

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Ref: AHC/2015

**Minutes of Active and Healthy Communities Committee Meeting held on
Monday 16 November 2015 at 6.00pm in the Commedagh Room,
Downshire Civic Centre, Downpatrick**

Chairperson: Councillor L Kimmins

In attendance: **(Councillors)**

Councillor S Burns	Councillor M Carr
Councillor L Devlin	Councillor C Enright
Councillor G Fitzpatrick	Councillor H Harvey
Councillor K Loughran	Councillor B Ó'Muiri
Councillor G Sharvin	Councillor D Taylor
Councillor W Walker	

Non-Committee Members: Councillor Andrews

Officials in attendance:

- Mr L Hannaway, Chief Executive
- Mr M Lipsett, Director of Active and Healthy Communities
- Mr E Devlin, Assistant Director of Active and Healthy Communities (Health and Wellbeing)
- Mr R Moore, Assistant Director of Active and Healthy Communities (Leisure and Sport)
- Mrs J Hillen, PCSP Manager
- Ms K Bingham, Good Relations Officer
- Mr K Gordon, Assistant Leisure Services Officer
- Ms J McCann, Area Community Development Officer
- Mrs E McParland, Democratic Services Manager
- Miss S Taggart, Democratic Services Officer

Also in attendance:

- Ms S Tracey, Swim Ireland
- Ms R McQuillan, Swim Ireland
- Mr A Cox, Swim Ireland

AHC/85/2015: APOLOGIES AND CHAIRPERSON'S REMARKS

An apology was received from Councillor Harte.

AHC/86/2015: DECLARATIONS OF INTEREST

There were no declarations of interest.

AHC/87/2015: ACTION SHEET OF THE ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON 19 OCTOBER 2015

Read: Action Sheet of the Active and Healthy Communities Committee Meeting held on 19 October 2015. (Copy circulated).

Noted: The Action Sheet was **NOTED**.

PRESENTATIONS

AHC/88/2015: SWIM IRELAND

The Chairperson welcomed Ms Tracey, Ms McQuillan and Mr Cox from Swim Ireland and invited them to make their presentation (copy of which is appended to these minutes).

Ms Tracey thanked the Chairperson for the invitation to present to the Committee and stated the Swim Ireland Child Learn to Swim Programme had four stages spanning from beginner to complete competency in water.

Ms Tracey advised the stages were broken down into four key elements; Be Safe; Build Confidence; Skill Development; and Stroke Technique. Having successfully completed all elements, the swimmer then moves onto the next stage and once all four stages are completed, the programme will enable every participant to enjoy a lifelong love for aquatics.

The Chairperson thanked Ms Tracey for her presentation and invited questions from the floor:

Members asked the following questions:

- STA informed Council that Swim Ireland was only for elite athletes which is obviously untrue, how difficult would it be for officers to implement the Swim Ireland Programme rather than the STA Programme?
- Where was Swim Ireland teaching at present?
- Would Swim Ireland recommend Newry Leisure Centre and Down Leisure Centre swimming schools to move to their programme?
- How did Swim Ireland deal with older children who wished to access the Programme?

The representatives responded to the queries as follows:

- The Programme was being developed to be able to train and work with teachers who have already gained other qualifications.
- There are 55 centres using the Programme and representatives were working on a generic programme which could be used in all types of facilities.
- Swim Ireland hope to implement the Programme by next September and would be developing resources and training teachers to this end.
- The Pathway was inclusive for all and can be tailored to the different age groups.

The Chairperson thanked the representatives for their attendance at the meeting.

LEISURE AND SPORTS

AHC/89/2015 ELITE ATHLETE SCHEME

Read: Report dated 16 November 2015, from Mr R Moore, Assistant Director of Active and Healthy Communities (Leisure and Sport) regarding the amalgamation of former legacy Councils amateur elite athlete membership scheme.

At the request of Councillor Burns it was unanimously agreed that officers investigate the possibility of extending the scheme to smaller sports and individuals rather than just team sports.

Agreed: **It was agreed on the proposal of Councillor Devlin, seconded by Councillor Fitzpatrick to endorse the amalgamation of the former legacy Councils' amateur elite athlete membership scheme.**

COMMUNITY ENGAGEMENT

AHC/90/2015 NEWRY, MOURNE AND DOWN TRAVELLER FORUM REPORT

Read: Report from Ms K Bingham, Good Relations Officer regarding the Newry, Mourne and Down Traveller Forum Meeting (Copy circulated)

The Chairperson advised she had circulated an email received from representatives of An Crushan Munia group who had concerns over an article that had appeared in the local press which was degrading and hurtful to the Travelling Community.

Mr Lipsett advised the email referred to the Committee's silence which, he said, was unfair as the meeting was the first opportunity the Committee had to discuss the issue and are bound by Council's Governance arrangements.

Mr Lipsett suggested a positive statement should be circulated stating what the Forum can do for the Travelling Community as set out in the officer's recommendations.

Members discussed the issue at length and it was agreed on the proposal of Councillor Burns, seconded by Councillor Kimmins that Council circulate a positive statement on the work of the Forum and what it can do for the Travelling Community as set out in the officer's recommendation.

Councillor Burns proposed to accept the officer's recommendations contained with the report to:

- Establish a sub-group comprising of Travellers and representatives of partner organisations to explore Traveller engagement, capacity building and community development support. This group will have a direct and sustainable link to the Newry, Mourne and Down Traveller Forum.
- Develop a two year action plan which will set the strategic priorities for the Forum, aligned to the community planning process.
- Develop an overarching consultation and engagement framework for engaging Travellers in the work of the Forum.

This was seconded by Councillor Ó'Muiri.

Agreed: It was agreed on the proposal of Councillor Burns, seconded by Councillor Ó'Muiri to accept the officer's recommendations as follows:

- Establish a sub-group comprising of Travellers and representatives of partner organisations to explore Traveller engagement, capacity building and community development support. This group will have a direct and sustainable link to the Newry, Mourne and Down Traveller Forum.
- Develop a two year action plan which will set the strategic priorities for the Forum, aligned to the community planning process.
- Develop an overarching consultation and engagement framework for engaging Travellers in the work of the Forum.

It was also agreed on the proposal of Councillor Burns, seconded by Councillor Kimmins that a positive statement be circulated highlighting the above intentions.

AHC/91/2015

CCTV PROVISION

Read: Report dated 16 November 2015 from Mrs J Hillen, PCSP Manager, regarding the request for approval for extension of current CCTV monitoring contract with Lisburn Commerce Against Crime until March 2017. (Copy circulated)

Mrs Hillen advised in order to ensure continuity of service relating to Council CCTV System and the provision of monitoring for cameras she was asking for approval to extend the monitoring contract with Lisburn Commerce Against Crime until March 2017.

Agreed: It was agreed on the proposal of Councillor Taylor, seconded by Councillor Harvey to approve the extension of current CCTV monitoring contract with Lisburn Commerce Against Crime until March 2017.

AHC/92/2015 DEA FOR A UPDATE (INCLUDING TERMS OF REFERENCE AND CODE OF PRACTICE)

Read: Report dated 16 November 2015 from Mrs J Hillen, PCSP Manager regarding an update on Inaugural Meetings of DEA Fora. (Copy circulated)

Mrs Hillen provided Members with an update on the inaugural meetings of DEA Fora and asked for agreement on the finalised Terms of Reference and Code of Conduct.

Councillor Burns proposed agreement of the Terms of Reference and Code of Practice and asked whether a guide to Community Planning and what it involved could be uploaded to the website for community groups to access. This was seconded by Councillor Ó'Muiri.

Agreed: It was agreed on the proposal of Councillor Burns, seconded by Councillor Ó'Muiri to agree the Terms of Reference and Code of Practice and that a guide to Community Planning and what it involved be uploaded to the website for community groups to access.

HEALTH & WELLBEING

AHC/93/2015 TEST PURCHASING GUIDELINES FOR ENFORCEMENT OF SUNBED LEGISLATION

Read: Report dated 16 November 2015 from Mr E Devlin, Assistant Director of Active and Healthy Communities regarding test purchasing guidelines for enforcement of sunbed legislation (copy circulated)

Councillor Enright requested that officers investigate the issue of the selling of sunbeds to minors over the Internet.

Agreed: It was agreed on the proposal of Councillor Burns, seconded by Councillor Ó'Muiri to agree the protocols for the Test Purchasing of Sunbeds.

AHC/94/2015 **GUIDELINES FOR THE ENFORCEMENT OF LEGISLATION CONCERNING THE SALE OF AGE RESTRICTED PRODUCTS (TOBACCO AND TOBACCO RELATED PRODUCTS INCLUDING CIGARETTE LIGHTER REFILLS)**

Read: Report dated 16 November 2015 from Mr E Devlin, Assistant Director of Active and Healthy Communities regarding guidelines for the enforcement of legislation concerning the sale of age restricted products (tobacco and tobacco related products including cigarette lighter refills) (copy circulated)

Agreed: **It was agreed on the proposal of Councillor Burns, seconded by Councillor Devlin to agree the protocols for the enforcement of legislation concerning the sale of age restricted products (tobacco and tobacco related products including cigarette lighter refills)**

AHC/95/2015 **NEW BIODIVERSITY STRATEGY FOR NORTHERN IRELAND**

Read: Report dated 16 November 2015 from Ms D Begley, Biodiversity Officer regarding Valuing Nature – a Biodiversity Strategy for Northern Ireland to 2020 (copy circulated)

Noted: **The report was noted.**

AHC/96/2015 **SCHOOLS ENVIRONMENTAL POSTER COMPETITION**

Read: Report dated 16 November 2015 from Mr P McShane, Environmental Co-ordinator, regarding Schools Environmental Poster Competition (copy circulated)

Noted: **The report was noted.**

REPORTS FROM OFFICERS

AHC/97/2015 **THE SCHEME OF DELEGATION**

Read: Report dated 16 November 2015 from Mr M Lipsett, Director of Active and Healthy Communities regarding Scheme of Delegation (copy circulated)

Noted: **The report was noted.**

AHC/98/2015 UPDATE ON PLAY DEVELOPMENT STRATEGY ROUTE MAP

Read: Report dated 16 November from Ms J McCann, Area Community Development Officer regarding update on the play development strategy route map (copy circulated)

In response to queries from Members, Ms McCann advised the list of sites were those which were maintained by Council and were still listed as play parks.

Councillor Fitzpatrick said she wished to propose that St Anne's Park, Mayobridge site should be added to the capital projects works scheme. Councillor Sharvin said he would second this proposal.

Mr Lipsett advised the report, and matter tabled for consideration, was about the implementation of the play development strategy and not about capital provision of play parks, which was the subject of Councillor Fitzpatrick's proposal. He stated the committee was entitled to request that officers look at play areas in different places across the District; however this would be focused on as the strategy was developed, and undertaken in consultation with DEA Councillors and community groups.

Members discussed the issue further and the Chief Executive advised the strategy would be based consideration of business cases which would be presented to Council, with priorities then being established in order to provide playgrounds.

Agreed: It was agreed on the proposal of Councillor Harvey, seconded by Councillor Enright to allow completion of the play development strategy route map.

There being no further business the meeting ended at 7.20pm.

For adoption at Meeting of Newry, Mourne and Down District Council to be held on Monday 7 December 2015.

Signed: Councillor L Kimmins
Chairperson

Signed: Mr M Lipsett
Director of Active and Healthy Communities

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

RTS/M

Minutes of the Regulatory and Technical Services Committee Meeting held on Wednesday 18 November 2015 at 3.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Chairperson: Councillor S Ennis

In Attendance:

Councillor P Brown	Councillor C Casey	
Councillor S Doran	Councillor G Fitzpatrick	
Councillor G Hanna	Councillor H McKee	
Councillor M Murnin	Councillor Ó Gribin	
Councillor G Stokes	Councillor D Taylor	

Non Committee Members:

Councillor G Craig

Officials in Attendance

- Mr C O'Rourke, Director of Regulatory and Technical Services
- Mr A McKay, Head of Planning
- Mr K Scullion, Assistant Director of Facilities, Management and Maintenance
- Mr C Jackson, Assistant Director of Building Control and Regulations
- Mrs E McParland, Democratic Services Manager
- Mrs L Dillon, Democratic Services Officer
- Mrs C McAteer, Democratic Services Officer

RTS/116/2015: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor T Andrews and Councillor V Harte.

RTS/117/2015: DECLARATIONS OF INTEREST

It was noted there were no declarations of interest.

RTS/118/2015: ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING – WEDNESDAY 21 OCTOBER 2015

Read: Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 21 October 2015. ***(Circulated)***

Agreed: **The Action Sheet was noted.**

RTS/119/2015: **REPORT ON COUNCIL'S SCHEME OF DELEGATION**

Read: Report on Council's Scheme of Delegation. **(Circulated)**. The report detailed the following decisions which were taken by the RTS Department under Category 6 of the Scheme of Delegation:-

- Road naming – Glen Burren
- List of Entertainment licences (including name of premises and address) which were issued with entertainment licences from 1 April to 1 November 2015
- Street nameplates
- Allocation of new postal address

Agreed: **It was agreed to note the above report.**

BUILDING MAINTENANCE

RTS/121/2015: **SPELLING OF TOWNLAND NAMES**

Read: Report dated 6 November 2015 from Mr Colum Jackson, Assistant Director of Regulatory and Technical Services re: spelling of Townland names. The report recommended that the Council continue to use the OSNI records for the purposes of spelling townland names as agreed by all Local Authorities in 2007, thus ensuring a consistent approach across our District and across the Province. **(Circulated)**.

A detailed discussion followed during which Mr Jackson advised that officers had no intention of renaming any roads in the District unless, as per Council policy, 50% of residents submitted a petition asking for a road to be renamed and that following a survey, 100% of residents must agree to the change.

In relation to the spelling of townland names, Mr Jackson referred to two appendices attached to the report and said the records showed that over a number of years there were many different spellings of the one townland and policy now was to use the latest spelling on the OSNI maps.

Mr O'Rourke advised that in 2007 all 26 Councils, the Post Office and Land and Property Service had agreed to use OSNI maps for the purposes of spelling townland names, to ensure a consistent approach was taken across Northern Ireland. He said this information was fed into the Pointer System which was used by the emergency services and Statutory Agencies.

Councillor O’Gribin said the emergency services had indicated they were having problems with the Pointer System and gave an example of the Leode Road, Hilltown which in their records was showing as Cross Road, Hilltown. He said where there was clear historical evidence, and also clear evidence of a spelling of a townland name which was used by local people, then that name should be retained.

Councillor O’Grbin said if OS records highlighted a different spelling of a townland name to that used locally, than Council Officers should consult with local Councillors on the proposed name.

Councillor O’Gribin said he wanted the townland name of Gargory to remain as it was and that there should be no change to the townland name or street name.

Following discussion Councillor O’Gribin proposed and Councillor Doran seconded that the recommendation in the report dated 6 November 2015 that the Council continue to use the OSNI records for the purposes of spelling townland names be accepted, subject to an amendment that if OSNI records show a spelling that is different to that currently being used, that this be referred in the first instance to the local Councillors for further consultation.

It was also proposed and seconded that the townland name of Gargory remain as it currently is and that no changes be made to the name in street/road signs.

The proposal was put to the meeting and unanimously agreed.

Agreed: It was agreed on the proposal of Councillor O’Gribin, seconded by Councillor Doran that the recommendation in the report dated 6 November 2015 that the Council continue to use the OSNI records for the purposes of spelling townland names be accepted, subject to an amendment that if OSNI records show a spelling that is different to that currently being used, that this be referred in the first instance to the local Councillors for further consultation.

It was also agreed that the townland name of Gargory remain as it currently is and that no changes be made to the name in street/road signs.

FACILITIES MANAGEMENT AND MAINTENANCE

RTS/122/2015: IMPROVEMENTS TO GRASS VERGE AT ENTRANCE TO ARDGLASS

Noted: Mr K Scullion advised that Councillor Dermot Curran had raised concerns about the poor look of the grass verge on the right hand side of the road as you enter Ardglass and said that as the entrance to a town was the first view that visitors get, it was very important that a good impression was given. He said the grass verge was owned by Transport

NI and there was also an issue with the poor condition of part of a fence line.

Agreed: **It was agreed on the proposal of Councillor Stokes, seconded by Councillor Doran that Council Officers, in conjunction with Transport NI and relevant private landowners, meet to discuss what improvement can be carried out to this area.**

RTS/123/2015: HILLTOWN HANDBALL COURT

Read: Report from Kevin Scullion, Assistant Director of Facilities, Management and Maintenance, dated 12 November 2015 regarding Hilltown Handball Court. The report recommended that the Council enter into a lease agreement in respect of Hilltown Handball Court. **(Circulated).**

Agreed: **It was agreed on the proposal of Fitzpatrick, seconded by Councillor Doran, to that the Council enter into a lease agreement in respect of Hilltown Handball Court.**

RTS/124/2015: REPORT RE: BUS SHELTER REQUESTS

Read: Report from Kevin Scullion dated 18 November 2015 regarding bus shelter requests and seeking approval of the recommendations as listed in relation to the following bus shelter requests:-

Completed

- Frederick Street, Killyleagh
- Castle Street, Killough

For approval

- Crossgar – adjacent to 65 Downpatrick Street
- Main Street, Clough
- Meigh Village Request
- Mill Hill Castlewellan
- Camlough Road, Newry

For consideration to refuse

- Newcastle Road, Kilkeel request

Requests under consideration
(as per locations detailed in report)

The report also advised that the budget for the provision of bus shelters in the current financial year was £5,000 and to meet all the requests listed for approval in the report would cost an estimated budget of between £30,000 to £35,000,

Agreed: **It was agreed on the proposal of Councillor Casey, seconded by Councillor Doran, to approve the above report and recommendations and also that approval be sought from the Strategic Policy and Resources Committee to increase the bus shelter budget up to £35,000 to accommodate the requests made to date.**

Noted: In response to a query from Councillor Doran, Mr Scullion said that the proposed bus shelter at Annalong had stalled as no agreement could be reached on a suitable location.

Mr Scullion said he would update Councillor Murnin on the location of a bus shelter at Drumaness.

Councillor Casey referred to the bus shelter on the Old Warrenpoint Road and said it was being used for anti-social behaviour purposes. He asked that officials investigate if this could be moved and report back to the Committee.

Councillor Casey asked if officials could investigate if a bus shelter could be provided on the Drummond Road, off the Armagh Road if this area was in the Newry, Mourne and Down Council area.

Agreed: **It was agreed on the proposal of Councillor McKee, seconded by Councillor O’Gribin to write to Transport NI and ask them to provide financial assistance to the Council for the provision of bus shelters as it was their policy to encourage the public to use public transport.**

RTS/125/2015: REPORT RE: PROPOSED EXTENSION TO STRUELL CEMETERY

Read: Report from Kevin Scullion dated 18 September regarding a proposed extension to Struell Cemetery and recommending the issue of a tender for a main contractor to carry out the works at Struell Cemetery for a proposed extension at an estimated cost of £125,000 and also to reallocate £125,000 from the Capital Budget 2015/2016 to Capital Budget 2016/2017 for expenditure on the proposed extension to Lough Inch Cemetery. (It was noted that the proposed extension to Lough Inch

cemetery does require planning approval and this has been applied for. It is unlikely that this will be approved in time for works to be carried out in the financial year). **(Circulated)**.

Agreed: **It was agreed on the proposal of Councillor Doran, seconded by Councillor Murnin, to approve the above report and recommendations for the issue of a tender for a main contractor to carry out the works at Struell Cemetery for a proposed extension at an estimated cost of £125,000 and also to reallocate £125,000 from the Capital Budget 2015/2016 to Capital Budget 2016/2017 for expenditure on the proposed extension to Lough Inch Cemetery.**

RTS/126/2015: CORRESPONDENCE FROM NILGA DATED 6 NOVEMBER 2015 RE: BRITAIN IN BLOOM 2015 NOMINATIONS

Read: Correspondence dated 6 November 2015 from NILGA re: Britain in Bloom 2015 Nominations. They were seeking support from the Council to nominate Newcastle to represent Northern Ireland in the “Coastal under 12k Category” of the 2016 Royal Horticultural (RHS) Britain in Bloom Competition. **(Circulated)**.

Agreed: **It was agreed on the proposal of Councillor McKee, seconded by Councillor Hanna to support NILGA in the nominations of Newcastle in the above Competition.**

Noted: Councillor Taylor joined the meeting – 3.50 pm.

PLANNING

RTS/127 /2015 – PLANNING DEPARTMENT - PERFORMANCE INDICATORS

Read: Report on Planning Department Performance Indicators. **(Copy circulated)**.

Mr McKay presented the figures for Planning Department performance and said the report showed continuing performance improvement in terms of the number of applications being determined on a monthly basis. He said there was currently a backlog of 1,500 applications in the system and this figure had stabilised.

Mr McKay said all administrative staff were now in place and interviews for additional Planning staff were due to take place next week with appointments hopefully being made by the end of November 2015.

Councillor Murnin raised the following queries:

- Can figures showing the number of decision notices issued be included in the Planning Performance Indicators Report?
- Concerns from Agents who were not receiving decision notices for Planning Applications. All Planning approval notices are currently signed by the Head of Planning and given the numbers involved could the Department look at having these signed by another Officer to avoid these having to be signed by one person only.
- The Briefing Panel is acting outside its remit and not making decisions based on valid planning reasons.
- Planning approval in respect of Planning Application R/2014/0487/F was approved by the Planning Committee in September 2015 subject to conditions yet the approval had not yet been issued due to the delay in issuing the conditions. The conditions should be issued in respect of this application.

Mr O Rourke said statistics showing the number of Planning decision notices being issued could be included in the Planning Department Performance Indicator Report.

Mr O Rourke explained the remit of the Briefing Panel. He said Officers proposed to seek Council approval to carry out a review on the effectiveness and efficiency of the Briefing Panel as part of a wider review of the overall planning approval process.

With regard to Planning Application R/2014/0487/F, Kane Heating, Mr O Rourke said it had been agreed at the Planning Committee Meeting on 30 September 2015 to approve this application with conditions and added that therefore the approval could not be issued until the conditions were agreed by the Committee.

In response to Councillor Hanna regarding appeals, Mr McKay said that since April 2015 in the region of 30 appeals had been made to the Planning Appeals Commission.

Agreed: It was unanimously agreed to note the Planning Performance Indicators Report.

It was also agreed that figures showing the number of decision notices that are issued by Planning Department to be included in the monthly Planning Department Performance Indicator Report which is presented to the Regulatory Technical Services Committee each month.

**RTS/128/2015 – MEMORANDUM OF UNDERSTANDING
TRANSPORT NI
RE: REMOVAL OF SNOW / ICE**

Read: Report dated 18 November 2015 from Mr J Parkes, Assistant Director Waste Management and Mr K Scullion Assistant Director Facilities Management & Maintenance regarding a Memorandum of Understanding of partnering arrangements between DRD Transport NI and District/Borough Councils of Partnering for clearing busy town centre footways and pedestrian areas of snow and ice. **(Copy circulated).**

Agreed: It was agreed on the proposal of Councillor Hanna seconded by Councillor Stokes to adopt the Memorandum of Understanding of partnering arrangements between DRD Transport NI and District/Borough Councils of Partnering for clearing busy town centre footways and pedestrian areas of snow and ice.

It was also agreed:

- (a) To seek a chemical analysis from Transport NI to ensure that salt used on footways poses no health hazard to people.**
- (b) The following areas be included for snow and ice removal:**
Bridge Street Kilkeel
Greencastle Street Kilkeel
Newcastle Street Kilkeel
Newry Street Kilkeel
Lower Square Castlewellan
The Square/ main shopping area Warrenpoint

FOR NOTING

**RTS/129 /2015 – ARC 21 JOINT COMMITTEE MEETING
MEMBERS MONTHLY BULLETIN
(5 NOVEMBER 2015)**

Read: Arc 21 Joint Committee Members Monthly Bulletin – 5 November 2015. **(Copy circulated).**

Agreed: It was agreed to mark ARC 21 Joint Committee Meeting Members Monthly Bulletin dated 5 November 2015, as above noted.

**RTS/130/2015 – ARC 21 JOINT COMMITTEE MEETING
- THURSDAY 1 OCTOBER 2015**

Read: Minutes of ARC 21 Joint Committee Meeting held on Thursday 1 October 2015. **(Copy circulated).**

Agreed: It was agreed to mark Minutes of ARC 21 Joint Committee Meeting held on Thursday 1 October 2015, as noted.

**RTS/131/2015 – ARC 21 SPECIAL JOINT COMMITTEE MEETING
- THURSDAY 16 OCTOBER 2015**

Read: Minutes of ARC 21 Special Joint Committee Meeting held on Thursday 16 October 2015. **(Copy circulated).**

AGREED: It was agreed to mark Minutes of ARC 21 Special Joint Committee Meeting held on Thursday 16 October 2015, as noted.

**RTS/132/2015 – DVA APPLICATION TO RENEW
ROAD SERVICE LICENCE**

Read: Letter dated 9 November 2015 from DVA regarding an application from the following operators for a Road Service Licence:
B1264 – Glenshane Coach Hire Ltd 11 Glenshane Road Maghera Co Londonderry BT46 5JZ.
B2880 – Lagan Valley Regional Transport CIC Units 1-6 PRM Complex Rathdown Road Moira Lisburn BR28 2RE.
B417 – Ben McMurray T/A McMurray Coaches Leamore Letterbreen Enniskillen Co Fermanagh BT74 9DZ.
B622 – Trevor Pratt 17 Masheracolton Road Newtownstewart Omagh Co Tyrone BT78 4LF.
B3490 – Oakwood Childcare Ltd 124 Main Street Derrylin Co Fermanagh BT92 9PD
B1560 – William Gibson T/A Glenview Enterprises 23 Cavanapole Road Tynan Co Armagh BT60 4RS. **(Copy circulated).**

Agreed: It was agreed to note the above correspondence.

RTS/133/2015 – REPORT RE: BUILDING REGULATIONS

Read: Report from Mr C Jackson Assistant Director Regulatory & Technical Services regarding Building Regulations. **(Copy circulated).**

Agreed: It was agreed to mark the above report noted.

EXEMPT INFORMATION

**RTS/134/2015 – TENDER REPORT
RE: INTEGRATED DESIGN TEAM SERVICES
- HOUSEHOLD RECYCLING CENTRE DOWNPATRICK**

Noted: Councillor Craig left the meeting at this point. (4.10pm)

Agreed: On the proposal of Councillor Murnin seconded by Councillor Fitzpatrick it was agreed to exclude the public and press from the meeting during discussion on this matter which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 – information relating to the financial or business affairs of any particular person (including the Council holding that information).

Agreed: On the proposal of Councillor Murnin seconded by Councillor Stokes it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson reported that it had been agreed on the proposal of Councillor Brown, seconded by Councillor Murnin to approve the recommendation contained in Report dated November 2015 from Mr J Gordon, Assistant Project Manager, and accept the tender received from Economic Operator 1 for integrated design team services for the development of a Household Recycling Centre at Killough Road Downpatrick. (Copy circulated).

There being no further business the meeting concluded at 4.15pm.

For consideration at the Council Meeting to be held on Monday 7 December 2015.

Signed:

Councillor Sinead Ennis
Vice Chairperson of Regulatory & Technical Services Committee

Signed:

Mr C O Rourke Director Regulatory & Technical Services

Report to:	Council Meeting
Subject:	<i>Narrow Water Bridge</i>
Date:	7 December 2015
Reporting Officer:	Eddy Curtis, Director of Strategic Planning and Performance
Contact Officer:	Eddy Curtis, Director of Strategic Planning and Performance
<u>Decisions Required</u>	
<ul style="list-style-type: none"> <i>Agreement to forward letter to OFMDFM regarding the future development of Narrow Water Bridge.</i> 	
1.0	<u>Purpose & Background</u>
1.1	<ul style="list-style-type: none"> The Narrow Water Bridge Project was cancelled due to the level of tenders received. Substantial lobbying has been carried out with all Political Parties, MLAs, MPs TDs etc. The “Fresh Start” report recently published has confirmed both the Assembly and the Dail fully support the development of this project.
2.0	<u>Key Issues</u>
2.1	<ul style="list-style-type: none"> At the last NMDCC/Louth Joint Committee, it was recommended that both Councils write to both Governments asking for their support and requesting a meeting to discuss the project.
3.0	<u>Resource Implications</u>
3.1	Staff Time
4.0	<u>Appendices</u>
4.1	

Report to: Council - 7 December 2015

Subject: Appointment of Members to the Board of Carlingford Lough Commissioners

Date: 27 November 2015

Reporting Officer: Liam Hannaway, Chief Executive

Contact Officer : Eileen McParland, Democratic Services Manager

1.0 Purpose and Background:

The purpose of this report is to update members on the situation relating to appointment of members to the Board of Carlingford Lough Commissioners and agree appointments.

2.0 Key Issues:

- 2.1 The Chief Executive of Warrenpoint Harbour Authority has contacted the Council to advise they would now be willing to permit the Council to rotate its representatives on the Board of Carlingford Lough Commissioners.
- 2.2 A total of 2 positions are available for the term of Council.
- 2.3 Previously these appointments have been made from those Councillors serving on the Warrenpoint Harbour Authority, currently Councillors Sean Doran, Gillian Fitzpatrick and Harold McKee.
- 2.3 Meetings are held 6 times per year and these are non-renumerated positions.
- 2.4 Members are asked to agree nominations.

2.0 Resource Implication:

None

3.0 Appendices

None

Notes of Multi-Council Delegation with Minister for the Environment in Guildhall Derry on 11th November 2015 at 11.00am

In attendance

Department of the Environment	Minister for the Environment Mark H Durkan MLA Nicola Creagh Mary Bunting
Derry City and Strabane District Council	Mayor Elisha McCallion Councillor Patsy Kelly Councillor Patricia Logue Councillor Drew Thompson Councillor Darren O Reilly John Kelpie (Chief Executive) Alfie Dallas (Lead Finance Officer)
Mid Ulster Council	Councillor Linda Dillon Councillor Cathal Mallagan Councillor Wills Robinson Councillor Derek McKinney Councillor Martin Kearney Anthony Tohill (Chief Executive)
Fermanagh & Omagh District Council	Councillor Josephine Deehan Councillor John Feely Councillor Robert Irvine Councillor David Mahon Brendan Hegarty (Chief Executive) Joan McCaffrey (Director of Corporate Services and Governance)
Newry, Mourne and Down District Council	Robert Dowe (Head of Finance) Councillor C Casey Councillor G Craig Councillor D Curran
Causeway Coast and Glens Borough Council	Alderman Norman Hills David Wright (Chief Finance Officer)

Apologies

Mid and East Antrim Borough Council	Sandra Cole (Director of Finance and Governance)
Armagh City, Banbridge and Craigavon Borough Council	Graham Coulter (Head of Finance)

All in attendance were provided with a copy of the attached Briefing paper (Appendix 1).

The Mayor of Derry City and Strabane District Council welcomed everyone to the Meeting and acknowledged the unique opportunity presented for the 7 affected Councils to present a strong collective voice to the Minister.

The Chief Executive of Derry City and Strabane District Council introduced the purpose of the delegation and identified the 3 main issues to be addressed as follows:-

- 1 To demonstrate the importance of the Rates Support Grant to the 7 Councils affected with proven socio-economic needs and disadvantage and lower rateable values;
- 2 To reinforce the impact that cuts to this grant have had on the 7 affected Councils;
- 3 To seek reassurance on the way forward in terms of securing wider Executive commitment for the Rates Support Grant and creating a period of stability for the affected Councils at a very crucial and challenging time.

In relation to Issue 1, Councillor Dillon made the following points:-

- the impact the 2015/16 cuts had had ranging from £175k to £620k across the 7 Councils which is a significant amount of money
- the Multi-Council representation at the Delegation representing 58% of the Northern Ireland population
- cuts to this grant were entirely wrong from an equality perspective
- the massive gap that already exists with the more wealthy Councils with cuts seriously impinging on any possibility of equal service provision
- with particular reference to Mid-Ulster, the costs of reform amount to £4.5m with an additional net annual deficit of £100k with no possible savings and contrary to the objectives of reform.

In relation to Issue 2, Councillor Casey made the following points:-

- the cuts could not have come at a worse time and go against the objectives of the Programme for Government in relation to tackling deprivation
- continued cuts will have significant impact on rural areas and will mean that the rich get richer and the poor get poorer
- the grant is now 25% less than in 2009/10 despite real terms increases in costs and something must be done about this

In relation to Issue 3, Councillor Logue made the following points:-

- the significance of the overall almost £3m reduction in the grant for 2015/16 at a time of increased powers
- to welcome the recent in-year reinstatement of 75% of the cut
- the Review of Public Administration brought additional challenges which shouldn't be an additional cost to ratepayers
- the purpose of the Rates Support Grant was to address inequality.
- Cuts to the grant would increase the wealth gap and it was essential that the Minister carry out an EQIA in terms of both the quantum and calculation formula of the grant
- the need for urgent clarity for 2016/17 as Councils had a legal obligation to strike their rates by 15th February and that the Minister addresses this urgently

In response to these points, the Minister welcomed the opportunity to engage with Local Government. He referred to the unprecedented budgetary challenges across all Government Departments, with the DOE being the most impacted in percentage terms and therefore been left with no alternative options to cutting the grant. This was highlighted in a letter to Executive colleagues at the time with the support of NILGA but to no avail and the Minister did not support the 2015/16 Executive Budget. He did however give a commitment at the time to keep the situation under review during the year and is very pleased to have been able to recently reinstate 75% of the amount cut and is hopeful that further in-year savings will enable the deficit to be further reduced. The Minister highlighted that Local Government Reform is about delivering better and more efficient services and that other Departments also need to step up to the plate to ensure this happens. He acknowledged the uncertainty that Councils in receipt of this grant have been facing on an annual basis, which is also evident in Central Government, but committed to doing as much as possible to give certainty around 2016/17 as soon as possible. In response to comments around the Programme for Government aiming to address imbalance and tackling deprivation and calls for an EQIA in relation to both the quantum and the formula of the Rates Support Grant, the Minister agreed that this needed to be looked at with a potential to be more linked to deprivation.

Whilst acknowledging the circumstances Councillor Dillon emphasised the need for clarity as soon as possible. She advised that cuts to the grant mean that “wealth gaps” get greater with significant impact on services and that this should not be allowed to happen. She commented that the Minister had a small window of opportunity to make a difference in this regard and it was crucial this was taken.

Councillor Irvine commented that the grant had actually reduced much more significantly in real terms given that Councils have an increasing cost base totally beyond their control and face significant challenges in respect of transferring functions budgets. He added that this

funding must not only be ring-fenced but must follow reality in terms of the cost of living as opposed to being reduced.

The Minister acknowledged that these were very valid points that need to be accepted by all Government Departments and that he was determined to avail of the small window of opportunity available to safeguard the grant going into the future. He added that the announcement of the new Environment Fund this week shows his commitment to Local Government and his concerns about what lies ahead.

Councillor Deehan welcomed the Ministers commitment to Local Government and that other Ministers must show the same commitment. She accepted the challenges faced and paid tribute to the recent in-year reinstatement of 75% of the amount cut and looked forward to news that there could be further reinstatement. She added that the Review of Public Administration is a major flagship project for the entire NI Executive including the Department of the Environment, and must succeed both in terms of efficiencies and better services and the whole future of success in this regard depended on proper funding. She expressed concern in relation to the inequality of the situation in that only 7 Councils were significantly disadvantaged.

The Minister acknowledged that the formula should be improved, that reform must succeed and Central Government must step up with the necessary financial support.

Councillor Casey added that when the Review of Public Administration had 2 hopeful outcomes. The first of these was £500m savings over 20 years which was now not possible and the second was efficient delivery of service. Giving the specific example of Newry, Mourne and Down District Council, he added that of the £48m budget, £25m related to pay with a further £7m relating to loans and queried whether the possibility of debt forgiveness could be considered. He also stated that the grant should be linked to CPI and inflation.

Councillor Dillon sought clarity from the Minister in relation to his written request to the Executive and whether this specifically made reference to Rates Support Grant.

In response, the Minister advised that a copy of the letter had been made public and referred "grants to Local Government and specifically Rates Support Grant". He added that he would be keen to see the Rates Support Grant have the same legislative protection as the de-rating grant. In relation to debt forgiveness, the Minister advised that debt forgiveness was not within the remit of his Department.

The Chief Executive of Fermanagh & Omagh District Council highlighted the additional challenges as a result of the indirect impact of the rates convergence transitional relief scheme. The relief formula had presumed that Rates Support Grant would be maintained at its' current level and that this hadn't happened. This issue has impacted significantly on the legacy Councils of Fermanagh and Coleraine who rely on Rates Support Grant funding. He

added that, whilst he paid tribute to the relief scheme, it was important to note that the policy had been diluted.

The Minister echoed these feelings and referred to the fact that he had identified this issue in letters to Department of Finance and Personnel.

Councillor Casey asked that in relation to the ring-fencing of this support, could the Minister give a guarantee that this funding would be protected for the next 5 years and asked what needed to be done to ensure this happened.

In response, the Minister reassured delegates that he would do his very best to ensure this happened and asked Councils to use their influence also at a wider Executive level.

Councillor Irvine added the further issue in relation to waste contracts which would be another inescapable cost and pressure for Councils to address.

The Minister acknowledged that he was aware of these significant issues.

The Mayor of Derry City and Strabane District Council congratulated the Minister on the recent savings identified and the in-year attempts to address the deficit. She referred to the position paper which had been circulated (Appendix 1) which provided a suggested way forward and a number of important asks. She added that in addition to this, the delegation would be seeking a response from the Minister in relation to the issues identified within 3 weeks and would also be looking for clarity in relation to protection of this grant over a minimum 3 year period to include inflationary adjustments.

In response, the Minister stated that a response would be provided within 2 weeks. He thank the delegation for the opportunity to discuss and advised that this was a priority in his respect. He asked that approval be provided through NILGA to make the strongest possible case to party colleagues.

In concluding, the Mayor of Derry City and Strabane District Council stressed the importance of working together as a collective group of Councils to ensure this happened.

Draft cross party all council Motion made following delegation on behalf of the 7 Rates Support Grant recipient councils, with Minister for the Environment, held on 11th November 2015

That the NI Executive commits to

- (i) ring-fencing a sum of a minimum of £18.325m within Executive budgets from 2016/17 onwards, from the Department of the Communities and if necessary related Departments
- (ii) Undertakes in the same year a detailed study as part of the wider review of Rates, co designed with Local Government, to determine the real level of future need required to ensure that those Councils with proven socio-economic need can maintain parity of service provision with those with a stronger, sustainable rate base.

This motion is made on behalf of the 7 councils who are highly dependent on this Rates Support Grant, and represent some 58% of NI's population. It is supported by the Northern Ireland Local Government Association, NILGA, as local government's representative body and has been circulated to non RSG councils also. This motion is made for the following reasons:

- There is a clearly recognised need for the grant to assist councils with proven socio-economic needs and disadvantage and lower rateable values to maintain parity of service provision with the more rates advantaged councils.
- The Grant is a crucial source of funding for 7 of the new 11 Councils providing funds of up to 7.02% of the most affected Council's total income.
- The grant has been reduced by almost 25% from its' 2009/10 level (£20.497m) to its' current level of £15.5m. This has resulted in significant rates increases in the impacted Councils. Cuts have been applied through a process of top-slicing resulting in the Council with the greatest need being faced with the greatest cuts. Cuts have obviously had no rates implications for the 4 RSG unaffected councils but regionally as well as locally this is having a serious affect on the ability to provide equitable, cost effective, services to those who need them most.
- The cuts have come at a time of significant challenge and additional burdens for the 7 impacted councils who are dealing with significant financial challenges in relation to rates convergence, transferring functions budgets and pension costs whilst striving to generate the necessary efficiencies following reform.
- It is strongly contended that any cuts to the Grant (both already applied and potential) run contrary to the policy objectives of this grant and should therefore be subject to equality impact assessment and rural proofing.
- Failure to ring-fence the grant will result in recipient councils becoming poorer and being forced to either cut services or significantly increase their district rate, putting their ratepayers at a distinct disadvantage in comparison to other more affluent areas of Northern Ireland.

Signed:

Mayor / Chair

cc. Alderman Carla Lockhart, President of NILGA

Sent from my iPad

Begin forwarded message:

From: "Robert Dowey" <robert.dowey@newryandmourne.gov.uk>
 Date: 1 December 2015 09:46:19 GMT
 To: "Eileen McParland" <eileen.mcparland@newryandmourne.gov.uk>
 Subject: Fw: Rates support grant delegation

Regards

Robert Dowey
 Head of Finance

----- Forwarded by Robert Dowey/Newry&Mourne/NI on 01/12/2015 09:45 -----

Hi all,

I have had the following feedback from Fermanagh & Omagh in respect of this and am happy to amend the draft motion accordingly. Just wanted to check if anyone else has any further comments/ amendments to add and if we are happy to take reports to our December Committees to approve?

amend the second part so that it relates 'to a fundamental review of the rates support grant mechanism coupled with a review of its aims & objectives to ensure that those councils, with proven socio-economic need, can maintain comparable levels of service provision to those councils with stronger, sustainable rates bases'.

Thanks and Regards
 Alfie

From: Alfie Dallas
 Sent: 24 November 2015 10:55
 To: 'brendan.hegarty@fermanaghmagh.com'; 'anthony.tohill@midulstercouncil.org'; 'Robert Dowey'; 'David Wright'; 'joan.mccaffrey@fermanaghmagh.com'
 Cc: John Kelpie
 Subject: RE: Rates support grant delegation

Hi all,

Further to below, please find attached draft meeting notes for your consideration. A written response from the DOE Minister is due by tomorrow but as yet has not been received. One of the key suggestions at the meeting was the development of a cross party all Council motion to the Executive and I have been working with Derek at NILGA to prepare a draft. This is attached for your consideration and input. It would be ideal if we could get our Councils to agree this in December so this could be sent to the Executive before Christmas.

Grateful for your comments and input.

Kind regards
 Alfie

From: Alfie Dallas
 Sent: 20 November 2015 11:40
 To: 'brendan.hegarty@fermanaghmagh.com'; 'anthony.tohill@midulstercouncil.org'; 'Robert Dowey'; 'David Wright'; 'joan.mccaffrey@fermanaghmagh.com'
 Cc: John Kelpie

Subject: Rates support grant delegation

Hi all,

Thank you for your attendance at the recent delegation. I am in the process of completing minutes of the meeting for circulation and agreement. One of the suggestions from the meeting was to ensure pressure was put on at an Executive level to maintain momentum and use as much influence as possible to support our case. Accordingly, I have drafted the attached potential Motion to be brought forward by the MLAs in our areas for your consideration and input. Should everyone be content, I would propose we report this along with the minutes of the meeting into our December Councils for support to proceed?

Grateful for your thoughts and comments.

Kind regards
Alfie

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Agenda Item:	Proposed Review of Planning (Development Management)
Report to:	Council
Subject:	A proposal to set up a Task Force to review the present Development Management function within the Planning Department
Date:	7 th December 2015
Reporting Officer:	Canice O'Rourke
Contact Officer:	Anthony McKay

Decision Required

Approval to set up a Task Force with the brief to critically review the operation of the Development Management function within the Planning Department, based on the experience gained since 1st April 2015.

1.0	<p><u>Purpose and Background</u></p> <p>Council became the Planning Authority for the district as of 1st April 2015 and having inherited a complement of Planning Officers from the DoE, set up a statutory Planning Committee and a Briefing Panel and developed and implemented a series of protocols including an approved delegated authority for officers to issue decisions on non-contentious applications, for the purposes of managing the day to day procedures of reception, validation, consideration, presentation and decision making in relation to Planning Applications.</p> <p>The Council on agreeing the arrangements for Planning also stated that there should be a review of arrangements after 12 months. This paper seeks agreement on the process and governance of the review.</p> <p>Several Committees have an interest in the operation and governance of Planning. The Planning Committee make planning decisions, Regulatory and Technical Services is responsible for planning performance, Strategic Policy and Resources is responsible for the governance of all Committees.</p>
2.0	<p><u>Key Issues</u></p> <ol style="list-style-type: none"> 1. It is recommended that council approve the creation of a task and finish Task Force to examine the operational effectiveness of the procedures and protocols presently being used to deliver the Development Management function within the Planning Department and to propose changes if appropriate 2. At a minimum this task force should examine:

	<ul style="list-style-type: none"> • The operation of the Briefing Panel • The officers delegated authority • The Planning Committee Operating Protocol • Speaking rights at the Planning Committee • The prioritisation used to determine planning application consideration • The sign off and issuing of planning decisions • Performance reporting in relation to Planning • Identify Training and Capacity Building <p>3. The Task Force should be composed of:</p> <ul style="list-style-type: none"> • Chair and Deputy Chair of the Planning Committee • Chair and Deputy Chair of the Regulatory and Technical Services Committee • Chair and Deputy Chair of the Statutory Policy and Resources Committee • The Director of Regulatory and Technical Services • The Director of Strategic Planning and Performance • The Area Planning Manager • The Change Manager • An independent outside person with significant Planning experience <p>4. The Task Force should carry out the review during Jan & Feb 2016</p> <p>5. The Task Force should report back to Council in March 2016</p> <p>6. Council approved Task Force recommendations to be implemented in April 2016</p>
3.0	<p><u>Resources</u></p> <p>It is estimated that the cost of engaging an independent expert to assist the Taskforce will be in the region of £6,000.</p>
4.0	<p><u>Recommendation</u></p> <p>Council to approve the proposal and specifically the key issues listed in section 2 above and a budget of £6,000.</p>

Report to:	Full Council Meeting
Subject:	<i>Response to the Consultation on the changes to the Strangford Lough Ferry Timetable</i>
Date:	7 December 2015
Reporting Officer:	Heather McKee, Assistant Director Community Planning
Contact Officer:	Heather McKee, Assistant Director Community Planning

Decisions Required

Approval of the Response to be submitted to Transport NI by 11 December 2015

1.0	<u>Purpose & Background</u>
1.1	<p>Transport NI is considering amending the Strangford Lough Ferry Service timetable to provide an additional early morning sailing from Portaferry on weekday mornings. The additional early sailing at 07.15 from Portaferry has been requested by the public and public representatives.</p> <p>Transport NI are exploring how best to deliver this service as an extension to operating hours would result in an increase in operating costs and require changes to employment terms and conditions for Ferry crews.</p>
2.0	<u>Key Issues</u>
	<p>Newry, Mourne and Down District Council agreed to undertake a survey to ascertain opinion on the proposed changes to the Ferry Service Timetable. The Council requested that Transport NI extend the closing date of the consultation to facilitate the survey process and this was agreed.</p> <p>The majority of those surveyed used the Ferry for business purposes and the majority of those, 88.3%, agreed with the introduction of the earlier sailing. While there was mixed opinion about the dropping of the last 2 sailings 57.4% disagreed with this proposal.</p> <p>The Strangford Lough and Lecale Partnership note the impact of social isolation through stopping the evening sailings and suggest cutting services during the daytime in the winter, possibly between the shifts of workers for example – service from 7.20 am – 2 pm, shift dropped between 2-3 pm, and starting again at 3 pm – 10.45 pm Sunday to Thursday with Friday and Saturday to 11.15 pm.</p> <p>Newry, Mourne and Down District Council therefore suggest that the additional early morning sailing and the late sailings are retained and other options explored for balancing the costs of this such as the suggestions made by the Strangford Lough and Lecale Partnership.</p>

3.0	<u>Resource Implications</u>
	N/A
4.0	<u>Appendices</u>
Appendix 1: Newry, Mourne and Down District Council response to the Transport NI Consultation on the Proposed Amendments to the Strangford Lough Ferry Service Timetable (including analysis of the survey)	

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh



Comhairle Ceantair

an Iúir, Mhúrn agus an Dúin 93

Newry, Mourne and Down
District Council

Newry, Mourne and Down District Council response to the Transport NI Consultation on the

Proposed Amendments to the Strangford Lough Ferry Service Timetable

December 2015



1.0 Executive Summary

Transport NI is considering amending the Strangford Lough Ferry Service timetable to provide an additional early morning sailing from Portaferry on weekday mornings. The additional early sailing at 07.15 from Portaferry has been requested by the public and public representatives. To off-set the cost of this additional early morning sailing Transport NI has suggested dropping the last 2 evening sailings from Sunday to Friday during the winter months.

Transport NI is consulting on these proposals.

In constructing its response to the consultation, Newry, Mourne and Down District Council undertook a survey of users of the Ferry service and other interested parties. The analysis of the responses received is included in this report with all the comments from respondents.

The majority of those surveyed used the Ferry for business purposes and the majority of those, 88.3%, agreed with the introduction of the earlier sailing. While there was mixed opinion about the dropping of the last 2 sailings, 57.4% of respondents disagreed with this proposal.

Of those surveyed, 49.6% of respondents noted that they would be affected by the removal of the late sailings. They gave various reasons such as having to cut short visits to elderly relatives or being forced to drive a long distance home following a late work shift.

The comments from the Strangford Lough and Lecale Partnership (included in full at section 5) note the impact of social isolation through stopping the evening sailings and suggest cutting services during the daytime in the winter, possibly between the shifts of workers for example – service from 7.20 am – 2 pm, shift dropped between 2-3 pm, and starting again at 3 pm – 10.45 pm Sunday to Thursday with Friday and Saturday to 11.15 pm.



2.0 Background

Transport NI is considering amending the Strangford Lough Ferry Service timetable to provide an additional early morning sailing from Portaferry on weekday mornings. The additional early sailing at 07.15 from Portaferry has been requested by the public and public representatives.

Transport NI are exploring how best to deliver this service as an extension to operating hours would result in an increase in operating costs and require changes to employment terms and conditions for Ferry crews.

Newry, Mourne and Down District Council agreed to undertake a survey to ascertain opinion on the proposed changes to the Ferry Service Timetable. The Council requested that Transport NI extend the closing date of the consultation to facilitate the survey process and this was agreed.

3.0 Survey Methodology

The Chairman of Newry, Mourne and Down, Councillor Naomi Bailie, constructed a short questionnaire in association with Community Planning staff.

Agreement was reached with Transport NI staff to allow 2 Council employees to survey Ferry users from 07.15 – 13.00 on Wednesday 25 November 2015 and 18.00 – 23.00 on Saturday 28 November 2015.

Questionnaires were distributed to businesses in Strangford and Portaferry on Wednesday 25 November 2015.

To allow all interested parties the opportunity to present their opinion, the questionnaire was available to download from the Council's website and the process was publicised on the Council's facebook page and in local press.



4.0 Survey Results

Q1. Type of User

Q1. Do you usually use the ferry for:			
Work	Business	Leisure	Educational / Schooling Purposes
57	34	55	19

There were 127 respondents to the survey carried out over one weekday and one weekend morning.

Of the 127 surveys received the greatest number indicated that work was the main purpose for using the ferry with 57.

55 respondents used the ferry for leisure purposes, 34 for business purposes and 19 for educational / schooling purposes.

(Many of the respondents ticked more than one purpose for using the ferry.)

Q2. Do you agree with the additional early sailing ie 0720 on week days all year round?

Of the 127 respondents to the survey, 120 answered Q2 .

Yes	No
106	14

Of the 120 respondents 106 agreed with the additional early sailing accounting for 88.3% of the total.

The remaining 14 respondents did not agree with it.



Q3. Do you agree that this extra sailing is resulting in the dropping of the last 2 sailings in the evening (Sunday – Friday) from 1st October to 31st March each year?

Yes	No
49	66

More people (66) 57.4%, disagreed with the statement than agreed with it (49) 42.6%.

Q4. Does the proposal to cut the last two evening sailings affect you?

Of the 127 surveys received, 125 responded to Question 4

Yes	No
62	63

63 (50.4%) of the respondents stated they were not affected by the cuts while 62 (49.6%) respondents said they were directly affected by the cuts.

Of the 62 affected many stated that the cutting of the last 2 sailings would adversely affect their social activities while many more said that it would limit their time spent with families.

Many respondents did not make additional comments.

Any comments made during the survey have been recorded in section 5.0 below.



5.0 Comments received on the changes to the changes to the Strangford Lough Ferry Timetable:

Strangford Lough and Lecale Partnership comments:

The move to introduce an early morning sailing, especially to address the needs of workers and business at 07.20 from Portaferry throughout the year weekdays is welcomed.

However, reducing the evening ferry service is a blow to the developing tourism industry affecting not just Portaferry but Strangford, the Ards Peninsula and the tourism Destination.

Tourism here does not end in the winter – even more so from next year as Exploris reopens and Portico opens – both year round facilities which gives this area a competitive edge on many other places.

We also have events such as Gala we'en, the Carol Ship, music and restaurants, bars.

When visitors choose a place to base themselves they generally seek somewhere with a good selection of evening venues to try out. With the last boat at 22.30 from Strangford and 22.45 from Portaferry it is already reducing the options for people but to make it 22.00 will effectively halve the evening offering in this area (on either side of the Lough) as most people will not be prepared to leave their meal or drink at 9.30 / 09.45pm to catch a ferry.

Reducing these options may be the difference between people deciding to base themselves in this area or not and we would in fact recommend that the Friday evening service is extended in line with the Saturday night sailings of 11pm and 11.15pm.

Reducing the evening sailings will mean that people (local and visitors) will make the decision not to use venues not just in Portaferry or Strangford but also Downpatrick, Killyleagh, Portavogie and others.

Many visitors from the ROI travel up from Dublin on a Friday evening to take short break weekends . It is already a disincentive to stay on the peninsula to have to make a boat at 22:30 or risk a further 40 mile drive. To move this to 22:00 could be a deciding factor in not staying on the peninsula at all.

There is also an issue for people on the peninsula who already have limited access to facilities due to their geographic location and will find that it is impossible to participate in community and social events scheduled throughout the week through the area eg evening classes or events in Downpatrick will be out of the question for people from the peninsula unless they end before 09.30pm. This increases rural isolation and reduces people's opportunity and quality of life and there may also be an issue relevant to emergency services.

It is understandable that to accommodate the early morning sailings there is a need to offset the costs in another area.



We are aware that the collective recommendation from the community in Portaferry has been to consider cutting services during the daytime in the winter, possibly between the shifts of workers for example – service from 7.20 am – 2 pm, shift dropped between 2-3 pm, and starting again at 3 pm – 10.45 pm Sunday to Thursday with Friday and Saturday to 11.15 pm. This appears to be a sensible solution but would be subject to consideration of related staffing issues. Alternatively if this option is not possible the Department is urged to look at savings and efficiencies in other areas.

5.1 Comments on how the changes to the Ferry timetable will affect users:

COMMENTS FROM FERRY QUESTIONNAIRE Distributed November 2015

It affects every facet of my day to day life, from work, leisure, family etc. There should be no reason that those who wish to travel between Portaferry and Strangford should receive a substandard service in terms of operating hours. The service as it is currently is below par, so by reducing the evening sailings is absurd. To have the early morning sailing is plain common sense, so to add it to the proposal as if it a new initiative is particularly humorous as this is what many travelling to Strangford have needed for some time. During the current early sailing that is in use during the refit of the larger vessel, this service is particularly busy, i.e. there is a need! By reducing the later sailings in the evening, this does a disservice to those who potentially wish to avail of the beautiful setting which Portaferry is located and to add to the economy within the 'Destination Strangford Lough' which NMDDC and ANDBC have promoted so prominently.

I am part of a sports team. Dropping of the last sailings could leave return journeys extremely rushed with increased chances of missing the ferry.

Every Autumn the ferry goes for service for at least 6 weeks. This year ferry has been docked for three weeks and to date no work has commenced. The smaller ferry takes less cars and unless you are queuing 15 minutes earlier than usual time you don't get on that sailing, this results in arriving late for work. It is unacceptable that the public should be inconvenienced every autumn for 6-8 weeks when you consider how expensive it is to travel on the ferry.

Unable to continue attending traditional music sessions each week.

10 o'clock is much too early for last ferry. If visiting friends or out for a meal you much leave early to get last ferry.

A toll bridge would be good.

Socially. We like to go to the Cuan and the Lobster Pot at least 5 times per year.

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh



Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

100

As a resident of Portaferry, being 'cut off' from access to Downpatrick and further afield. Also work events will be restricted as I need the ferry for work.
Sometimes I would travel to Strangford for a meal on a Saturday and if the weekend sailings are cancelled this would make it very inconvenient.
Does not suit our finish time in evening.
I socialise on the Portaferry side and play traditional music sessions. I use the last ferry regularly. Public transport is not for profit it is a hub of social interaction.
Unhelpful for my business. Cancel ferry from 1.45 – 3.00 thus shortening shift and saving hours.
Family ill and palliative care for them – this limits my ability to travel and limits time with family as I live in Downpatrick and family live in Kircubbin. It would be advantageous to not solely to top up smart card by £50/time but to have £10, £20 top ups also.
Can't get home from work my shift ends at 10.30 on Sunday & Friday.
Usually get one of last boats to Portaferry 5 nights a week. I work in Drogheda.
We are frequently attending school evening fundraisers and sailing club events which would mean we would have to take a 80 minute car journey to get home to Portaferry if the early evening sailings were cancelled.
Sometimes I have matches and might be home late.
I have elderly parents on the other side and i need to be over as quick as possible when they need me. Last thing I need is less boat journeys. In my opinion there should be <u>more</u> boat journeys – the boat is meant to be a service which should be available – many passengers or none!!!
Would be back at time it would be off.
Socialising with work colleagues. My partner attends a regular traditional music session every Tuesday night, and this would make it not worth his while to go (and spend money in Portaferry). My partner's father also uses the boat to play table tennis in the Lecale League and would miss matches to be forced to drive around to Portaferry as a consequence. There is no gain for Strangford residents – only the loss of a ferry which I would regularly use.

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh



Comhairle Ceantair

an Iúir, Mhúrn agus an Dúin

Newry, Mourne and Down
District Council

101

Socially when I am visiting Portaferry, I have to leave earlier in evening.
Inconvenience, would have to travel around road after spending leisure time in Portaferry or if business was late. A bridge producing hydroelectric power would solve all these problems.
Portaferry is currently undergoing extensive regeneration – inc the reopening of Exploris, new tenants at Portaferry Hotel, new arts centre PORTICO, the Narrows Social etc curtailing ferry options in evening will not help regeneration! (nor allow me to travel back from work in evenings!)
Some evenings work late.
I am not a regular user of the ferry and therefore any changes will not affect me.
Have to go around the road – work.
Don't always know when I finish work.
Build a bridge.
Car tickets are very expensive - £50 for 20 journeys is extreme. A drop in price is needed.
Any compromise on the cost of tickets? Think the cost of car tickets is excessive to say the least!
Visiting family on christmas day is a hard one as have to do the over 1 hr journey around the road. Doesn't affect me really as Strangford side. I need the 8 am boat. I recently go married and family live in Ballygalget it cuts of the time in which you can leave when you have to get to boat. I also work 3 days a week in Ballygalget PS so for example christmas concerts are on – the last sailing at 10.15 may mean a trip around the road. I think that a bridge being would solve all the problems; it would open a lot of opportunity for Portaferry and the surrounding areas – also the boat is way too expensive!!! – maybe a loyalty card offer so many journeys. Please listen to the PEOPLE!!! No boat xmas day – has this ever been given a trial run?? Even a morning sailing and evening – think of the people.
Needs to be even earlier. Terrible idea! Very much!

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and South Armagh



Comhairle Ceantair

an Iúir, Mhúrn agus an Dúin

Newry, Mourne and Down
District Council

102

Returning for my work and leisure activities

The Ferry needs to operate earlier and later, essential to the area for work/business/leisure

I will be unable to use the ferry to return home after a night out, training for my sport, journeys from the south. Cinema outings.

Portaferry is a dying town and needs to be supported not cut off further from facilities.

Removal of last sailing will probably affect many people in Portaferry who use the crossing for accessing entertainment eg cinema & bingo in Downpatrick & also youth sports teams.

Work and social engagements.

School events and visiting friends, relatives at night.

I feel Portaferry has suffered enough and to cut ferry sailings at all, just enforces lack of investment in the area.

As it stands it is difficult enough to attend/organise events outside Portaferry. This will only increase the inconvenience.

I have friends in Portaferry and would use the last boat home.

Need to get home after work from the Strangford side.

I often need the last sailing to get home from work at the Strangford side.

Any decrease in the service would add significant cost to my business due to the forty mile trip home if I miss the last boat.

Late journeys home from Dublin.

Delivery driver. Only use service occasionally.

This doesn't affect my use of service so no comment.

I am involved with Portico concert venue in Portaferry and we plan to have cinema showings on Thursday nights & concerts on Friday evenings over the period 1st October to 31st March. So people would have to leave early to catch ferry.

Like to socialise in Strangford and Downpatrick.

Like to socialise in Strangford and Downpatrick.

We like to socialise in Strangford so its making us miss out.

Strangford does well with customers from Portaferry.

Strangford and Portaferry suffer.

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh



Comhairle Ceantair

an Iúir, Mhúrn agus an Dúin

Newry, Mourne and Down

District Council

103

Getting stuck with no way back home.
I attend meetings where I need use of ferry late evenings.
I get stuck and have no way home. This is how it affects me.
Service is adequate and reliable – the proposed changes will streamline the system and earlier sailing is a good idea.
Will have to rush to finish meal.
Not regularly. From time to time we would travel down to dine at the Cuan in Strangford and travel back on the last ferry to Portaferry.
Not regularly.
All family live in Portaferry so it will cut down the time I may spend with them.
Can't stay late visiting elderly parents.
Family and work across the water.
Evening travels affect me as i will have to add extra hour journey home.
Travelling to essential meetings. Because I need this ferry to get home from meetings in Portaferry. This will effect myself and others going to and getting home from essential Addiction Recovery Meetings.
Getting home reason.
Family living on other side.
No way of getting home.
Unable to continue attending traditional music sessions each week.
Family commitments. Attendance to school events/meetings. Attendance at family commitments.
Attendance at school events/meetings. Attendance at leisure & sporting events.
Missing last sailing from Strangford means driving from Downpatrick – Newtownards

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and South Armagh



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Newry, Mourne and Down
District Council

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– Portaferry.

I will now have to drive 75km taking me 1.5 hours, when in Strangford after 10pm.

Because it means an earlier start of the ferry engines in the morning meaning more disturbing of the peace early morning. WHAT TIME will the engines now start at. Due to environmental noise regs it cannot be before 7.00a.m. This needs to be confirmed by council BEFORE any meaningful decision can be made

The information provided for consultation omits any details on what time the ferry noise will start in the mornings. As this would be a year round change (EVERY DAY 365 days a year) there has to be some detail given on this.

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District Council

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6.0 Recommendations

The response to the survey clearly supports the continuation of the early sailing from Portaferry but users of this service do not wish it to impact on the late sailings.

Newry, Mourne and Down District Council therefore suggest that the additional early morning sailing and the late sailings are retained and other options explored for balancing the costs of this such as the suggestions made by the Strangford Lough and Lecale Partnership.

Report to:	<i>Full Council Meeting – 7 December 2015</i>
Subject:	<i>Retention and Disposal Schedule</i>
Date:	<i>7 December 2015</i>
Reporting Officer:	<i>Alison Robb</i>
Contact Officer:	<i>Briege Magill</i>

Decisions Required

Council is asked to note the contents of the report, and consider and agree to:

- ***Newry, Mourne and Down District Council's Retention and Disposal Schedule for submission to PRONI***

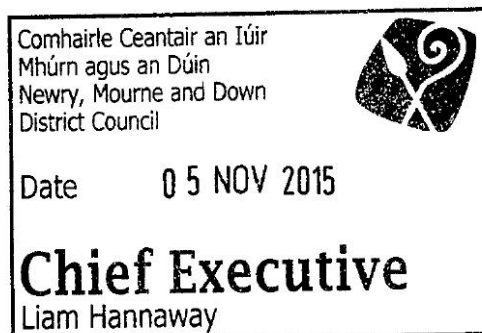
1.0	<u>Purpose & Background</u>
1.1	<p><i>Councils are required to develop a Retention and Disposal Schedule under the Disposal of Documents Order 1925. This needs to be submitted for approval to the DECAL Minister as Keeper of the Records and laid before the Assembly.</i></p> <p><i>The schedule covers a full range of functions of the Council and is based on the existing template used by the two legacy Councils. It provides a structure to improve business practice and supports audit and legal requirements.</i></p> <p><i>The Schedule is to be submitted to PRONI by the end of December 2015.</i></p> <p><i>PRONI have acknowledged that Councils are still awaiting some new functions to transfer, and have been unable to specify how the associated records should be treated under a Retention and Disposal Schedule. Therefore PRONI will be recommending that an addendum to the Schedules should be laid in 2018, so that the new functions can be covered, and that some of the initial retention decisions can be revisited and revised where necessary.</i></p>
2.0	<u>Key Issues</u>
2.1	<i>There may be several further minor changes following Council meeting on 7 December 2015. Request permission to include such changes subject to the approval of the Assistant Director of Corporate Services, Administration, being satisfied all is in order.</i>
3.0	<u>Resource Implications</u>
3.1	<i>None</i>
4.0	<u>Appendices</u>
	<ul style="list-style-type: none"> ▪ <i>Appendix I – Newry, Mourne and Down District Council Retention and Disposal Schedule.</i>



Mr Liam Hannaway - Chief Executive
Newry, Mourne and Down District Council
O'Hagan House
Monaghan Row
NEWRY
BT35 8DJ

919

2 November 2015



Dear Mr Hannaway

Aitnamackin Post Office®
Previously located at: 79 Blaney Road, Altnamackin, Newry, BT35 0EA

As you may be aware the Post Office at Altnamackin closed on a temporary basis in July 2015. Since that time we have, unfortunately, been unable to restore a service and I am now pleased to let you know that from 6 November 2015 we will be introducing a Home Service to the area.

The Home Service is designed to provide customers living in small remote communities access to certain Post Office products and services. Customers who register for the Home Service can telephone the neighbouring Postmaster to order or request Post Office products and services, including stamps, mails acceptance, travel money and manual bill payments and have these delivered direct to their door during a designated delivery slot.

The Postmaster from Markethill branch will provide this Home Service to Altnamackin. Their contact details are provided below. Customers wishing to use the new service should contact the Postmaster directly to register.

Markethill Post Office,
7 Mowhan Road, Markethill, Armagh, BT60 1RQ
Telephone: 02837 551200

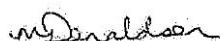
We remain committed to establishing a Post Office service in Altnamackin and we will continue to monitor for any opportunities but we believe that introducing the Home service can be an effective interim measure that will help those customers who find it difficult to get to their nearest Post Office and will enable them to access some key services provided by the Post Office. Details of product availability are provided overleaf.

The introduction of this service will also help us to assess the demand for Post Office services in the area, which may create opportunities to enhance the service going forward and we would seek to review the position as the service develops.

We will be working with the Postmaster to make customers aware of the new service and posters and leaflets which will be available locally.

Thank you for taking the time to read this letter. Other people in your organisation may be interested to hear about the new service, so please feel free to share this information with them.

Yours sincerely




Mandy Donaldson
Field Change Advisor

How to contact us:

 comments@postoffice.co.uk



Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55

 FREEPOST Your Comments
Please note this is the full address to use and no further address details are required.



www.postoffice.co.uk

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

Home service products & services available	
Mail	
Stamps	
First & Second Class mail	
Signed For & Special Delivery	
Inland small, medium & large parcels	
International letters & postcards	
International parcels up to 2kg	
Collection of mail over 2kg	
Drop & Go card top-up	
Banking services & bill payments	
Cash & Cheque deposits (Partner banks only)	
Bill payments by transcash	
Postal orders	
HMRC cash cheques	
Post Office Financial Services Leaflets	
Driving	
Car tax	
Travel	
Travel money	
Travel insurance	
Other services	
Mobile Top-ups, E vouchers & Phonecards	
Post Office gift cards	
Rod fishing licences (if applicable)	
Cash and cheque payment only accepted	
The Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability. Customers can also shop online at: www.postoffice.co.uk	

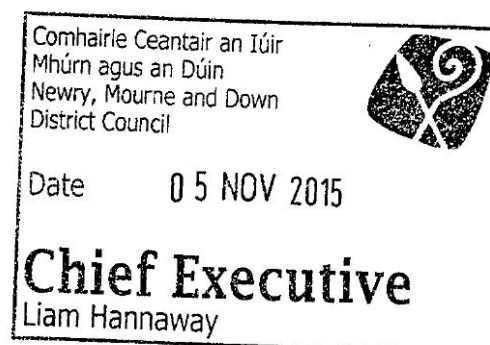
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Mr Liam Hannaway - Chief Executive
Newry, Mourne and Down District Council
Monaghan Row
NEWRY
BT35 8DJ

03 November 2015

Dear Mr Hannaway



Crossgar Post Office®
55 Downpatrick Street, Crossgar, Downpatrick, BT30 9EA
Proposed move to new premises & branch modernisation

I'm writing to let you know that we are proposing, with the Postmaster's agreement, to move the above Post Office branch to a new location:
Bells SuperValu, 1 Downpatrick Road, Crossgar, Downpatrick, County Down, BT30 9EQ.
I'm pleased to tell you that, if the move goes ahead, subject to consultation it will change to one of our new local style branches.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches.

What will this mean for customers?

- Post Office services will be offered from two tills on the retail counter in a modern open plan branch
- Longer opening hours
- The majority of Post Office products and services will still be available
- Improved accessibility

Consulting on the proposed new location

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there?
- Are the new premises easy for you to get into and is the inside easily accessible?
- Do you have any concerns about the new location?
- If so, do you have any suggestions that could help us make it better for you?
- Any local community issues which you think could be affected by the proposed move
- Anything you particularly like about the proposed change

I've enclosed an information sheet that provides more details about the new location and the range of products that will be available. If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence". Any information we receive will be considered as we finalise our plans for the new branch. Other people in your organisation may be interested in this proposal, so please let them know about it.

You can share your views on the proposed move through our easy and convenient new online questionnaire via the link below. When entering the site you will be asked to enter the code for this branch: 20270499

postofficeviews.co.uk

Dates for local public consultation:

Local Public Consultation starts	04 November 2015
Local Public Consultation ends	16 December 2015
Proposed month of change	February/March 2016

Posters and leaflets will now be displayed in branch to let customers know about the changes and to ask their views. I've included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. At the end of the consultation I'll be in touch again to let you know our final plans.

Yours sincerely



Suzanne Richardson
Regional Network Manager

How to contact us:

-  postofficeviews.co.uk
-  comments@postoffice.co.uk
-  Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55
-  FREEPOST Your Comments
Please note this is the full address to use and no further address details are required.

Want to tell us what you think right here and now – scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered,

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

Crossgar Post Office information sheet						
	Current Post Office location			Proposed new Post Office branch location (subject to local public consultation)		
Address	55 Downpatrick Street Crossgar Downpatrick BT30 9EA			Bells SuperValu 1 Downpatrick Road Crossgar Downpatrick County Down BT30 9EQ		
Post Office opening hours		Mon	09:00 – 12:30 13:30 – 17:30		Mon	06:00 – 23:00
		Tue	09:00 – 12:30 13:30 – 17:30		Tue	06:00 – 23:00
		Wed	09:00 – 12:30 13:30 – 17:30		Wed	06:00 – 23:00
		Thu	09:00 – 13:00		Thu	06:00 – 23:00
		Fri	09:00 – 12:30 13:30 – 17:30		Fri	06:00 – 23:00
		Sat	09:00 – 12:30		Sat	06:00 – 23:00
		Sun	Closed		Sun	06:00 – 23:00
Distance	150 metres away from the current branch, along varied terrain.					
Accessibility & Accessibility works	Access and facilities Current branch has a wide door, a threshold strip and a step. Internally, there is a hearing loop and space for a wheelchair. Parking Roadside parking is available within 10 metres of the branch.			Access and facilities The proposed premises would have level access and a wide door. Internally, there would be a hearing loop and space for a wheelchair. Parking There are parking facilities with dedicated disabled bays available at the proposed premises.		
Retail	Cards and stationery			Petrol station and Supermarket		
Local Public Consultation starts	04 November 2015					
Local Public Consultation ends	16 December 2015					
Proposed month of change	February/March 2016					

Crossgar Post Office® services available		
Your Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk		
	Current branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	✓
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	✓
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Bill payments		
Bill payments (card, barcoded or manual)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	Euros/Dollars	Euros/Dollars
Travel insurance referral	x	✓
On demand travel insurance	✓	x
Mobile Top-ups & E vouchers		
	✓	✓
Payment by cheque		
	✓	✓
<p>Products marked x are available at Killyleagh Post Office, 2 High Street, Killyleagh, Downpatrick, BT30 9QF</p> <p>Opening times: Mon, Tue, Wed & Fri 09:00 – 13:00 14:00 – 17:30 Thu 09:00 – 13:00 Sat 09:00 – 12:30</p>		

Code of Practice for changes to the Post Office® network

What's a Code of Practice?

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

What kind of changes does it include?

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

Who do we tell about changes?

You and your representatives (who are often local MPs or local authorities and councils).

How will we tell you what's happening?

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

How long will it take?

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

It's easy to let us know what you think...

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or 'phone.

How will you find out about the final plans?

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

What can you do if you think we haven't followed the Code of Practice?

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at www.postoffice.co.uk/transforming-post-office

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Mr Liam Hannaway - Chief Executive
Newry, Mourne and Down District Council
Monaghan Row
NEWRY
BT35 8DJ

04 November 2015

Dear Mr Hannaway

Ardglass Post Office®
4 Quay Street, Ardglass, Downpatrick, BT30 7SA

Changes to your Post Office® - tell us what you think

We're talking to the Postmaster about making some changes to the above Post Office and we'd like you to tell us what you think about the changes before we finalise our plans.

What's happening?

There's an exciting programme of investment and transformation taking place across the Post Office network, helping to make our branches more modern and convenient for you and for the Postmasters who run them. We're talking to the Postmaster about changing to one of our new-style local branches and if the change goes ahead:

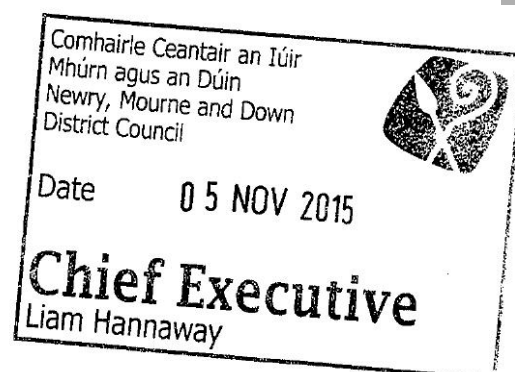
- Post Office services would be offered from a low-screened, open plan style service point, integrated into the retail counter
- The branch would be open for longer: Mon – Sun 07:00 – 19:30.
(Current opening times are: Mon - Fri 09:00 – 12:30 & 13:30 – 17:00 & Sat 09:00 – 12:30)
- Customers will still be able to get most of the Post Office products and services you're used to however for a small number of services you may need to visit an alternative Post Office, go on-line or, telephone our customer helpline. Details of product availability are provided overleaf
- To get the new branch ready, it may need to close for up to seven days during January/February 2016 for refurbishment

What's next?

We want to know what's important to you and would like you to tell us what you think, particularly on the following areas:

- Why you use this Post Office and what you like about it
- What you think about the proposed new-look Post Office. For example the Post Office service point would be on the retail counter, so is there anything you'd like to ask us or would like us to take into consideration about the proposed location of the Post Office till or the queuing area
- What you think about any changes to the opening hours
- If you have any comments about how you will access the Post Office products and services that won't be available at the branch if the change goes ahead
- If you have any comments about the potential closure period during the refurbishment or access to other branches in the area

There's also a list of frequently asked questions provided at the end which you may find useful.



It's easy to let us have your feedback by completing our convenient online survey via the following link postofficeviews.co.uk and entering the unique code for this branch 32970499



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If you have a QR scanner on your mobile phone, all you need to do is scan here:

Customer information materials are also being displayed in branch and details are published on our website too at postofficeviews.co.uk


We'll be accepting comments up to and including 03 December 2015.

You can also let us have your comments in the following ways:

 postofficeviews.co.uk

 FREEPOST Your Comments
(This is the full address to use.
No further address or name details are required)

 comments@postoffice.co.uk

 Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

We won't be responding to you individually however the feedback received will be taken into consideration as we finalise plans with the Postmaster. We'll write to you again outlining the main comments received and our response to these and also to explain the final plans for the branch. All of the responses received will be provided to the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

When would the changes happen?

We're planning to make these changes in January/February 2016 and we'll put a poster up in branch at least two weeks before to let customers know the exact date and to tell them how we've considered the feedback. We'll make sure any disruption caused by the refurbishment is kept to a minimum.

The following branch will be happy to provide customers with Post Office services during this period.

- Ballymote Post Office, 40 Killough Road, Downpatrick, BT30 6PY

We'll also be asking customers for their feedback once the changes have taken place and details will be available in branch shortly after the new look branch opens.

Yours sincerely

Michael Brennan
Area Manager

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

This communication process has been agreed with the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you'd like copies of the Code they are available in branch, or by contacting us or on our website at: www.postoffice.co.uk/transforming-post-office. If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We'll examine your complaint and respond to you as soon as we can. We will provide you with the relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.

Ardglass Post Office® services available		
Your Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk		
	Current branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	✓
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	✓
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Change giving	✓	✓
Bill payments		
Bill payments (card, barcoded or manual)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✓
Driving		
Car tax (you can pay in cash, by cheque or debit card)	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	Euros/Dollars	Euros/Dollars
Travel insurance referral	x	✓
On demand travel insurance	✓	x
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	✓	✓
Payment by cheque	✓	✓
Products marked x are available at Ballymote Post Office, 40 Killough Road, Downpatrick, BT30 6PY		Opening times: Mon – Fri 08:30 – 17:30 Sat 09:00 – 17:30

Why are you looking to make this change?

This change is part of major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Limited. The Programme is underpinned by Government investment which will see up to 8,000 branches modernised and additional investment in up to 3,000 community and outreach branches.

Will my transactions still be private?

In most cases Post Office and shop customers queue together but the Post Office service point will be clearly signed. A low level serving screen helps to aid privacy and there would be enough space for people to wait back from those being served. Post Office training also covers the protection of confidential information and personal data.

What about security?

We can't go into detail about specific security arrangements in order to safeguard those people working at and using Post Office branches but there would continue to be appropriate security measures in place, as well as robust procedures and guidelines which postmasters and their staff are required to follow. All of which helps contribute to a secure environment.

Will people still be properly trained?

Our customers deserve to receive the best possible service. Post Office training packages are provided to postmasters so that any person they employ who would be handling Post Office transactions is trained to Post Office standards, just as you'd expect.

Will there be enough space?

To make sure any changes meet with Post Office accessibility standards, an assessment is carried out on what the proposed layout might look like following conversion. This includes having space to wait for service, adequate turning circle space for wheelchair users where appropriate and keeping entrance areas and shopping aisles free of any obstructions, so people have a clear access route to the Post Office service point.

Can I see the floorplans?

The feedback we get from customers and local representatives helps us to deliver the change with the postmaster, including the final layout. Once the change takes place, will be asking customers for their feedback on how they are finding their new style service.

Will I have to wait longer to be served?

The new style branch is designed to handle straightforward transactions which can be carried out quickly and efficiently. Post Office services will also be available whenever the shop is open so customers can choose to visit the branch at a time more convenient to them.

Will I still be able to do business banking?

Staff at the branch will be happy to speak to customers about their individual requirements and transaction limits for their specific transaction.

Will I still be able to leave my mail securely?

Mail will be held safely at the branch ready for collection by Royal Mail.



9/9

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Mr Liam Hannaway
Chief Executive
Newry, Mourne and Down District Council
Monaghan Row
NEWRY
BT35 8DJ

25 November 2015

Dear Mr Hannaway



Killyleagh Post Office®
2 High Street, Killyleagh, Downpatrick, BT30 9QF

Proposed move to new premises & branch modernisation

I'm writing to let you know that we are proposing, with the Postmaster's agreement, to move the above Post Office branch to a new location – Spar Killyleagh, 4 Downpatrick Road, Killyleagh, Downpatrick, BT30 9RG. I'm pleased to tell you that, if the move goes ahead, subject to consultation it will change to one of our new local style branches.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches.

What will this mean for customers?

- Post Office services will be offered from a screened counter in a modern branch
- Longer opening hours
- The majority of Post Office products and services will still be available
- Improved accessibility

Consulting on the proposed new location

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there?
- Are the new premises easy for you to get into and is the inside easily accessible?
- Do you have any concerns about the new location?
- If so, do you have any suggestions that could help us make it better for you?
- Any local community issues which you think could be affected by the proposed move
- Anything you particularly like about the proposed change

I've enclosed an information sheet that provides more details about the new location and the range of products that will be available. If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence". Any information we receive will be considered as we finalise our plans for the new branch. Other people in your organisation may be interested in this proposal, so please let them know about it.

You can share your views on the proposed move through our easy and convenient new online questionnaire via the link below. When entering the site you will be asked to enter the code for this branch: 23970499

postofficeviews.co.uk

Dates for local public consultation:

Local Public Consultation starts	26 November 2015
Local Public Consultation ends	18 January 2016
Proposed month of change	March/April 2016

In this instance we have extended public consultation by 10 calendar days to allow for the Christmas and New Year period.

Posters and leaflets will now be displayed in branch to let customers know about the changes and to ask their views. I've included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. At the end of the consultation I'll be in touch again to let you know our final plans.

Yours sincerely



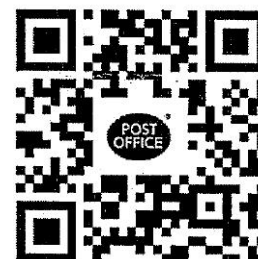
Suzanne Richardson
Regional Network Manager

How to contact us:

-  postofficeviews.co.uk
-  comments@postoffice.co.uk
-  Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55
-  FREEPOST Your Comments
Please note this is the full address to use and no further address details are required.

Want to tell us what you think right here and now – scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered,

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

Killyleagh Post Office information sheet						
	Current Post Office location			Proposed new Post Office branch location (subject to local public consultation)		
Address	2 High Street Killyleagh Downpatrick BT30 9QF			Spar Killyleagh 4 Downpatrick Road Killyleagh Downpatrick BT30 9RG		
Post Office opening hours		Mon	09:00 – 13:00 14:00 – 17:30		Mon	07:00 – 23:00
		Tue	09:00 – 13:00 14:00 – 17:30		Tue	07:00 – 23:00
		Wed	09:00 – 13:00 14:00 – 17:30		Wed	07:00 – 23:00
		Thu	09:00 – 13:00 14:00 – 17:30		Thu	07:00 – 23:00
		Fri	09:00 – 13:00 14:00 – 17:30		Fri	07:00 – 23:00
		Sat	09:00 – 12:30		Sat	07:00 – 23:00
		Sun	Closed		Sun	07:00 – 23:00
Distance	170 metres away from the current branch, along varied terrain.					
Accessibility & Accessibility works	Access and facilities Current branch has a step at the entrance to the branch. Parking There is roadside parking available outside the branch and a disables space opposite the branch.			Access and facilities The proposed premises would have a wide automatic door and level access. Internally, there would be a hearing loop and space for a wheelchair. Parking Parking is available on the forecourt of the proposed premises.		
Retail	Cards and stationery			Supermarket/Petrol station		
Local Public Consultation starts	26 November 2015					
Local Public Consultation ends	18 January 2016					
Proposed month of change	March/April 2016					

Killyleagh Post Office® services available

Your Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk

	Current branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	✓
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airtsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	✓
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Change giving	✓	✓
Bill payments		
Bill payments (card, barcoded or manual)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	Euro/Dollar	Euro/Dollar
Travel insurance referral	x	✓
On demand travel insurance	✓	x
Mobile Top-ups & E vouchers		
Mobile Top-ups & E vouchers	✓	✓
Payment by cheque		
Payment by cheque	✓	✓
Products marked x are available at Killinchy Post Office, 3 Comber Road, Killinchy, Newtownards, County Down, BT23 6PA		Opening times: Mon – Fri 09:00 – 17:30 Sat 09:00 – 12:30

Code of Practice for changes to the Post Office® network

What's a Code of Practice?

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

What kind of changes does it include?

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

Who do we tell about changes?

You and your representatives (who are often local MPs or local authorities and councils).

How will we tell you what's happening?

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

How long will it take?

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

It's easy to let us know what you think...

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or 'phone.

How will you find out about the final plans?

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

What can you do if you think we haven't followed the Code of Practice?

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at www.postoffice.co.uk/transforming-post-office