND CRAIGAVON BOROUGH COUNCIL**

**AND**

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

**April 2016**

## Service Level Agreement

### Between

Armagh City Banbridge & Craigavon Borough Council and Newry, Mourne and Down District Council.

(Hereafter referred to as the Agreement and the Stakeholders)

### 1.0 Background

Prior to Local Government Reform a number of Public Health Agency (PHA) funded contracts were managed and delivered by Southern Group Environmental Health Committee (SGEHC) employed by Armagh City & District Council on behalf of the five constituent Councils including the legacy Newry and Mourne District Council. The contracts held were in relation to Home Safety, Tobacco Control, and Investing for Health and Health Inequalities. In a letter to the eleven new Councils 10<sup>th</sup> February 2015, the PHA asked Councils if they would agree to transfer existing contracts to the direct successor Council in the new structures.

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Councils have since agreed to this interim arrangement for a further period of 12 months.

Armagh City Banbridge and Craigavon Borough Council (ACBCBC) will act as the lead Council taking on the contracts previously managed by SGEHC (Armagh City & District Council) to deliver PHA funded services in the legacy Newry and Mourne District Council geography only.

### 2.0 Shared Objectives

2.1 The Objectives of the Agreement are:

- To establish provision under which ACBCBC may provide PHA funded services as defined in 5.2 below.
- To define the role, responsibilities and obligations of the stakeholders.

### 3.0 Review of the Service Level Agreement

3.1 The Stakeholders shall jointly review the Agreement before 12 months as required to facilitate the interim position outlined above.

3.2 The Review Process will be initiated and facilitated by ACBCBC and Newry, Mourne and Down District Council 3 months prior to the end of the financial year.

**3.3** The Stakeholders may propose at any time during the Period to revise the Agreement, and agree any reasonable alteration or addition to or omission from the Agreement. In the event of such a revision being proposed, ACBCBC shall assess what resources, if any, will be involved, prior to agreeing to the revision.

#### **4.0 Performance Review and Reporting**

**4.1** The Stakeholders shall jointly review performance under the Agreement on a quarterly basis. Progress reports will be provided by ACBCBC to inform the process. A summary report for the 12 month period will be provided as an addendum to the fourth quarter report. Where significant variances are highlighted, a rationale will be provided.

**4.2** Newry, Mourn and Down District Council shall make comment on their progress report including the services delivered within two weeks of receipt.

**4.3** ACBCBC shall ensure that necessary action agreed is taken to maintain a high level of service delivery.

#### **5.0 Level of Service Delivered**

**5.1** ACBCBC is responsible for ensuring services are delivered within the Agreement and that they are reported on as detailed in section 4.

**5.2** The services covered by this Agreement are:

Funded Services and Projects including:

Tobacco Control

Home Safety (handling funding from and reporting to PHA only)

**5.3** The number of days dedicated to core function operational activity in the Districts is included in Table 1.

**Table 1: Total Breakdown of Time spend in Days**

<b>Service Area</b>	<b>Delivered by</b>	<b>Time spend</b>	<b>Work plan</b>
<b>Tobacco Control</b>	2 X Tobacco Control Officers	3 days per week FTE	As per PHA Contract
<b>Home Safety</b>	N, M & D DC Officer	N/A	Handling funding from PHA only and reporting on Action Plan

FTE (Full Time Equivalent)

**5.3** The time spend for training delivered by ACBCBC is incorporated within the Agreement as detailed in Table 1 above.

**5.4** Line Management for the staff involved will be provided by the Environmental Health Department of ACBCBC.

**5.5** ACBCBC shall ensure where possible, that the staff resources necessary to deliver the agreed level of services are available.

SLA 1<sup>st</sup> March 2016

**5.6** ACBCBC is responsible for monitoring the delivery of services on an ongoing basis.

## **6.0 Health and Safety**

**6.1** Health and Safety of staff employed by ACBCBC is the responsibility of ACBCBC, however adequate provision must be made for ACBCBC staff based at or working within Council Offices, to ensure that all legal obligations are met, thereby protecting all employees and Stakeholders.

**6.2** ACBCBC employees must adhere to the Health and Safety requirements of the respective Council. This includes adherence to health and safety requirements specific to Council offices as well as in the delivery of services external to the Council offices such as lone working and site specific requirements.

**6.3** The Head of Environmental Health is responsible for informing ACBCBC employees of Health and Safety requirements relevant to their Department.

## **7.0 Resolution of Disputes**

**7.1** Any day to day matters which give cause for concern or dispute, which have the potential to impact on the fulfilment of requirements within the Agreement, and which cannot be resolved by the Officers directly involved, will be referred to Line Management.

**7.2** If a situation arises which Line Managers are unable to resolve, it will be referred to the relevant Head of Service / Director.

**SIGNED ON BEHALF OF**

**ARMAGH CITY BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL**

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Chief Executive

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

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Chief Executive



<b>Report to:</b>	Active and Healthy Communities
<b>Subject:</b>	Nuclear Free Local Authorities (NFLA)
<b>Date:</b>	21 March 2016
<b>Reporting Officer:</b>	Michael Lipsett
<b>Contact Officer:</b>	Eoin Devlin

### Decisions Required

Members are asked to note the contents of the report and agree to:-

- **The Council remaining members of NFLA**

<b>1.0</b>	<p><b>Purpose &amp; Background</b></p> <p>Historically the legacy Newry and Mourne and Down District Councils were members of Nuclear Free Local Authorities (NFLA). This membership was transferred to the new council for the current year but we now wish to formalise our ongoing membership.</p>
<b>2.0</b>	<p><b>Recommendation</b></p> <p>It is recommended that Newry Mourne and Down District Council agree to remain a member of NFLA</p>
<b>3.0</b>	<p><b>Resource Implications</b></p> <p>£1258 affiliation fee</p> <p>Currently the Co Chair of NFLA Ireland is Cllr Michael Carr and the Secretary for NFLA Ireland is Sinead Trainor (Senior Environmental Health Officer) both of Newry Mourne and Down District Council. It is therefore also proposed that Newry Mourne and Down District Council will continue to provide the Officer's time and resources to NFLA so that both can carry out their duties efficiently for the organisation</p>
<b>4.0</b>	<p><b>Appendices</b></p> <p>The benefits of being a NFLA member are outlined in Appendix.</p>



## The Primary Local Government Voice on Nuclear Issues: the benefits of being part of the Nuclear Free Local Authorities (NFLA)

The Nuclear Free Local Authorities (NFLA) has been, and remains, the primary voice in local government in the UK and Ireland for interacting with, and influencing the national and international nuclear policy agenda. The organisation is well-known within local government and it is seen as a legitimate stakeholder with central government in the UK and Republic of Ireland, devolved governments in Scotland, Wales and Northern Ireland, across the wider nuclear sector and nuclear regulators.

The NFLA has also developed strong international links through its close co-operation with the Mayors for Peace, and its Secretariat in Hiroshima; KIMO International, with its Secretariat in Lerwick; and the Network of Cities for a Nuclear Free Europe, with its Secretariat in Vienna.

NFLA began work at the height of the Cold War in 1980. Much has changed in the world since then, and NFLA has also changed to remain relevant and reflect the changing priorities of local government. The network currently has around 50 members in England, Scotland, Wales, Northern Ireland and the Republic of Ireland. Its members affiliate in order to support the NFLA's work in promoting public safety, protecting the environment, and informing the public.

Leading members include Councils in Manchester, Leeds, Hull, Glasgow, Edinburgh, Dundee, Cardiff, Bridgend, Newry, Mourne & Down and Louth County. By working together, NFLA members are more able to influence policy on nuclear issues. This enables them to bring about greater openness and transparency in nuclear policy decision making. Membership also allows the NFLA Secretariat to develop original research and it provides an expert consultancy service across nuclear policy, waste management and in proposing renewable energy alternatives to nuclear power. ***Many local authorities find NFLA affiliation a practical and cost-efficient way of demonstrating their 'green' credentials and declaring their position publicly on a matter which is of concern to many members of local communities.***

The broad range of issues which NFLA campaigns and provides advice on includes:

- The transport of nuclear materials, weapons, and waste.
- Nuclear legacy issues, such as the decommissioning of nuclear installations and the disposal of radioactive waste.
- The use of renewable energy sources and energy conservation as alternatives to a new generation of nuclear power stations.
- The promotion and development of local authority energy policies, including the establishment of Energy Service Companies or Energy Trusts.
- Planning issues relating to nuclear sites.
- Information to help local authorities fulfil their emergency planning role relating to nuclear sites and major nuclear accidents overseas.
- Information on nuclear safety, nuclear emergency planning and public health.
- Awareness-raising about low level radiation risks, such as the risks from radioactively contaminated scrap metals and discharges into the marine environment.
- Information about nuclear proliferation and support for the international campaign to create a nuclear weapons free world.
- The potential for defence diversification to ensure jobs relating to nuclear weapons can be transferred to other high skill occupations.
- Sustainable economic development and employment outside the nuclear sector.
- On the behalf of its members, NFLA attends all relevant nuclear policy stakeholder forums including the DECC NGO Forum, the Office for Nuclear Regulation NGO Forum, the Nuclear Decommissioning Authority (NDA) Stakeholder Forum, the Ministry of Defence's Submarine Advisory Project and LGA / COSLA groups on nuclear decommissioning and radioactive waste management.

Proposals to build a deep-underground radioactive waste facility in England or Wales, and new nuclear power stations, such as at Hinkley Point, Wylfa and Sellafield Moorside are controversial, potentially exorbitantly expensive and involve local councils in significant expenditure to protect the interests of the communities they represent. ***By working together through NFLA, member authorities are able to pool their expertise, display a united front, and reduce their costs in tackling the wide range of complexities that surround nuclear issues.***

Local authorities are empowered to engage in NFLA work by local government wellbeing legislation. NFLA performs a 'watchdog' role to scrutinise the work of other organisations whose activities affect their inhabitants, including the nuclear industry and nuclear regulators, on behalf of its members.

Key achievements of the NFLA in the past 2 years include:

- An increase in the number of NFLA member authorities, with an additional number of Councils actively considering membership.
- The NFLA Secretary, Chair and / or national Forum Chairs met over the past 12 months with ministers and / or officials from the UK Government, the Republic of Ireland Government, the Scottish Government, the Welsh Government and the Northern Ireland Government to discuss nuclear policy concerns.
- The NFLA Secretary also meets on a regular basis with the Chief UK Nuclear Safety Inspector and other senior members of the Office for Nuclear Regulation and with senior members of the Environment Agency / SEPA / Natural Resources Wales in relevant Forums.
- The NFLA Secretary, through the DECC NGO Forum, has been nominated, and participates, in a liaison group with the UK Government over the national nuclear emergency planning review. The NFLA Secretary has also presented to the European Commission's Economic and Social Committee issues on improving crisis communications at European nuclear sites.
- The NFLA has nominated Dr Paul Dorfman to represent it on the Irish Environmental Protection Agency's Radiation Issues Committee. This considers evidence of the impact and effect on the island of Ireland of radioactive discharges and nuclear safety issues from the UK's civil and defence nuclear programmes.
- The NFLA has cooperated with Green Cross International to nominate representatives to attend a study of the situation in the Fukushima region. This was then followed up with a high profile seminar in the Westminster Parliament with the keynote speaker the former Japanese Prime Minister Naoto Kan. MPs from all political parties attended the event. A major set-piece 3 day series of events is taking place in mid March 2016 in Manchester and London for notable Fukushima and Chernobyl anniversaries which brings expert speakers from Japan, US, Germany, Austria, France and the UK to talk about the impacts of the disaster and the importance of decentralised renewable energy.
- The NFLA has provided informative and detailed seminars on all aspects of nuclear policy, energy policy and alternatives to nuclear power in its four constituent forums – All Ireland, England, Scotland and Wales – which hold 2 – 3 meetings a year. These have been supplemented by special Steering Committee seminars with expert speakers.
- The NFLA regularly provides detailed, coherent and cogent responses to Governments, the Nuclear Decommissioning Authority and regulatory bodies which have provided a powerful, independent view of nuclear policy fully supported by its member authorities.
- By co-operating with Vienna City Council, NFLA have helped to develop a growing and increasingly influential European Network of Councils opposed to nuclear new build, seeking improvements to European nuclear safety and the take-up of sustainable alternatives to nuclear power. This includes a joint response to the European Commission on the UK Government's proposed new nuclear strike price deal with EDF.
- By co-operating with KIMO International, NFLA has been able to influence the debate over radioactive substances going into the marine environment through attendance at the OSPAR inter-governmental Radiation Substances Committee.
- By co-operating with Mayors for Peace, NFLA have assisted in the development of its structural, organisational and financial capacity, its continuing increase in membership and its effective lobbying at the United Nations level. NFLA representatives have played an important

role in the development of a UK and Ireland Mayors, Provosts and Leaders for Peace Chapter being established in 2015.

- NFLA provide member authorities with an excellent series of informative NFLA national Forum and Steering Committee seminars, bringing engaging speakers and informative updates on all aspects of nuclear and energy policy.
- NFLA continue to develop the promotion of an alternative energy policy which includes a combination of a wide renewable energy mix, energy efficiency programmes and microgeneration schemes. These reports emphasise the focal role local authorities can take in developing these policies.
- NFLA is helping to advise Councils on the development of definitive energy policies. NFLA reports of best practice on these issues have been widely welcomed by NFLA members.
- NFLA representatives attend the SCCORS (Scottish Councils Committee on Radioactive Substances), NuLEAF (LGA Nuclear Legacy Advisory Forum) and the Nuclear Decommissioning Authority National Stakeholder Dialogue meetings to influence their policy agenda in reference to local government's important role in nuclear decommissioning and radioactive waste management.
- The NFLA Secretariat continues to be seen, and is treated, as a legitimate stakeholder across all aspects of the nuclear policy agenda.

The NFLA's priorities for 2016 / 17 can be found in the NFLA's Service Plan which can be found on its detailed website: <http://www.nuclearpolicy.info>

The NFLA secretariat provides the following services to member authorities:

- Representation of a local authority viewpoint to government and industry during both formal and informal consultation initiatives.
- Policy advice on nuclear issues from experienced and expert consultants retained or commissioned to prepare briefing materials. NFLA maintain a wide network of international, governmental, professional, regulatory, public interest, and media contacts developed over many years to assist in policy development.
- Research and information on nuclear issues affecting local authorities, which is regularly dispatched to nominated councillors and officers. This includes informative monthly newsletters. In 2015, NFLA produced over 30 detailed policy reports and 16 informative seminars for its members.
- NFLA also produced 60 media releases and over 50 detailed letters in 2015 to the national and regional media on various aspects of nuclear policy.
- Member information resources including daily electronic press information bulletins.
- Organisations of an Annual Policy Seminar and National Forum seminars to provide opportunities for councillors and officers to receive expert briefings, share experience, and develop policy.
- A UK & Ireland Steering Committee meets every 2 – 3 months in Manchester to discuss and steer NFLA policy development and the activities of the Secretariat.
- NFLA National Forums for England, Ireland, Scotland, Wales meet regularly to discuss relevant campaign matters and develop policy work.

NFLA affiliation fees are set according to the size of the population served by the Council, and 2016/17 rates for members are as follows:

**England, Scotland, Wales:**

Over one million people	£5,710
500k – 1 million	£4,080
200k – 500k	£2,438
100k – 200k	£1,496
Under 100k	£944

**Northern Ireland / Republic of Ireland:**

Over one million people	Not applicable
500k – 1 million	Not applicable
200k – 500k	£1,598
100k – 200k	£1,258
Under 100k	£801

An additional flat rate fee of £330 is collected respectively by the NFLA Scotland Forum to cover administration and additional local policy work. Local authorities in Ireland pay a reduced rate due to the lack of civil nuclear facilities on the island.

**To find out more please contact:**

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