



November 29th, 2016

Notice Of Meeting

You are requested to attend the Council meeting to be held on **Monday, 5th December 2016** at **6:30 pm** in **Mourne Room, Downshire Civic Centre, Downpatrick.**

Agenda

1 Apologies and Chairperson's Remarks

PLEASE NOTE: CHRISTMAS DINNER WILL BE SERVED IN THE COMMEDAGH ROOM AT 5.30PM PRIOR TO THE COUNCIL MEETING. MEETING WILL COMMENCE AT 6.30PM

2 Declarations of Interest

Council Minutes For Adoption and Signing

3 Minutes of Council Meeting held on 7 November 2016

[Council-07112016.pdf](#)

Page 1

3a Action Sheet arising from Council Meeting held on 7 November 2016

[Council-07112016.pdf](#)

Page 4

Committee Minutes for Consideration and Adoption

4 Minutes of ERT Committee Meeting held on 14 November 2016

[Enterprise Regeneration and Tourism Minutes-14-11-2016.pdf](#)

Page 7

5 Minutes of SPR Committee Meeting held on 17 November 2016

[SPR17112016.pdf](#)

Page 20

6 Minutes of AHC Committee Meeting held on 21 November 2016

[AHC21112016.pdf](#)

Page 36

7 Minutes of RTS Committee Meeting held on 23 November 2016

[RTS23112016.pdf](#)

Page 44

8 Standing Orders

[Amendment to Standing Orders.pdf](#)

Page 51

[Standing Orders - tracked 1 November 2016 S Taggart.pdf](#)

Page 52

Correspondence and Conferences

9 Correspondence received from Lisburn and Castlereagh City Council

Notice of Motion in support of ME and Fibromyalgia - 9 Nov 2016

[Motion from Lisburn and Castlereagh.pdf](#)

Page 78

10 Correspondence received from Jesse Norman MP re: Sellafield

[Letter from Jesse Norman re safety at Sellafield.pdf](#)

Page 80

11 Social Value Conference - Shaping Your Future - Making Your Mark

Thursday 26 January 2017

Girdwood Community Hub, 10 Girdwood Avenue, Belfast, BT14 6EG

Members - £35 Non-Members - £65

Consultation Documents

12 Health and Social Care Transformation – Consultation on Criteria for Reconfiguring Health and Social Care Services

Copy report to follow

Sealing Documents

13 Sealing Documents

1. R/S 233 - McShanes - SELB - Grant of Easement in connection with Newry Youth Resource Centre

2. AD/LEG/101 Deed of Charge - St Patrick Visitor Centre Limited and Newry, Mourne and Down District Council (Capital Assistance for the refurbishment of St Patrick's Visitor Centre)

14 Notice of Motion received from Councillor Clarke

"This Council supports the call to implement the recommendation by the Constitutional Convention to extend the franchise to include all Irish citizens, regardless of their place of residency, to vote in the next & all future Presidential elections"

15 Notice of motion received from Councillor Enright

Council notes that towns and villages heavily dependent on tourism need to plan ahead to be able to publish a schedule of events with the media, Tourism NI and to be able to book events, locations and shows, to mobilise community volunteers, and hire requisites.

Council further notes that

1. 'Active and Healthy' funding for festivals and community events is organised on very short timeframes, often only weeks before the actual event making organisation difficult. EG 'Carol Ships Festival' this December or community festivals last summer – even where these have a strong tourism element as in most coastal villages
2. Major tourism event funding is organised by 'Economic Development'. They organise around 'events' and do not view the organisation of events in a given DEA, town or village as a 'joined up' calendar of events in conjunction with Active and Healthy.
3. Coordination and planning of events between the two departments around major tourism centres, looking 12 to 14 months ahead, is non-existent.

Council therefore resolves that villages and towns like Strangford with a large number of successful tourism-related events throughout the year be identified – and a 14 month rolling calendar of events be created for each village and be maintained across both departments.

Where several villages cooperate together to create a season of festivals – this also to be reflected in the schedule for the leading tourism centre – for instance the Lecale Coast Villages from Killough, Ardglass, Dunfort, Ballyhornan, Kilclief and the major tourism village of Strangford. To ensure synergy and sharing of resources.

16 Notice of Motion received from Councillor Andrews

" Newry, Mourne and Down District Council calls upon the Government to make fair transitional state pension arrangements for all women born on ,or after 6th April 1951 who have unfairly borne the burden of the Increase to the State Pension Age [SPA] with lack of appropriate notification" .

Invitees

Cllr Terry Andrews	terry.andrews@downdc.gov.uk
Cllr Naomi Bailie	naomi.bailie@nmandd.org
Cllr Patrick Brown	patrick.brown@nmandd.org
Cllr Robert Burgess	robert.burgess@nmandd.org
Cllr Stephen Burns	stephen.burns@downdc.gov.uk
Lorraine Burns	lorraine.burns@newryandmourne.gov.uk
Cllr Pete Byrne	pete.byrne@nmandd.org
Mr Gerard Byrne	gerard.byrne@nmandd.org
Cllr Michael Carr	michael.carr@newryandmourne.gov.uk
Mrs Dorinnia Carville	dorinnia.carville@nmandd.org
Cllr charlie casey	charlie.casey@newryandmourne.gov.uk
Cllr William Clarke	william.clarke@downdc.gov.uk
Cllr Garth Craig	garth.craig@downdc.gov.uk
Cllr Dermot Curran	dermot.curran@downdc.gov.uk
Ms Alice Curran	alice.curran@nmandd.org
Mr Eddy Curtis	eddy.curtis@newryandmourne.gov.uk
Cllr Laura Devlin	laura.devlin@downdc.gov.uk
Ms Louise Dillon	louise.dillon@newryandmourne.gov.uk
Cllr Sean Doran	sean.doran@newryandmourne.gov.uk
Cllr Sinead Ennis	sinead.ennis@nmandd.org
Cllr Cadogan Enright	cadogan.enright@downdc.gov.uk
Cllr Gillian Fitzpatrick	gillian.fitzpatrick@newryandmourne.gov.uk
Cllr Glyn Hanna	glyn.hanna@nmandd.org
Mr Liam Hannaway	liam.hannaway@nmandd.org
Cllr Valerie Harte	valerie.harte@newryandmourne.gov.uk
Cllr Harry Harvey	harry.harvey@newryandmourne.gov.uk
Cllr Terry Hearty	terry.hearty@newryandmourne.gov.uk
Cllr David Hyland	david.hyland@newryandmourne.gov.uk
Cllr Liz Kimmins	liz.kimmins@nmandd.org
Cllr Mickey Larkin	micky.larkin@nmandd.org
Mr Michael Lipsett	michael.lipsett@downdc.gov.uk
Cllr Kate Loughran	kate.loughran@newryandmourne.gov.uk
Cllr Jill Macauley	jill.macauley@nmandd.org
Cllr Kevin Mc Ateer	kevin.mcateer@nmandd.org
Colette McAteer	collette.mcateer@newryandmourne.gov.uk
Cllr Declan McAteer	declan.mcateer@newryandmourne.gov.uk
Cllr Andrew McMurray	andrew.mcmurray@nmandd.org
Eileen McParland	eileen.mcparland@newryandmourne.gov.uk
Cllr Roisin Mulgrew	roisin.mulgrew@nmandd.org
Cllr Mark Murnin	mark.murnin@nmandd.org
Mrs Aisling Murray	aisling.murray@newryandmourne.gov.uk

Cllr Barra O Muiri	barra.omuiri@nmandd.org
Cllr Pol O'Gribin	pol.ogribin@nmandd.org
Mr Canice O'Rourke	canice.orourke@downdc.gov.uk
Ms Patricia Oakes	patricia.oakes@downdc.gov.uk
Cllr Brian Quinn	brian.quinn@newryandmourne.gov.uk
Cllr Henry Reilly	henry.reilly@newryandmourne.gov.uk
Cllr Michael Ruane	michael.ruane@newryandmourne.gov.uk
Democratic Services	democratic.services@nmandd.org
Cllr Gareth Sharvin	gareth.sharvin@downdc.gov.uk
Cllr Gary Stokes	gary.stokes@nmandd.org
Sarah Taggart	sarah-louise.taggart@downdc.gov.uk
Cllr David Taylor	david.taylor@newryandmourne.gov.uk
Caroline Taylor	Caroline.Taylor@downdc.gov.uk
Cllr Jarlath Tinnelly	jarlath.tinnelly@nmandd.org
Cllr John Trainor	john.trainor@nmandd.org
Cllr William Walker	william.walker@nmandd.org
Mrs Marie Ward	marie.ward@downdc.gov.uk

ACTION SHEET – COUNCIL MEETING – MONDAY 7 NOVEMBER 2016

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/190/2016	Minutes of Council Meeting held on 3 October 2016	It was agreed that the Mournes DEA Councillors should form the delegation to meet the Minister on 9 th January 2017.	S Taggart	Minister's Office & Mourne Councillors advised of arrangements.	Y
C/193/2016	Minutes of Special Council Meeting held on 20 October 2016	The minutes were agreed as an accurate record, subject to Councillor Burns being added to the attendance list.	S Taggart	Actioned	Y
C/194/2016	Minutes of Special Council Meeting held on 25 October 2016	The minutes were agreed as an accurate record, subject to Councillor Taylor being added to the attendance list.	S Taggart	Actioned	Y
C/196/2016	Minutes of ERT – 10 October 2016	Minute ref ERT/149/2016 – Presentation re National Trust to be amended ERT/156/2016 – Mooring Licence – Newcastle Harbour – matter be referred back to ERT Committee for further discussion.	L Dillon M Ward	Actioned	Y
C/197/2016	Minutes of SPR – 13 October 2016	Minute SPR/228/2016 – Correspondence received from Land & Property Services re: Disposal of Land at Sugar Island, Newry and SPR/229/2016 – Disposal of Land at Carnbane, Newry to be referred back to the Committee.	E Curtis	Tabled at SPR Committee Meeting – 17/11/16	Y
C/198/2016	Minutes of AHC Committee Meeting – 17 October 2016	AHC/136/2016 – Neighbourhood Renewal Revenue Programme – letter to be written to organisation responsible for Working Family Tax Credits advising them of the hardships faced by people and asking them to ensure payments were made swiftly.	S Taggart	Letter issued	Y
C/199/2016	Minutes of RTS Committee Meeting – 19 October 2016	It was agreed to amend the action paragraph of RTS/157/2016 to read: "it was agreed relevant officers investigate how much it would cost the Council to take over, in conjunction with Transport NI, the upkeep of the Transport NI owned roundabout at Carnbane Gardens, Newry and also to investigate how much it would cost a business to sponsor a planting/improvement scheme."	C McAteer	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		It was agreed a list of staff contacts would be circulated as soon as possible to all Members and the possibility of a wallet sized emergency contact list be investigated.		Issued	Y
C/200/2016	Committee Terms of Reference	It was agreed to accept the officer's recommendation to amend the Terms of Reference for the Council's Standing Committees.	E McParland	Agreed	Y
C/201/2016	To seek approval to amend Council's Standing Orders	It was agreed to withdraw this item from the agenda for further consideration.	E McParland	To be tabled at Council Meeting 05/12/16	Y
C/202/2016	Correspondence from Boundary Commission for NI	The correspondence received from the Boundary Commission for NI was noted.	S Taggart	Noted	Y
C/203/2016	Correspondence received from Department for Communities re: Proposed Closure of Ballynahinch and Newcastle Social Security Offices	It was agreed to send a letter to the Minister inviting him to visit the offices earmarked for proposed closure.	S Taggart	Letter issued	Y
		It was further agreed the following names be agreed for the delegation to meet with Mr O'Reilly on Tuesday 15 th November 2016: Councillors Andrews, Burns, Reilly, Taylor and Walker.	S Taggart	Meeting took place on 15th November 2016	Y
C/204/2016	Correspondence received from Executive Office in response to Motion regarding Unaccompanied Refugee Children	The correspondence received from the Executive Office was noted.	S Taggart	Noted	Y
C/205/2016	Correspondence received from NDA in response to motion regarding Sellafeld	It was agreed that Council write to NDA to accept the invitation to visit Sellafeld and ask how many of a delegation could be facilitated.	S Taggart	Letter issued	Y
C/206/2016	Correspondence received from Minister O'Neill regarding Mental Health and Wellbeing	The correspondence received from Minister O'Neill was noted.	S Taggart	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Strategy				
C/207/2016	Conference on Mental Health Provision	It was agreed that copies of the conference's briefing documents would be obtained at a cost of £95+VAT and shared on Minute Pad	S Taggart	Ongoing	
C/208/2016	Consultation on Proposed Changes to the Law applying to Northern Ireland Credit Unions	It was agreed that a response to the consultation would be provided on a Party basis.	Members		
C/209/2016	Consultation – State Pension Age Independent Review: Interim Report with Questions	It was agreed that a response to the consultation would be provided on a Party basis.	Members		
C/210/2016	Consultation from Education Authority re: Strategic Review of Nursery Provision in Special Schools	It was agreed to note the consultation regarding the strategic review of nursery provision in special schools.	S Taggart	Noted	Y
C/211/2016	Programme for Government – Launch of Consultation	It was agreed to note the Programme for Government – Launch of Consultation	S Taggart	Noted	Y
C/212/2016	Sealing Documents	It was agreed to sign and seal the documents listed.	S Taggart	Signed and Sealed	Y
C/213/2016	Notice of Motion received from Councillor Enright - Brexit	The notice of motion was agreed.	S Taggart	Forwarded to E Curtis, Lead Officer on Brexit.	Y
EXEMPT ITEMS					
C/214/2016	To consider matters in relation to an appeal to the High Court	It was agreed that Council had reconsidered its position and had resolved to run the Appeal itself to have the decision of the County Court upheld by the High Court in relation to Newry, Mourne and Down District Council v Francis Hamill – Public Right of Way Concession Road to the Border, County Armagh	E McManus	Instruction issued to Council's Legal Representative.	Y

ACTION SHEET – COUNCIL MEETING – MONDAY 7 NOVEMBER 2016

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/190/2016	Minutes of Council Meeting held on 3 October 2016	It was agreed that the Mournes DEA Councillors should form the delegation to meet the Minister on 9 th January 2017.	S Taggart	Minister's Office & Mourne Councillors advised of arrangements.	Y
C/193/2016	Minutes of Special Council Meeting held on 20 October 2016	The minutes were agreed as an accurate record, subject to Councillor Burns being added to the attendance list.	S Taggart	Actioned	Y
C/194/2016	Minutes of Special Council Meeting held on 25 October 2016	The minutes were agreed as an accurate record, subject to Councillor Taylor being added to the attendance list.	S Taggart	Actioned	Y
C/196/2016	Minutes of ERT – 10 October 2016	Minute ref ERT/149/2016 – Presentation re National Trust to be amended ERT/156/2016 – Mooring Licence – Newcastle Harbour – matter be referred back to ERT Committee for further discussion.	L Dillon M Ward	Actioned	Y
C/197/2016	Minutes of SPR – 13 October 2016	Minute SPR/228/2016 – Correspondence received from Land & Property Services re: Disposal of Land at Sugar Island, Newry and SPR/229/2016 – Disposal of Land at Carnbane, Newry to be referred back to the Committee.	E Curtis	Tabled at SPR Committee Meeting – 17/11/16	Y
C/198/2016	Minutes of AHC Committee Meeting – 17 October 2016	AHC/136/2016 – Neighbourhood Renewal Revenue Programme – letter to be written to organisation responsible for Working Family Tax Credits advising them of the hardships faced by people and asking them to ensure payments were made swiftly.	S Taggart	Letter issued	Y
C/199/2016	Minutes of RTS Committee Meeting – 19 October 2016	It was agreed to amend the action paragraph of RTS/157/2016 to read: "it was agreed relevant officers investigate how much it would cost the Council to take over, in conjunction with Transport NI, the upkeep of the Transport NI owned roundabout at Carnbane Gardens, Newry and also to investigate how much it would cost a business to sponsor a planting/improvement scheme."	C McAteer	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		It was agreed a list of staff contacts would be circulated as soon as possible to all Members and the possibility of a wallet sized emergency contact list be investigated.		Issued	Y
C/200/2016	Committee Terms of Reference	It was agreed to accept the officer's recommendation to amend the Terms of Reference for the Council's Standing Committees.	E McParland	Agreed	Y
C/201/2016	To seek approval to amend Council's Standing Orders	It was agreed to withdraw this item from the agenda for further consideration.	E McParland	To be tabled at Council Meeting 05/12/16	Y
C/202/2016	Correspondence from Boundary Commission for NI	The correspondence received from the Boundary Commission for NI was noted.	S Taggart	Noted	Y
C/203/2016	Correspondence received from Department for Communities re: Proposed Closure of Ballynahinch and Newcastle Social Security Offices	It was agreed to send a letter to the Minister inviting him to visit the offices earmarked for proposed closure.	S Taggart	Letter issued	Y
		It was further agreed the following names be agreed for the delegation to meet with Mr O'Reilly on Tuesday 15 th November 2016: Councillors Andrews, Burns, Reilly, Taylor and Walker.	S Taggart	Meeting took place on 15th November 2016	Y
C/204/2016	Correspondence received from Executive Office in response to Motion regarding Unaccompanied Refugee Children	The correspondence received from the Executive Office was noted.	S Taggart	Noted	Y
C/205/2016	Correspondence received from NDA in response to motion regarding Sellafeld	It was agreed that Council write to NDA to accept the invitation to visit Sellafeld and ask how many of a delegation could be facilitated.	S Taggart	Letter issued	Y
C/206/2016	Correspondence received from Minister O'Neill regarding Mental Health and Wellbeing	The correspondence received from Minister O'Neill was noted.	S Taggart	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Strategy				
C/207/2016	Conference on Mental Health Provision	It was agreed that copies of the conference's briefing documents would be obtained at a cost of £95+VAT and shared on Minute Pad	S Taggart	Ongoing	
C/208/2016	Consultation on Proposed Changes to the Law applying to Northern Ireland Credit Unions	It was agreed that a response to the consultation would be provided on a Party basis.	Members		
C/209/2016	Consultation – State Pension Age Independent Review: Interim Report with Questions	It was agreed that a response to the consultation would be provided on a Party basis.	Members		
C/210/2016	Consultation from Education Authority re: Strategic Review of Nursery Provision in Special Schools	It was agreed to note the consultation regarding the strategic review of nursery provision in special schools.	S Taggart	Noted	Y
C/211/2016	Programme for Government – Launch of Consultation	It was agreed to note the Programme for Government – Launch of Consultation	S Taggart	Noted	Y
C/212/2016	Sealing Documents	It was agreed to sign and seal the documents listed.	S Taggart	Signed and Sealed	Y
C/213/2016	Notice of Motion received from Councillor Enright - Brexit	The notice of motion was agreed.	S Taggart	Forwarded to E Curtis, Lead Officer on Brexit.	Y

EXEMPT ITEMS

C/214/2016	To consider matters in relation to an appeal to the High Court	It was agreed that Council had reconsidered its position and had resolved to run the Appeal itself to have the decision of the County Court upheld by the High Court in relation to Newry, Mourne and Down District Council v Francis Hamill – Public Right of Way Concession Road to the Border, County Armagh	E McManus	Instruction issued to Council's Legal Representative.	Y
------------	--	---	-----------	---	---

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

Minutes of the Enterprise Regeneration & Tourism Committee Meeting held on Monday 14 November 2016 at 5.00pm in the Boardroom District Council Offices Monaghan Row Newry

Chairperson: Councillor R Burgess

Vice Chairperson: Councillor D Curran

In Attendance: **(Committee Members)**

Councillor T Andrews
Councillor W Clarke
Councillor G Hanna
Councillor H Harvey
Councillor D McAteer
Councillor B Quinn
Councillor G Stokes
Councillor J Tinnelly
Councillor S Ennis
Councillor T Hearty
Councillor M Ruane

Officials in Attendance:	Ms M Ward	Director Enterprise Regeneration & Tourism
	Mr J McGilly	Assistant Director Enterprise Regeneration & Tourism
	Mr M Mohan	Senior Tourism Initiatives Manager
	Mr A Patterson	Tourism NI
	Ms L Dillon	Democratic Services Officer

ERT/164/2016: APOLOGIES AND CHAIRPERSON'S REMARKS

The following apology was received:

- Councillor N Bailie
- Councillor P Brown

ERT/165/2016: DECLARATIONS OF INTEREST

No Declarations of Interest were received:

**ERT/166/2016: ACTION SHEET
MINUTES OF ENTERPRISE REGENERATION & TOURISM
COMMITTEE MEETING
MONDAY 10 OCTOBER 2016**

Read: Action Sheet arising out of the Minutes of the Enterprise Regeneration & Tourism Committee Meeting held on Monday 10 October 2016.
(Copy circulated)

AGREED: It was unanimously agreed to note the Action Sheet arising out of the Minutes of the Enterprise, Regeneration & Tourism Committee Meeting held on Monday 10 October 2016.

The following issue was raised:

Seminar: Revitalising Small Towns

Councillor Andrews said he attended the Seminar on Revitalising Small Towns which was held on 27 October 2016 in Monaghan and said it was a very good event which provided an excellent opportunity to showcase our region and assist in the regeneration of small towns and villages.

ENTERPRISE, EMPLOYMENT & REGENERATION

**ERT/167/2016: NEWRY CATHEDRAL CORRIDOR
PUBLIC REALM SCHEME**

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding the Newry Cathedral Corridor Public Realm Scheme. (Copy circulated)

AGREED: On the proposal of Councillor Stokes seconded by Councillor McAteer it was agreed as follows, as per Report dated 14 November 2016 from Mr J McGilly Assistant Director of Enterprise Regeneration & Tourism, regarding the Newry Cathedral Corridor Public Realm Scheme:

- (a) Transport NI to ensure that all relevant media sources are used in regards to communicating their forthcoming Road Resurfacing Programme for Hill Street Newry.
- (b) The Task & Finish Committee set up for delivery of the Public Realm Scheme – Newry Cathedral Corridor, will not be renewed with new trader Representatives in order that it can oversee delivery of the Newry Cathedral Corridor Revitalisation Programme.

ERT/168/2016: WARRENPOINT PUBLIC REALM SCHEME

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Warrenpoint Public Realm Scheme. **(Copy circulated)**

AGREED: On the proposal of Councillor Ruane seconded by Councillor Ennis it was agreed as follows as per Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Warrenpoint Public Realm Scheme:

- (a) Contractor to ensure that all relevant media sources, including WBR Chamber of Commerce contacts are used in regards communicating their forthcoming Road Resurfacing Programme for Dock Street Warrenpoint.
- (b) The Task & Finish Committee set up for delivery of the Public Realm Scheme at Warrenpoint, will be renewed early in the new year in order that it can oversee the delivery of the Warrenpoint Revitalisation Programme.
- (c) Council and WBR Chamber of Commerce asked that the thoughts of both organisations are relayed to the family and contractor/employee colleagues of the young man who tragically lost his life carrying out site works as part of the scheme.
- (d) An apology be recorded for Councillor D McAteer for the Task & Finish Public Realm Steering Group Meeting held on 24 October 2016.

ERT/169/2016: DERRYMORE ESTATE PARTNERSHIP

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Derrymore Estate Partnership for the Regeneration of Derrymore Estate. **(Copy circulated)**

AGREED: On the proposal of Councillor Hanna seconded by Councillor Hearty it was agreed as follows, as per Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism and arising from the Derrymore Partnership Meeting held on 1 November 2016:

- (a) Council Officials to continue to progress the delivery of projects that seek to develop the recreational potential of Derrymore Estate.

- (b) **Council to submit an application for Trail facility development to Sport NI before the deadline of February 2017, and if successful, to make available the required match funding towards this project of approximately £140,000 in 2017/18.**
- (c) **Council Officials to commence work on preparation and submission of a planning application for above project to ensure project delivery is not delayed if a Letter of Offer for funding is awarded.**

ERT/170/2016: BUSINESS ENGAGEMENT PROGRAMMES

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Business Engagement Programmes. **(Copy circulated)**

In response to queries from Members regarding the methods used to contact businesses, Mr McGilly said a database was used in conjunction with social media and press coverage to encourage businesses to come forward. He also added there would be an even spread of events held across the District.

Concern was expressed regarding the issue of high rates in small rural towns and it was believed this would be an issue that would continue to be highlighted at the Business Engagement Programme events.

AGREED: On the proposal of Councillor Stokes seconded by Councillor Harvey it was agreed to deliver future business engagement activity which has as its focus, the up-skilling of employees / entrepreneurs, and knowledge transfer activity that will encourage business sustainability and growth, as per Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism.

ERT/171/2016: NEWRY RIVER CLEAN UP DFC FUNDING

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding transfer of DFC Department for Communities funding to Rivers regarding the clean-up of Clanrye River. **(Copy circulated)**

Discussion took place regarding the various public agencies who had responsibility for works to clean up rivers and Members felt that a joined approach was needed to address the issue of rivers.

Particular reference was made to Kilkeel River and Coyle River which were in urgent need of clean up works and questions were raised as to how the Clanrye River

would be monitored after the clean-up works would be completed. Reference was also made to the need to clean out the holding pond for Annalong Mill.

Members suggested a meeting should be convened with Rivers Agency and the other appropriate agencies who had responsibility for waterways to discuss clean-up of rivers.

Mr McGilly explained that clean up works to the Clanyre River would be a one off programme rather than an on-going programme of works as there was no grant available to maintain the river on an on-going basis.

Ms Ward explained that the issue of cleaning up rivers was not within the remit of the Enterprise Regeneration & Tourism Committee but would be discussed by the Thematic Working Groups

AGREED: On the proposal of Councillor Andrews seconded by Councillor Stokes it was agreed that £25,000 of the funding received by Department for Communities towards the Clean-up of the Clanyre River, be transferred to Rivers Agency as the responsible government agency to carry out an element of the works.

On the proposal of Councillor Quinn seconded by Councillor Hanna it was agreed that the issue of the clean-up of rivers in the District be referred to the Thematic Working Groups.

It was agreed Ms M Ward Director of ERT to report back to Councillor G Hanna regarding a clean-up of the pond at Annalong Mill.

ERT/172/2016: CASTLEWELLAN FOREST PARK

Read: Report dated 14 November 2016 from Ms S Keenan, Project Development Officer regarding consultation Workshops, events and Road Shows at Castlewellan Forest Park. **(Copy circulated)**

AGREED: On the proposal of Councillor Hanna seconded by Councillor Clarke it was agreed as follows, as per Report from Ms S Keenan Project Development Officer regarding Castlewellan Forest Park:

- (a) To procure and pay facilitators for the purposes of consultation workshops, events and road-shows.
- (b) To plan and hold a number of consultation workshops, events and road shows.

ERT/173/2016: MEMBERSHIP – CONNECT PROGRAMME

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Membership of Connect Programme. **(Copy circulated)**

AGREED: On the proposal of Councillor McAteer seconded by Councillor Curran it was agreed to engage with Catalyst Inc via the Connect Programme, on a 12 month silver membership programme at a cost of £2,000 pa, as per Report dated 14 November 2016 from Mr J McGilly Assistant Director of ERT.

ERT/174/2016: SOCIAL ENTERPRISE PROGRAMME

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding the Social Enterprise Programme. **(Copy circulated)**

AGREED: On the proposal of Councillor Hanna seconded by Councillor Clarke it was agreed to fund the extension of the Social Enterprise Programme (Phase II) for a period of 6 months from November 2016 until April 2017, to be delivered throughout the Council District by Newry & Mourne Co-Operative and Enterprise Agency and Down Business Centre.

ERT/175/2016: DOWNPATRICK PSNI STATION

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding the potential of a community asset transfer of the former Downpatrick PSNI Station. **(Copy circulated)**

Reference was made to a strategy for hotel provision in Downpatrick.

Ms Ward said Officials had received a draft report regarding accommodation which reinforced the need for hotel provision in Downpatrick. She said this report would be tabled at the ERT Committee Meeting in December 2016.

Members welcomed the proposal for the former Downpatrick PSNI Station building and felt it would attract interest from both the community and voluntary sector and that this building could accommodate both a private sector hotel along with other components.

AGREED: On the proposal of Councillor Harvey seconded by Councillor Curran it was agreed the Council support Downpatrick Community Collective Group in their efforts to secure the site via Community Asset Transfer and Council to offer advice and support to the Group to develop the initiative, as per Report dated 14 November

2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism.

TOURISM CULTURE & EVENTS

ERT/176/2016: SEAN HOLLYWOOD ARTS CENTRE CAFÉ FRANCHISE

Read: Report dated 14 November 2016 from Ms J Turley, Facilities Administrator regarding the Café Franchise at Sean Hollywood Arts Centre. **(Copy circulated)**

AGREED: On the proposal of Councillor McAteer seconded by Councillor Clarke it was agreed as follows, as per Report dated 14 November 2016 from Ms J Turley, Facilities Administrator regarding the Café Franchise at Sean Hollywood Arts Centre:

- (a) The Council to not proceed on the basis as outlined in Point 2.0 for the reasons as outlined in Point 3.0 in Report dated 14 November 2016 from Ms J Turley Facilities Administrator.
- (b) Council Officials to enter back into negotiations regarding the Café franchise at Sean Hollywood Arts Centre.

ERT/177/2016: NIRDP RURAL TOURISM SCHEME SLIEVE GULLION FOREST PARK

Read: Report dated 14 November 2016 from Mr D Rice, Ring of Gullion Partnership Manager regarding an Expression of Interest submitted to NIRDP for Slieve Gullion Forest Park. **(Copy enclosed)**

AGREED: On the proposal of Councillor Hearty seconded by Councillor Ennis it was agreed as follows as per Report dated 14 November 2016 from Mr D Rice, Ring of Gullion Partnership Manager regarding an Expression of Interest submitted to NIRDP for Slieve Gullion Forest Park:

- (a) Submit an application for the funding deficit to potential funders, ie, Heritage Lottery Fund, when the Slieve Gullion Forest Park Economic Appraisal is complete.
- (b) Invite to tender to prepare a planning application for the project, assess tenders, appoint supplier using the MEAT process.
- (c) Submit planning application for project.
- (d) Proceed to tender the proposed Augmented Reality Project.

(e) **Submit the round two application to NIRDP 2014-2020 Priority 6 Rural Tourism Scheme.**

ERT/178/2016: CARAVAN & CAMPSITE MANAGEMENT

Read: Report dated 14 November 2016 from Ms M Boyle, Tourism Development Officer regarding a transfer of Forest Assets to Council.
(Copy enclosed)

Discussion took place regarding the proposal for management and operation of Council caravan and camping provision during which some Members strongly felt that Kilbroney Park should be removed from this process.

Ms Ward explained the proposal was to carry out an initial study regarding the management and operation of the Council's caravan and camping sites after which the Council could then take a decision as to whether or not they wished to operate these facilities privately. She also added that the study would also be looking at other elements of provision such as activity/adventure provision and not solely caravan and camping aspects.

Councillor Tinnelly proposed and Councillor McAteer seconded that Kilbroney Forest Park be removed from the proposed business rationale seeking providers for the management and operation of all 3 of the Council caravan and camping parks and that this business rationale be sought for Tollymore and Castlewellan parks only.

Councillor Hanna proposed and Councillor Harvey seconded to proceed as follows, as per Report dated 14 November 2016 from Ms M Boyle Tourism Development Officer regarding caravan and campsite parks:

- (a) To agree a joint process between Council and Forest Service to appoint external expertise to prepare the Business Rationale and Specification to seek competent providers for the management of Tollymore Castlewellan and Kilbroney Park Caravan/Camping provision with the option to consider some additional tourism recreational services which would enhance the tourism offering.
- (b) To revert to Council with the completed Business Rationale and Specification prior to progressing to seek Expression of Interest.

The proposal above was put to a vote by way of a show of hands and voting was as follows:

For: 8
Against: 5
Abstentions: 0

The proposal was declared carried.

AGREED: On the proposal of Councillor Hanna seconded by Councillor Harvey, it was agreed to proceed as follows, as per Report dated 14 November 2016 from Ms M Boyle Tourism Development Officer regarding caravan and campsite parks:

- (a) To agree a joint process between Council and Forest Service to appoint external expertise to prepare the Business Rationale and Specification to seek competent providers for the management of Tollymore Castlewellan and Kilbroney Park Caravan/Camping provision with the option to consider some additional tourism recreational services which would enhance the tourism offering.
- (b) To revert to Council with the completed Business Rationale and Specification prior to progressing to seek Expression of Interest.

ERT/179/2016: SLIEVE CROOB WALKING TRAILS

Read: Report dated 14 November 2016 from Ms H Wilson, Countryside Access Officer regarding Community Trails Plan to examine potential trails within Slieve Croob and Mourne DEA. **(Copy circulated)**

AGREED: On the proposal of Councillor Hanna seconded by Councillor Clarke it was agreed that both of the Council's Countryside Access Officers will have input into the study being carried out by Outdoor Recreation NI regarding a Community Trails Plan to examine potential trails within the Slieve Croob and Mourne District Electoral Area, as per Report dated 14 November 2016 from Ms H Wilson, Countryside Access Officer regarding Community Trails Plan to examine potential trails within Slieve Croob and Mourne DEA.

ERT/180/2016: 2017 EVENTS

Read: Report dated 14 November 2016 from Ms M Ward Director Enterprise Regeneration & Tourism regarding the provision and development of Tourism Events for the period 2017 to 2018. **(Copy circulated)**

AGREED: On the proposal of Councillor Ruane seconded by Councillor Curran it was agreed to approve the following, as per Report dated 14 November 2016 from Ms M Ward Director Enterprise Regeneration & Tourism:

- (a) To approve the schedule of Council tourism events and dates which will enable the official launch of the events to be held in January 2017 which will provide time for the

effective organisation and development of the events and allow the businesses in the District the opportunity to build packages around these core events.

- (b) To approve the schedule of Signature and Major Events to be supported through the events budget 2017.**

Members raised issues regarding the following:

- Funding for major festivals such as Blues on the Bay and Fiddlers Green should not be included under an umbrella budget but should be considered individually in terms of allocating the necessary amount of funding these major events require.
- Officials to re-examine live bands playing at night.
- Inadequate funding for festivals and events held in south of the Mourne.
- More funding needs to be allocated towards food festivals.
- Council Officials need to meet with the organising Committee of the Maiden of the Mourne Festival regarding plans for the festival and identify how the Council can provide assistance.

Ms Ward said Council Officials intend to work with the DEA Councillors on how festivals are ran and she added that a paper would be tabled at the ERT Committee regarding the Summer Music Festival.

Members recognised the effort of Council staff to deliver successful festivals and events throughout the District but highlighted the need for continued Council support for these events.

(6.05pm – Councillor H Harvey left the meeting)

AGREED: Council Officials to arrange a meeting with the organising Committee of the Maiden of the Mourne Festival to discuss plans for the festival and identify how the Council can provide assistance.

Noted: Applications are open for Voluntary Contributions. This process is not managed by the ERT Department.

EXEMPT ITEMS

ERT/181/2016: DELAMONT RAILWAYS TEAROOMS

AGREED: On the proposal of Councillor Hanna seconded by Councillor McAteer 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).

Read: Report dated 14 November 2016 from Mr S Boyle Delamont Country Park Manager regarding Delamont Miniature Railway Tearoom.
(Copy circulated)

ERT/182/2016: UPDATE RE: RECRUITMENT PROCESS

Ms M Ward Director Enterprise Regeneration & Tourism, gave a verbal update regarding the recruitment process for the Assistant Director of Tourism, Arts and Culture.

AGREED: On the proposal of Councillor Hanna seconded by Councillor McAteer it was agreed the Committee come out of closed session.

When the Committee came out of closed session the Chairperson reported as follows:

Delamont Railways Tearooms

AGREED: On the proposal of Councillor Burgess seconded by Councillor Hanna it was agreed the Council approve the proposal to construct Tea Rooms at Delamont Railways, but not extend the current Lease, as recommended in Report dated 14 November 2016 from Mr S Boyle Delamont Country Park Manager.

The above decision be subject to:

- (1) Council's Valuer reviewing the Rent to take into account additional investment and extended facilities on offer at Delamont.
- (2) The completion of legal formalities.

Update – Recruitment Process

AGREED: To note update provided by Ms M Ward Director Enterprise Regeneration & Tourism regarding the recruitment process for post of Assistant Director of Tourism, Arts and Culture.

FOR NOTING

ERT/183/2016: KILLEAVEY CASTLE

Ms Ward provided a verbal update regarding Killeavy Castle and said it had been confirmed by email that the hotel project at Killeavey Castle would proceed with

anticipated completion in December 2018.

ERT/184/2016: MAINTENANCE – STRUELL WELLS

Read: Report dated 14 November 2016 from Ms Heather Wilson Countryside Access Officer regarding Maintenance at Struell Wells.
(Copy circulated)

AGREED: It was agreed to note Report dated 14 November 2016 from Ms Heather Wilson Countryside Access Officer regarding Maintenance at Struell Wells and this issue would be reported back to the ERT Committee following completion of discussions between Historic Environment Division and Council.

ERT/185/2016: UPDATE: RDP VILLAGE PLANS

Read: Report dated 14 November 2016 from Mr J McGilly Assistant Director of Enterprise Regeneration & Tourism providing an update regarding RDP Village Plans. **(Copy circulated)**

AGREED: It was agreed to note the process undertaken to date in preparation for submitting an application for funding to the Mourne Gullion Lecale Rural Development Partnership for new and updated Village Plans, as outlined in Report dated 14 November 2016 from Mr J McGilly Assistant Director of Enterprise Regeneration & Tourism.

ERT/186/2016: ADVENTURE TOURISM PROJECT

Read: Report dated 14 November 2016 from Mr M Patterson Enterprise Development Officer regarding (GATE) Growth for Adventure Tourism Entrepreneurs project. **(Copy circulated)**

AGREED: It was agreed to note that Newry Mourne & Down District Council, in partnership with relevant stakeholders, will submit the Growth for Adventure Tourism Entrepreneurs application to the Northern Periphery and Arctic Programme by the closing date of Friday 30 November 2016, as outlined in Report dated 14 November 2016 from Mr M Patterson Enterprise Development Officer.

CONFERENCES/EVENTS

ERT/187/2016: NEWRY CHAMBER CHRISTMAS DINNER

Read: Report dated 14 November 2016 from Mr J McGilly, Assistant Director of Enterprise, Regeneration & Tourism regarding Newry Chamber of

Commerce 17th Christmas Charity Dinner on Thursday 1 December 2016 at 5.30pm in the Canal Court Hotel, Newry.

AGREED: On the proposal of Councillor McAteer seconded by Councillor Stokes it was agreed the Council purchase a table of 10 at a cost of £500, at the Newry Chamber of Commerce 17th Christmas Charity Dinner on Thursday 1 December 2016 at 5.30pm in the Canal Court Hotel, Newry.

It was also agreed any Councillor wishing to attend this event should advise Ms L Dillon Democratic Services Officer.

The meeting concluded at 6.20pm.

For consideration at the Council Meeting to be held on Monday 5 December 2016.

Signed: **Councillor R Burgess**
Chairperson of Enterprise Regeneration & Tourism Committee

Signed: **Ms M Ward**
Director Enterprise Regeneration & Tourism Committee

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Strategy Policy & Resources Committee Meeting held on Thursday 17 November 2016 at 5.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick.

In the Chair: Councillor P Brown

In Attendance:	Councillor T Andrews	Councillor N Bailie
	Councillor R Burgess	Councillor P Byrne
	Councillor M Carr	Councillor W Clarke
	Councillor S Doran	Councillor C Enright
	Councillor M Murnin	Councillor B Ó'Múiri
	Councillor B Quinn	Councillor M Ruane
	Councillor G Sharvin	Councillor W Walker

Officials in Attendance:

Mr L Hannaway, Chief Executive
Mr E Curtis, Director of Strategic Policy and Performance
Mrs D Carville, Director of Corporate Services
Mr J McBride, Assistant Director, Transformation, Innovation & Performance
Ms H McKee, Assistant Director Community Planning
Mr J McBride, Assistant Director Transformation, Innovation and Performance
Mr K Montgomery, Assistant Director, Corporate Services (Finance)
Mrs A Robb, Assistant Director, Corporate Services (Administration)
Mr C Moffett, Equality Officer
Mr E McManus, Capital Projects
Mrs E McParland, Democratic Services Manager
Mrs C Taylor, Democratic Services Officer
Miss S Taggart, Democratic Services Officer

SPR/238/2016 APOLOGIES AND CHAIRPERSON'S REMARKS

There were no apologies received.

SPR/239/2016 DECLARATIONS OF INTEREST

Councillor Byrne declared an interest in SPR/251/2016 – Disposal of Land at Carnbane Road, Newry beside Carnbane Playing Fields as he was a member of the Carnbane League.

SPR/240/2016:- ACTION SHEET OF THE STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 13 OCTOBER 2016

Read: Action Sheet of the Strategy, Policy and Resources (SPR) Committee Meeting held on 13 October 2016 (circulated).

Mr Curtis advised that SPR/200/2016 – Report on Brexit on the Action Sheet was now complete.

Agreed: The Action Sheet of the Strategy, Policy and Resources Committee held on 13 October 2016, was agreed.

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015

SPR/241/2016 WILLIAMS & SHAW ENERGY CONSULTANTS PRESENTATION RE: DOWN LEISURE CENTRE

Read: Report from Mrs D Carville, Director of Corporate Services, dated 17 November 2016 regarding Renewable Energies at Down Leisure Centre (copy circulated)

The Chairman asked for a proposer to go into closed session. Councillor Sharvin queried the need for the discussions to be held in closed session stating the figures included were as detailed previously therefore any discussions should take place within the open forum.

Mr Curtis advised Council had already taken a decision on the requirements for the leisure centre and entered into a contract. Therefore discussion might take place relating to financial and business affairs, and requiring consideration in closed session.

Councillor Enright stated he agreed with Councillor Sharvin stating these figures had been public knowledge and should not affect the current arrangements.

Mr Curtis reiterated that a contract was in place and any recommendations or discussions heard in public could affect this contract.

- Agreed:** On the proposal of Councillor Burgess, seconded by Councillor Byrne, 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 5 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) and the public may, by resolution, be excluded during this item of business.
- Agreed:** On the proposal of Councillor Andrews, seconded by Councillor Byrne, it was agreed the Committee come out of closed session.
- Agreed:** When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Clarke, seconded by Councillor Burgess to refer the matter of use of renewable energies within the Down Leisure Centre to the Sustainable Development and Climate Change Forum for consideration, to include input from Building Control and the Council's Energy Officer.

PRESENTATION

SPR/242/2016 PRESENTATION ON THE DRAFT COMMUNITY PLAN

Ms McKee presented the draft Community Plan stating there had been many engagement events and a lot of excellent work had been achieved in quite a short timeframe. She highlighted the key indicators which were aspirational in terms of what the Council wanted to achieve.

Ms McKee advised the draft Community Plan was out for consultation until 15th January 2017 with a review due to take place at the end of January. She stated she hoped the Community Plan would be reviewed and published by the end of March.

Members praised the work that Ms McKee and her team had completed to date and wished Ms McKee well in her new post.

Councillor Sharvin stated the DEA Forum event at Halloween in Downpatrick was well received, however the surveys took a long time

to complete and he therefore asked officers to consider ways to shorten these.

Councillor Sharvin also highlighted that a lot of elderly people would like access to basic life skills education, specifically designed to address their needs.

Councillor Clarke stated the document sat neatly with the Programme for Government and there was always a need to improve on engagement especially with communities and youth organisations. He suggested pop-up events would be an excellent method of engagement.

Councillor Clarke went on to say buy-in was needed from all Councillors in order to get the best outcomes for the community.

FOR NOTING

SPR/243/2016 REPORT OF NARROW WATER STAKEHOLDER MEETING – 3 OCTOBER 2016

Read: Report of the Narrow Water Stakeholder Group Meeting held on 3 October 2016 (copy circulated)

Agreed: It was agreed on the proposal of Councillor Carr, seconded by Councillor Doran to note the report from the Narrow Water Stakeholder Meeting held on 3 October 2016.

SPR/244/2016 REPORT FROM NMD/LOUTH CC JOINT FORUM MEETING – 9 NOVEMBER 2016

Read: Report from Mr E Curtis, Director of Strategic Planning and Performance, dated 9 November 2016, regarding the report from NMD/Louth CC Joint Forum Meeting held on 9 November 2016 (copy circulated).

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Byrne, to note the report of the NMD/Louth CC Joint Forum Meeting held on 9 November 2016.

FINANCE/BUDGET/IT

SPR/245/2016:- COUNCILLORS' ALLOWANCES

Read: Correspondence received from the Department for Communities dated 3 October 2016, regarding the Local Government (Payment to Councillors) Regulations (Northern Ireland) 2016 (copy circulated).

Mrs Carville advised the only regulation not in Council's current scheme of allowances, was the reference to submission of travel claims within a 3-month period.

In response to Councillor Enright's questions, Mrs Carville advised that details of expenses such as carers allowance and mobile devices were contained in Local Government policies and the Regulations now being consulted on were the overarching document, but she added that Members comments had previously been fed back to the Department.

Councillor Andrews referred to Councillor Enright's comments, saying he was his Party Representative on the NAC, whose overall objective was uniformity across the 11 councils.

In response to Councillor Walker's question, Mrs Carville confirmed there was provision for a Member to claim childcare costs within Council's own scheme of allowances on dependents.

Agreed: It was agreed on the proposal of Councillor O'Muir, seconded by Councillor Burgess, that Council should confirm its approval of the contents of the proposed Local Government (Payment to Councillors) Regulations (Northern Ireland) 2016.

Mr Curtis advised that the next two items would be taken together.

SPR/246/2016:- FUTURE DELIVERY OF ELECTORAL SERVICES IN NORTHERN IRELAND

NIPSA RESPONSE – FUTURE DELIVERY OF ELECTORAL SERVICES

Read: Consultation paper from the Electoral Office for Northern Ireland regarding the Future delivery of electoral services in Northern Ireland.

Read: Correspondence received from NIPSA dated 16 November 2016 regarding the Future Delivery of Electoral Services – NIPSA Response to Public Consultation.

Mrs McParland advised that a draft response to the Electoral Office for NI had been prepared by officers, which indicated Council would be in favour of the transfer of elections to Council, provided the transfer of duties was adequately funded, to include staff training on the transferring function. She said NIPSA's response had

been received after the draft response had been prepared and it included their concerns on a number of matters.

Councillor Sharvin suggested Council should review its response to the Consultation in light of NIPSA's response. He referred to the online registration to vote, saying some people did not have broadband, especially in the rural areas.

Councillor Sharvin proposed Graham Shields be invited to Council to make a presentation on the future delivery of Electoral Services.

Councillor Sharvin's proposal was seconded by Councillor Andrews.

Councillor Clarke said he supported the proposal to involve Councils in future elections and he also welcomed online registration which was a massive step forward. He suggested having an electoral office in the District and said that registration for elections should come from census figures.

Councillor Andrews expressed concerns over how staff would cope with the workload and also the funding required. Councillor Walker concurred with these concerns.

Councillor Brown suggested inviting NIPSA along to the meeting with Graham Shields. Councillors Sharvin and Andrews agreed to this amendment to their motion.

Agreed: It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Andrews:

- **That Council review its response to the Electoral Office NI in light of NIPSA's response.**
- **That Graham Shields, Chief Electoral Officer, be invited to a meeting to make a presentation on the future delivery of electoral services in Northern Ireland and that NIPSA also be invited to the meeting. Following these presentations, Council consider its response to the Consultation on this matter.**

EQUALITY AND POLICY

SPR/247/2016

CORPORATE CONSULTATION ARRANGEMENTS

Read: Report from Mr C Moffett, Equality Officer, dated 17 November 2016, regarding the Corporate Consultation Arrangements – Equality Scheme Commitments (copy circulated).

Councillor Andrews expressed concerns in the reduction in the consultation period.

Agreed: It was agreed on the proposal of Councillor Doran, seconded by Councillor Sharvin, that Council maintains the consultation commitments as laid out in Section 3, and specifically Section 3.2.6, of Council's Equality Scheme, as an interim measure, pending the outcome of the planned review of the effectiveness of the Section 75 duties scheduled by the Commission during the coming three years.

SPR/248/2016 UPDATED GUIDELINES AND ASSOCIATED PROCEDURE IN RELATION TO (RE) NAMING OF FACILITIES

Read: Report from Mr C Moffett, Equality Officer, dated 17 November 2016, regarding the Updated Guidelines and associated procedure in relation to (re)naming of facilities (copy circulated).

Agreed: It was agreed on the proposal of Councillor Sharvin, seconded by Councillor Clarke, that approval be given to the updated Guidelines and associated procedure in relation to (re) naming of facilities.

ESTATE

SPR/249/2016 CORRESPONDENCE FROM LIDL RE PLANNING PERMISSION IN NEWCASTLE

Read: Correspondence received from Lidl dated 14 September 2016, regarding planning permission in Newcastle (copy circulated).

In response to a query from Councillor Clarke, Mr Curtis advised there was no reason why Councillors on the Planning Committee could not meet with representatives from Lidl, provided they did not proffer a view regarding the planning permission.

Agreed: It was agreed on the proposal of Councillor Doran, seconded by Councillor Ruane, that the invitation from Lidl to meet with Councillors be accepted.

Councillor Byrne declared an interest in the following item – Disposal of Land at Carnbane Road, Newry beside Carnbane Playing Fields as he was a member of the Carnbane League and did not participate in discussion on this matter.

SPR/250/2016 DISPOSAL OF LAND AT CARNBANE ROAD, NEWRY BESIDE CARNBANE PLAYING FIELDS

Read: Report from Mr E Curtis, Director of Strategic Planning and Performance, dated 17 November 2016, regarding disposal of land at Carnbane Road, Newry (copy circulated).

Agreed: It was agreed on the proposal of Councillor Ruane, seconded by Councillor O'Muirí:

- **That Council expresses an interest in the disposal of land at Carnbane Road, Newry as this land is important for the future management and development of Carnbane Playing Fields and the land is under Council control as present. The acquisition will also resolve any discrepancies in the Council boundary.**
- **The Council should seek a transfer at nominal value in the first instance.**
- **If the Council is unsuccessful in acquiring this land, the Council agree to re-imburse NIE for any costs incurred in the relocation of their equipment on this site in the event of development and also agree to enter into a Wayleave Agreement with NIE for the equipment.**
- **Easements may also be required for Transport NI, BT and NI Water.**

SPR/251/2016 DISPOSAL OF LAND AT SUGAR ISLAND, NEWRY

Read: Report from Mrs B Magill, Administration Manager dated 17 November 2016, regarding disposal of land at Sugar Island, Newry (copy circulated).

Agreed: It was agreed on the proposal of Councillor Ruane, seconded by Councillor Clarke, that:-

- **Council express an interest in the disposal of land at Sugar Island, Newry.**
- **That Council seeks a transfer at nominal value in the first instance.**

CONFERENCES/EVENTS

SPR/252/2016 CONFERENCE – ECONOMIC DEVELOPMENT IN NI – KEY CHALLENGES AND FUTURE OPPORTUNITIES POST BREXIT

Read: Economic Development in NI – Key Challenges and Future Opportunities Post Brexit – 16 January 2016, Belfast. Cost £210 + VAT.

AGREED: It was agreed on the proposal of Councillor Andrews, seconded by Councillor Sharvin, that Councillor Curran attend the Economic Development in NI Conference on 16 January 2016.

SPR/253/2016 NILGA PLANNING SESSION – THE COUNCILLOR ROLE IN THE DEVELOPMENT PLAN PROCESS

Read: NILGA Planning Session 'The Councillor Role in the Development Plan Process' – 13 December 2016.

NOTED: The above mentioned conference was noted.

FOR CONSIDERATION AND/OR DECISION

SPR/254/2016 BIG SCREEN - NEWRY

Read: Report from Mr E Curtis, Director of Strategic Planning and Performance, dated 17 November 2016, regarding Newry Large Media Screen.

Mr Curtis provided Members with an update on the big screen saying the proposed solution was to remove the screen and make it mobile. Destination Newry would then use the screen to show films in the summer. He added the cost to remove the screen would be in the region of £5,000 for the crane and reinstatement of the ground and that the hire of the screen would be approximately £10,000 per annum for 3 years.

Questions from Members were answered by Mr Curtis as follows:

- Destination Newry owned the large screen.
- The large screen cost £70k which was paid for with a £50k contribution from Destination Newry and a grant of £20k from DSD. Newry, Mourne and Down District Council paid approximately £40k for the erection of the screen.

- The cost of £60,000 to convert the screen from static to mobile was a figure provided by Destination Newry. The size and weight of the screen is substantial.
- The big screen was initially erected with full planning permission for 2 years at the request of the private sector.
- The Council received 5 hours of free advertising per week and there was no cost to Council for the running costs of the screen.
- One of Council's objectives is the organisation of festivals and events and the screen could be used at these.
- The screen could be utilised at between 10 and 20 events per year.
- The metalwork was owned by Council and would therefore be retained by Council.

Councillor Clarke stressed the importance of utilising the screen at as many Council events and festivals as possible. He suggested bringing a report back to ERT Committee highlighting the number of events that the screen was guaranteed to be at, and how to maximise the screen's full potential.

Mr Curtis advised that part of the agreement with Destination Newry was that information on Council's major events would be shown at the start of a film or during the intervals.

Agreed: **It was agreed on the proposal of Councillor Clarke, seconded by Councillor Burgess, that:**

- **A report be brought back to ERT Committee highlighting the number of events that the screen was guaranteed to be at, and how to maximise the screen's full potential.**

That the following decisions be agreed in principle:

- **The large screen would be removed and made mobile by Destination Newry.**
- **The large screen would be utilised at Council major events (Council officers to agree list of Major Events and cost of same).**
- **Destination Newry would be allowed to use Council parks, public spaces etc to use Council event spaces, parks etc to show films etc.**

Read: Report from Mr E Curtis, Director of Strategic Planning and Performance, dated 17 November 2016, regarding Update on Energy and Sustainability Officer Works (copy circulated).

Mr Curtis provided an update on solar panels, advising that this matter would be reported in future to Active and Healthy Communities on a quarterly basis.

In response to a query from Councillor Sharvin, Mr Curtis confirmed a review of all community centres was being undertaken with regard to solar panels, but advised that the roof was required to be suitable.

Noted: It was agreed on the proposal of Councillor Enright, seconded by Councillor Clarke, that the above report, giving details of progress on Solar Panels, be noted.

SPR/256/2016 REPLACEMENT OF SUB-STATION AT MOURNE PRESBYTERIAN CHURCH, KILKEEL

Read: Report from Mrs A Robb, Assistant Director, Corporate Services (Administration), dated 17 November 2016, regarding the replacement of sub-station at Mourne Presbyterian Church, Kilkeel (copy circulated).

Councillor Enright expressed concerns over this item of business, saying diesel generators were being used by businesses along the east coast due to the grid being inadequate.

Agreed: It was agreed on the proposal of Councillor Doran, seconded by Councillor Quinn, that approval be given for a 99 year lease. The lease to be entered into between the Council and Northern Ireland Electricity Networks in relation to the replacement of the sub-station at Mourne Presbyterian Church, Kilkeel in the consideration of £1000 with NIEN to be responsible for the Council's reasonable legal costs.

GRANT AIDED PROGRAMMES

SPR/257/2016 PEACE IV

Read: Report from Ms S Burns, Programmes Manager, dated 17 November 2016, regarding the Peace IV Capital Call (copy circulated).

In response to Councillor Carr's query on the Derryleckagh playing field project, Mr Curtis advised a series of meetings had been held with Rivers Agency, who had made it clear that the project would not be eligible due to the site being on a flood plain on which planning permission would not be granted.

In response to Councillor Murnin's query regarding the Ballynahinch project, Mr Curtis undertook to ascertain whether the ground floor of the building would be used for retail. He further advised the business case was currently being finalised, details of which would be brought back to Committee in December.

In response to Councillor Sharvin's query, Mr Curtis said there were strong indications that the Ballynahinch project funding would be signed off prior to Christmas.

Agreed: **It was agreed on the proposal of Councillor O'Muire, seconded by Councillor Ruane, to submit an application to Shared Spaces and Services funding call for the John Doyle Peace Centre.**

SPR/258/2016 **BREXIT**

Read: Report from Mr E Curtis, Director of Strategic Planning and Performance, dated 17 November 2016, regarding proposals re Brexit and its implications (copy circulated).

Mr Hannaway advised Members a survey of businesses would be undertaken to gain an understanding of the implications Brexit may have on them and this would be fed into the all Island Civic Dialogue.

Councillor O'Muire requested contact would be made with The Border Community Against Brexit as they had already liaised with many organisations.

Agreed: **It was agreed on the proposal of Councillor Andrews, seconded by Councillor O'Muire, that:**

- Both Councils Newry, Mourne and Down DC and Louth County Council, collectively work on gathering information important to our combined areas.
- Begin an engagement with businesses, fishing, farming and community societies.
- Agree what was wanted for our combined areas in any negotiations.
- Submit a paper to all three Governments on the issues for our combined areas.

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2015

SPR/259/2016 ST. JOHN BOSCO GFC – PHASE 2 NEWRY LEISURE CENTRE

Agreed: On the proposal of Councillor Enright, seconded by Councillor Doran, 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).

Read: Report from Mr E Curtis, Director of Strategic Planning and Performance, dated 17 November 2016, regarding the lease of premises/land to St John Bosco GAC for clubhouse facilities at Newry Leisure Centre Phase 2 (copy circulated).

Agreed: On the proposal of Councillor Sharvin, seconded by Councillor Andrews, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Carr, seconded by Councillor Doran to proceed with a 25 year lease at a peppercorn rental subject to the Department for Communities (Local Government Policy Division) approval and subject to the Club being responsible for all utilities and services.

SPR/260/2016: DOWNSHIRE CIVIC CENTRE FINAL ACCOUNT

Agreed: On the proposal of Councillor Enright, seconded by Councillor Doran, 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).

Read: Report from Mrs M Ward, Director of Enterprise, Regeneration and Tourism, dated 17 November 2016, regarding the Downshire Civic Centre Final Account (copy circulated).

Agreed: On the proposal of Councillor Sharvin, seconded by Councillor Andrews, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Andrews, seconded by Councillor Enright to approve the final account for Downshire Civic Centre in the sum outlined in report dated 17 November 2016 from Mrs M Ward.

SPR/261/2016 REVIEW OF MANAGEMENT ACCOUNTS

Agreed: On the proposal of Councillor Enright, seconded by Councillor Doran, 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).

Read: Report from Mrs D Carville, Director of Corporate Services, dated 17 November 2016, regarding the review of Management Accounts (copy circulated).

Agreed: On the proposal of Councillor Sharvin, seconded by Councillor Andrews, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Ruane, seconded by Councillor Andrews to note the Management Accounts to 31 August 2016.

SPR/262/2016 LPS VALUATION FOR KINDLE

Agreed: On the proposal of Councillor Enright, seconded by Councillor Doran, 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).

Read: Business Case in regard to the purchase of the former Kindle Primary School from the Education Authority NI to Newry, Mourne and Down District Council to develop a new facility. (copy circulated).

Agreed: On the proposal of Councillor Sharvin, seconded by Councillor Andrews, it was agreed the Committee come out of closed session.

Agreed: When the Committee came out of closed session, the Chairperson advised that it had been agreed on the proposal of Councillor Sharvin, seconded by Councillor Clarke, that Option 3 – Transfer the site to Newry, Mourne and Down District Council at nil premium, be accepted and that discussions commence with the Ministry of Defence regarding the sale of part of the Ballykinler army camp and that a master plan would be looked into for this proposal.

The meeting concluded at 7:56pm.

For consideration at the Council Meeting to be held on 5 December 2016.

Signed: Councillor Patrick Brown
Chairperson

Signed: **Eddy Curtis**
Director of Strategic Policy and Performance

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Ref: AHC/2016

Minutes of Active and Healthy Communities Committee Meeting held on Monday 21 November 2016 at 6.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick

Chairperson: Councillor M Carr

In attendance: **(Councillors)**

Councillor Burns	Councillor Byrne
Councillor Doran	Councillor Harvey
Councillor Kimmins	Councillor Loughran
Councillor McMurray	Councillor Ó'Muirí
Councillor Taylor	Councillor Trainor
Councillor Walker	

Non-Committee Members: Councillor Brown Councillor Enright

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)
- Ms J Hillen, Assistant Director of Community Engagement
- Mr P Power, Sports Officer
- Mr J Birt, Specialist Support Officer, Building Control
- Miss S Taggart, Democratic Services Officer

AHC/145/2016: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillor Fitzpatrick.

The Chairperson stated the Northern Ireland and Ulster Juvenile Cross-Country Championships had taken place recently with over 1000 young people taking part and an email thanking staff had been received.

The Chairperson advised Flahavin's Cross-Country race took place in October with over 300 children attending in Dunleath Park, Downpatrick.

The Chairperson extended his congratulations to Downpatrick Football Club on reaching the final of the Border Cup and wished them all the best.

The Chairperson reminded Members a Play Strategy Workshop would be held on Friday morning in the Mourne Room, Downshire Civic Centre at 10am.

AHC/146/2016: DECLARATIONS OF INTEREST

Councillor Burns declared an interest in Item 5 on the agenda – Extension of Facility Management Agreement with Castlewellan Community Partnership as his brother was a member of the Board.

Councillors Doran, Harvey, Loughran and Taylor declared an interest in Item 8 on the agenda – PCPS Request for Additional Member Meeting Expenses as they were all members of the PCSP.

AHC/147/2016: ACTION SHEET OF THE ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON 17 OCTOBER 2016

Read: Action Sheet of the Active & Healthy Communities Committee Meeting held on Monday 17 October 2016. **(Copy circulated)**

Agreed: **It was agreed to note the Action Sheet arising from the Active & Healthy Communities Committee Meeting held on Monday 17 October 2016.**

AHC/148/2016 SCHEME OF DELEGATION REPORT

Read: Report from Mr M Lipsett, Director of Active & Healthy Communities, dated 21 November 2016 regarding Scheme of Delegation Report (copy circulated)

Agreed: **It was agreed to note the Scheme of Delegation Report.**

Councillor Burns left the chamber at this stage, having previously declared an interest in the next item – 6.07pm

COMMUNITY ENGAGEMENT

AHC/149/2016 EXTENSION OF FACILITY MANAGEMENT AGREEMENT WITH CASTLEWELLAN COMMUNITY PARTNERSHIP

Read: Report from Mr P Green, Head of Compliance, dated 21 November 2016 regarding Extension of Facility Management Agreement with Castlewellan Community Partnership (Copy circulated).

Agreed: It was agreed on the proposal of Councillor Doran, seconded by Councillor Harvey to accept the officer's recommendation to:

- The extension of Facilities Management Agreement with Castlewellan Community Partnership until April 2016 (with monthly renewal thereafter until the premises are vacated for redevelopment);
- The development of a long-term lease agreement with the Partnership for the future management of the Centre (following valuation, if required and subsequent agreement with Partnership Members and Council).

Councillor Burns returned to the chamber at this stage – 6.10pm

AHC/150/2016 COMMUNITY ACCESS TO DAN RICE HALL, DRUMANESS

Read: Report from Ms J McCann, Head of Community Services, Facilities & Events, dated 21 November 2016 regarding Community Access to Dan Rice Hall, Drumaness (Copy circulated).

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Burns to accept the officer's recommendation to:

- Proceed with LPS valuation for a proposed 5-year lease agreement for the use of the reading room by Down Community (3 days per week) and full access to the area of unused land to the rear of the community centre for development as a community allotment.
- Development of appropriate legal documentation (subject to agreement by both parties).

AHC/151/2016 APPROVAL FOR MINOR IMPROVEMENTS AT BARCROFT AND ANNALONG COMMUNITY CENTRES

Read: Report from Ms J McCann, Head of Community Services, Facilities & Events, dated 21 November 2016 regarding Approval for Minor Improvements at Barcroft and Annalong Community Centres (Copy circulated).

Councillor Kimmins queried if officers could investigate the possibility of removing the green fencing at Barcroft to be replaced with smaller wooden fencing.

Agreed: It was agreed on the proposal of Councillor Harte, seconded by Councillor Doran to accept the officer's recommendation to:

- Install CCTV to the exterior of the Barcroft Community Centre (subject to successful funding bid)
- Update kitchen units, radiators and install a new dishwasher in Annalong Community Centre (subject to successful funding bid)

It was also agreed that officers would investigate the possibility of replacing the green fencing at Barcroft with smaller wooden fencing.

Councillors Doran, Harvey, Loughran and Taylor left the chamber at this stage, having previously declared an interest in the next item – 6.15pm

AHC/152/2016 PCSP REQUEST FOR ADDITIONAL MEMBER MEETING EXPENSES

Read: Report from Mr D Brannigan, Head of Engagement, dated 21 November 2016 regarding PCSP Request for Additional Member Meeting Expenses (Copy circulated).

Councillor Walker proposed to accept the officer's recommendation stating the Bonfire Liaison Committee was very effective in managing bonfires and this work should continue. This was seconded by Councillor Trainor.

The Chairperson stated he had reservations on changing the rules of this committee and would like to know whether other PCSP Committees had required to do similar.

Councillor Walker amended his proposal to include writing a letter to Department of Justice asking them to fund the additional meetings in the long term.

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Trainor to accept the officer's recommendation to ringfence additional resource to cover expenses associated with 2 additional PCSP meetings per annum.

It was also agreed that a letter be sent to the Department of Justice asking that they fund the additional meetings in the long term.

AHC/153/2016 DEA FORA UPDATE

Read: Report from Ms S Rice, DEA Co-ordinator (Crotlieve), dated 21 November 2016 regarding DEA Fora Update (Copy circulated).

Councillor Burns highlighted an amendment was required to the Slieve Croob Action Sheet from 24th October 2016 meeting. He stated under the item Any Other Business it should read HLF Application for development of Castlewellan Forest Park.

Agreed: It was agreed to note the report and amend the action sheet from Slieve Croob DEA of 24th October 2016 as follows:
Any Other Business: Priscilla to contact Sally Montgomery regarding public consultation on the HLF Application for development of Castlewellan Forest Park at next public meeting.

AHC/154/2016 DOWNPATRICK NEIGHBOURHOOD RENEWAL:
COMMUNITY EQUIPMENT APPLICATION

Read: Report from Mr D Patterson, Downpatrick DEA/NR Coordinator, dated 21 November 2016 regarding Downpatrick Neighbourhood Renewal: Community Equipment Application (Copy circulated).

Agreed: It was agreed on the proposal of Councillor Trainor, seconded by Councillor Kimmins to accept the officer's recommendation to submit an application to Department for Communities for needed community equipment for community organisations in the Downpatrick Neighbourhood Renewal Area.

AHC/155/2016 DfC CONSULTATION ON PROPOSALS TO CLOSE
BALLYNAHINCH AND NEWCASTLE SOCIAL SECURITY
OFFICES AND JOB CENTRES

Read: Report from Mr D Brannigan, Head of Engagement, dated 21 November 2016 regarding DfC Consultation on Proposals to close Ballynahinch and Newcastle Social Security Offices and Job Centres (Copy circulated).

Councillor Walker praised the officers for the preparation of the response to the consultation and proposed that Council accept the officer's response on behalf of the Council. This was seconded by Councillor Burns.

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Burns to approve the draft Consultation response on behalf of Council.

LEISURE AND SPORTS

AHC/156/2016 FITNESS SUITE OPERATIONS FOR INDOOR LEISURE CENTRES

Read: Report from Mr K Gordon, Head of Indoor Leisure, dated 21 November 2016 regarding the Fitness Suite Operations for Indoor Leisure Centres (Copy circulated).

Agreed: **It was agreed on the proposal of Councillor Harvey, seconded by Councillor Trainor to agree to the Fitness Suite Operations for Indoor Leisure Centres.**

AHC/157/2016 COUNCIL REPRESENTATION ON SAND

Read: Report from Mr P Power, Sports Offices, dated 21 November 2016 regarding the Council Representation on SAND (Copy circulated).

Mr Moore stated that NICVA had advised that SAND would be unable to secure charitable status if the Executive Committee was weighted/balanced in favour of the Council. He presented two options; option 1 - that SAND continue with existing governance structure however this would limit the opportunities of funding and remove charitable status of SAND or option 2 – reduce the number of Councillors from 8 to 5 in line with NICVA recommendations.

Agreed: **It was agreed on the proposal of Councillor Ó'Muirí, seconded by Councillor Byrne that option 2 be accepted with a reduction in the number of Councillors from 8 to 5 in line with NICVA recommendations.**

It was also agreed that the matter be referred to the Party Reps Committee for discussion on the allocation of recommended reduced numbers.

AHC/158/2016 PROPOSED CHANGE OF NAME FOR SAND

Read: Report from Mr P Power, Sports Offices, dated 21 November 2016 regarding the proposed change of name for SAND (Copy circulated).

Agreed: **It was agreed on the proposal of Councillor Ó'Muirí, seconded by Councillor Walker that Parties consider the matter and bring back potential names to a future committee meeting.**

HEALTH AND WELL-BEING

AHC/159/2016 EBR – NEARLY ZERO ENERGY BUILDING PROJECT – PARTNERSHIP AGREEMENT

Read: Report from Mr J Birt, Special Support Officer, Building Control, dated 21 November 2016 regarding EBR – Nearly Zero Energy Building Project – Partnership Agreement (Copy circulated).

Agreed: It was agreed on the proposal of Councillor Burns, seconded by Councillor Walker that Council become a formal Partner in the NZEB's project and Council wish to be considered for additional funding to create a NZE demonstration building within the District.

FOR NOTING

AHC/160/2016 CORRESPONDENCE RECEIVED FROM MINISTER FOR EDUCATION REGARDING DELEGATION FROM COUNCIL TO DISCUSS COMMUNITY USE OF SCHOOL FACILITIES

Read: Correspondence received from Minister for Education, dated 4 November 2016, regarding delegation from Council to discuss Community Use of School Facilities (Copy circulated).

Councillor Walker stated his disappointment that, once again, Ministers were treating the Council with contempt. He proposed that Council officers meet with officers of the Education Authority and demand to meet with the Minister, regardless of how long it would take for a meeting to be arranged.

Councillor Burns seconded the proposal, with an addendum that Councillor Curran bring the issue to the Partnership Panel highlighting the obligation to work together through Community Planning Legislation. The addendum was agreed by Councillor Walker.

Agreed: It was agreed on the proposal of Councillor Walker, seconded by Councillor Burns that Council officers meet with officers of the Education Authority and demand a meeting with the Minister regardless of how long it would take a meeting to be arranged.

It was also agreed that Councillor Curran bring the issue to the Partnership Panel highlighting the obligation to work together through Community Planning.

ADDITIONAL ITEMS

AHC/161/2016 DRUMALANE COMMUNITY CENTRE CAPITAL BUILD

Read: Report from Ms J McCann, Head of Community Services, Events and Facilities, dated 21 November 2016 regarding Drumalane Community Centre Capital Build (Copy circulated).

Ms Hillen advised due to recent developments in relation to the project, approval was only required to proceed to tender.

Agreed: **It was agreed on the proposal of Councillor Harte, seconded by Councillor Kimmins to proceed to procurement through tender for Drumalane Community Centre build.**

AHC/162/2016 NUCLEAR FREE LOCAL AUTHORITIES AGM IN DUBLIN

The Chairperson stated he had been co-chair in Ireland of Nuclear Free Local Authorities and intended to stand down at the AGM and nominate Councillor Trainor to take up the chairmanship.

Councillors Brown, Carr and Trainor had expressed an interest in attending the Nuclear Free Local Authorities AGM in Dublin.

The Chairperson welcomed Councillor Andy McMurray to the Committee and wished him well going forward.

There being no further business the meeting ended at 6.49pm.

For consideration at Meeting of Newry, Mourne and Down District Council to be held on Monday 5 December 2016.

Signed: Councillor M Carr
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 23 November 2016 at 6.00 pm in the Boardroom, District Council Offices, Monaghan Row, Newry

Chairperson: Councillor R Mulgrew

Members:

Councillor T Andrews	Councillor S Burns
Councillor C Casey	Councillor G Craig
Councillor D Curran	Councillor G Fitzpatrick
Councillor V Harte	Councillor D Hyland
Councillor P Ó'Gribin	Councillor D Taylor
Councillor J Macauley	Councillor JJ Tinnelly
Councillor J Trainor	

Officials in Attendance: Mr L Hannaway, Chief Executive
 Mr C O'Rourke, Director of Regulatory and Technical Services
 Mr J Parkes, Assistant Director of Waste Management
 Mr K Scullion, Assistant Director Facilities Management and Maintenance
 Mr C Jackson, Assistant Director of Building Control and Regulations
 Mr A McKay, Chief Planning Officer
 Miss S Taggart, Democratic Services Officer

RTS/174/2016: APOLOGIES AND CHAIRPERSON'S REMARKS

Apologies were received from Councillors Stokes.

Councillor Mulgrew advised the time of tonight's meeting had been changed to facilitate the Planning Committee and next month there was a clash again. She asked Members if they were content to have the RTS Meeting at 6pm again in December or should the matter be referred back to find another suitable date.

Following discussion it was agreed that the RTS Committee Meeting would be held on Wednesday 21st December 2016 at 6.00pm.

Councillor Mulgrew welcomed the new appointments – Mr Peter Whyte, Head of Refuse and Cleansing, Mr Tom Daly, Head of Fleet Management and Mr Edwin Newell, Head of Building Control.

RTS/175/2016: DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

COMMITTEE BUSINESS

RTS/176/2016: ACTION SHEET OF THE REGULATORY AND TECHNICAL SERVICES COMMITTEE MEETING HELD ON WEDNESDAY 19 OCTOBER 2016

Read: Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 19 October 2016. (*Copy circulated*).

Agreed: It was unanimously agreed to note the Action Sheet.

RTS/177/2016: REGULATORY AND TECHNICAL SERVICES BUSINESS PLAN – UPDATE QUARTER 1 AND QUARTER 2

Read: Regulatory and Technical Services Business Plan – Update Quarter 1 and Quarter 2 (*Copy circulated*).

Councillor Craig queried why the Directorate budget was so overspent.

Mr O'Rourke explained the following areas of overspend:

- Building Control was underspent by £160,000
- Facilities Management had an overspend of £55k due to legacy Down general recreation accounting code.
- Parks vehicles were overspent by £25k
- Planning had an overspend of £150k due to a combination in the predicted drop-off in fees and additional planning staff to tackle the backlog of applications.
- Waste Management had an overspend of £260k as the refuse collection in Ballyward had previously been delivered by Armagh, Banbridge and Craigavon Council however they only submitted the invoice to the Council this year.
- The landfill site at Drumanakelly was supposed to close at the beginning of April however this took an additional 3 months to close.
- The rates bill for Strangford Road was traditionally paid out of the Corporate Services Budget.

Councillor Hyland queried the reasons why so many households did not previously have brown waste bins.

Mr O'Rourke stated in order to try to meet recycling targets, legacy Councils delivered the brown bin scheme inside 30mile limits.

Councillor Ó'Gribin questioned whether this action was discriminatory towards those people not living within the 30mile limits.

Mr O'Rourke stated Council did not have to provide brown bins on a compulsory basis to all houses therefore the practice was not discriminatory, however they would be expected to deliver food waste receptacles to all houses going forward.

Councillor Burns asked whether there would be any set collection times for the food waste bins such as on a 2 week cycle etc.

Mr O'Rourke advised it was a matter for Council to decide when to collect the food waste bins.

Agreed: It was unanimously agreed to note the Business Plan update for Quarter 1 and Quarter 2.

FOR CONSIDERATION AND/OR DECISION - PLANNING

RTS/178/2016: **OCTOBER 2016 PLANNING COMMITTEE PERFORMANCE REPORT**

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

Noted: The Planning Committee Performance Report was noted.

RTS/179/2016: **RECORD OF MEETINGS BETWEEN PLANNING OFFICERS AND PUBLIC REPRESENTATIVES**

Read: Report of meetings between Planning Officers and Public Representatives. (*Copy circulated*).

Noted: The report of meetings between Planning Officers and Public Representatives was noted.

FOR CONSIDERATION AND/OR DECISION - WASTE MANAGEMENT

RTS/180/2016: **INTRODUCTION OF TWO MINUTE BEACH CLEAN BOARDS**

Read: Report dated 23 November 2016 from Mr J Parkes, Assistant Director, Waste Management regarding introduction of two minute beach clean boards **(Copy circulated)**.

Mr Parkes advised the concept of a two minute beach clean was that whenever members of the public visit a beach, they take two minutes out of their time to pick up litter. He stated this was the first Council in Northern Ireland to trail the concept and beach clean stations have been implemented at Warrenpoint and Rostrevor and he was seeking approval to extend the scheme to other beaches, subject to local support during 2017.

Members welcomed the initiative stating it was a very inexpensive but effective scheme and Council should purchase more of the beach clean stations.

Agreed: **It was agreed on the proposal of Councillor Hyland, seconded by Councillor Taylor to extend the two minute beach clean scheme to other beaches, subject to local support during 2017.**

RTS/181/2016: REPORT REGARDING NORTHERN IRELAND AMENITY COUNCIL AWARDS 2016

Read: Report dated 23 November 2016 from Mr J Parkes, Assistant Director, Waste Management regarding Northern Ireland Amenity Council Awards 2016 **(Copy circulated)**.

Mr Parkes advised at the Northern Ireland Amenity Council awards, Rooney Park in Kilkeel was judged as Best Kept Small Housing winner. He stated the report recommended that a photocall be organised and the prize fund of £150 be used to purchase and plant a suitable tree at Rooney Park by the NIHE.

Agreed: **It was agreed on the proposal of Councillor Burns, seconded by Councillor McCauley to accept the officer's recommendation to purchase and plant a suitable tree at Rooney Park and that a photocall be organised.**

It was further agreed on the proposal of Councillor Craig, seconded by Councillor Curran that the Chair of RTS Committee be invited to attend the photocall also.

FOR NOTING

**RTS/182/2016: NILGA LETTER RE: BRITAIN IN BLOOM 2016 RESULTS
- 19 OCTOBER 2016**

Read: Letter dated 19 October 2016 re: Britain in Bloom 2016 results
(Copy circulated)

Agreed: It was unanimously agreed to note the above correspondence.

**RTS/183/2016: ARC 21 JOINT COMMITTEE MEMBERS' MONTHLY BULLETIN
- 27 OCTOBER 2016**

Read: Arc 21 Joint Committee Members' Monthly Bulletin 27 October
2016. *(Copy circulated)*

Agreed: It was unanimously agreed to note the Arc 21 Joint Committee
Members' Bulletin dated 27 October 2016.

**RTS/184/2016: ARC 21 JOINT COMMITTEE MEETING – MINUTES OF THE
MEETING HELD ON THURSDAY 29 SEPTEMBER 2016.**

Read: Arc 21 Joint Committee Meeting Minutes dated Thursday 29
September 2016. *(Copy circulated)*

Agreed: It was unanimously agreed to note the Arc 21 Joint Committee
Meeting Minutes dated Thursday 29 September 2016.

**RTS/185/2016: REPORT RE: REVIEW OF TRANSPORT NI LAND MAINTAINED
BY COUNCIL'S GROUNDS MAINTENANCE DEPARTMENT**

Read: Report dated 23 November 2016 from Mr K Scullion, Assistant
Director, Facilities Management and Maintenance regarding
Review of TransportNI Land Maintained by Council's Grounds
Maintenance Department *(Copy circulated)*

Members discussed the report at length stating it was not acceptable that Council would maintain these areas of land without any financial input from the Department and it was agreed on the proposal of Councillor Burns, seconded by Councillor Casey that a letter be written to the Minister asking for clarification on whether he would put payments in place for Council to maintain these areas of land.

Councillor Craig suggested the matter of difficulty determining ownership of land throughout the District may be something that the Partnership Panel could discuss.

Agreed: It was unanimously agreed on the proposal of Councillor Burns, seconded by Councillor Casey to write to the Minister asking for clarification on whether he would put payments in place for Council to maintain the areas of land.

It was also agreed that following a response from the Minister, the matter of land ownership be referred to the Partnership Panel.

RTS/186/2016: **REVIEW OF HISTORIC CEMETERIES MAINTAINED BY COUNCIL**

Read: Report dated 23 November 2016 from Mr K Scullion, Assistant Director, Facilities Management and Maintenance regarding Review of Historic Cemeteries maintained by Council (*Copy circulated*)

Councillor Ó'Gribin asked for an update on Dechomet Graveyard and Magheradroll.

Mr Scullion advised Council had agreed to go ahead with Banbridge Council's scheme and this was at the planning stage at present. A paper would be presented on Magheradroll at a later stage.

Agreed: It was unanimously agreed to note the Review of Historic Cemeteries maintained by Council.

RTS/187/2016: **CONFERENCE ON THE FUTURE OF ENERGY POLICY IN NI – INCLUDING ISSUES RELATING TO COUNCILS – TUESDAY 6 DECEMBER 2016**

Agreed: It was agreed on the proposal of Councillor Trainor, seconded by Councillor Fitzpatrick that Council buy the transcripts of the conference at a cost of £95+VAT when available.

RTS/188/2016: **HISTORIC ACTION TRACKING UPDATE**

Read: Report re: Regulatory & Technical Services Committee Action Tracking Update. (*Copy circulated*).

Agreed: **It was unanimously agreed to note the above Report.**

There being no further business the meeting ended at 6.55 pm.

For consideration at the Council Meeting to be held on Monday 5 December 2016.

Signed: **Councillor Roisin Mulgrew**
 Chairperson of Regulatory & Technical Services Committee

Signed: **Mr C O Rourke**
 Director Regulatory & Technical Services

Report to:	Council
Date of Meeting:	5 December 2016
Subject:	Amendment to Council's Standing Orders
Reporting Officer (Including Job Title):	Liam Hannaway, Chief Executive
Contact Officer (Including Job Title):	Eileen McParland Democratic Services Manager

Decisions required:	
1.0	Purpose and Background:
1.1	At Council meeting on 3 May 2016 it was agreed, in principle, that a review of Standing Orders be undertaken, taking account of changing needs since the Council came into full operation on 1 April 2015.
2.0	Key issues:
2.1	Standing Order 27.2 requires that "any motion to, add to, vary or revoke Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary Meeting of the Council. The mandatory Standing Orders may not be added to, varied or revoked by the Council".
3.0	Recommendations:
	It is recommended that a motion to amend Standing Orders be proposed and seconded, and subsequently adjourned without discussion to Council Meeting on Monday 9 January 2016. This is in accordance with Council's SO 27.2
4.0	Resource implications
	None
5.0	Equality and good relations implications:
	None anticipated
6.0	Appendices
	Copy of Standing Orders with proposed amendments shown in red font.

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

2016



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

Standing Orders

Revised
December 2016

Newry, Mourne and Down District Council

STANDING ORDERS

Definitions

“2014 Act” means the Local Government Act (Northern Ireland) 2014;

“budget” means the expenditure authorised by a Council under section 3 of the Local Government Finance Act (Northern Ireland) 2011;

“call-in” means a requisition for the reconsideration of a decision as provided for in section 41(1) of the 2014 Act;

“Clerk” means the Clerk of a Council appointed under section 41 of the Local Government Act (Northern Ireland) 1972;

“Committee” means a Committee appointed under section 7 of the 2014 Act;

“delegated authority” means the discharge of a function under authority fixed by a Council under section 7 of the 2014 Act;

“decision maker” means the body or person making an executive decision, a decision under delegated authority or a key decision;

“Member” means a Councillor on that Council;

“nominating officer” means

- (a) the person registered under the Political Parties, Elections and Referendums Act 2000 as the party’s nominating officer; or
- (b) a Member of the Council nominated by that person for the purposes of Schedule 1 to the 2014 Act;

“party” means a party registered under the Political Parties, Elections and Referendums Act 2000 in the Northern Ireland register (within the meaning of that Act);

“policy framework” means the policies and procedures agreed by the council in relation to the delivery of a function or functions of the Council;

“published” means made available for inspection by Members of the Council;

“Register of Decisions” means a register of decisions maintained by the Council of those decisions agreed by the council;

“section of the inhabitants of the district” means any section of the inhabitants that is clearly identifiable by location, interest or other category;

“special resolution” means a resolution of a Council as defined in section 148 of the Local Government Act (Northern Ireland) 1972; and

“Standing Orders Regulations” means the Local Government (Standing Orders) Regulations (Northern Ireland) 2015.

INDEX

- 1 Annual and Monthly Meetings
- 2 Time and Place of Meetings
- 3 Convening Special Meetings
- 4 Notice and Summons of Meetings
- 5 Chair to be taken
- 6 Chairperson of Meeting
- 7 Quorum
- 8 Admission to meetings
- 9 Record of attendances at meetings
- 10 Exclusion of the public
- 11 Deputations
- 12 Order of Business
- 13 Minutes of the Council
- 14 Submission of Minutes
- 15 Minutes of Committees
- 16 Motions
- 17 Amendments
- 18 Amendments to Regulatory Decisions
- 19 Rules of Debate
- 20 Voting
- 21 Call-in Process
- 22 Positions of responsibility, etc. – Time Limits
- 23 Appointment of more than one Committee
- 24 Rescission of a preceding resolution
- 25 Members conduct
- 26 Disturbance by public

27 Corporate Seal

28 Contracts

29 Suspension and amendment of Standing Orders

30 Interpretation of Standing Orders

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

1. Annual and Monthly Meetings

- (1) In every year that is not a local election year the Council shall hold an Annual Meeting in the month of **May** or June.
- (2) In any year which is a local election year, the Annual Meeting shall be held within twenty-one days immediately following the election, at such time as the Council may fix, at the offices of the Council or at such other place as the Department may direct.
- (3) A meeting of the Council for the transaction of general business of the Council shall, subject to any deviation which special circumstances may render desirable, be held on the first Monday of every month, except a summer month as determined by the Council. Other meetings of the Council for the transaction of general business shall be held as the Council considers necessary.
- (4) Meetings of the Council shall not take place on a Public or Bank Holiday, a Saturday or a Sunday. Where the day of a meeting falls on one of these days, the meeting shall instead be held on the next following weekday, or such other day as might be agreed by the Council for that meeting.

Formatted: Font color: Red

2. Time and place of meetings

The Annual Meeting and other meetings of the Council shall be held at 6pm in the Council Chamber, except where otherwise fixed by statute or by special summons.

3. Convening Special Meetings

- (1) The Chairperson of the Council may call a meeting of the Council at any time.
- (2) The Chairperson of the Council must call a meeting of the Council if a requisition for such a meeting, signed by not less than five Members of the Council is presented to him/her; and, if he/she refuses to call a meeting on such a requisition or if, without so refusing, he/she does not call such a meeting within the period of seven days from the date of service of the requisition on him/her, not less than five Members may, on that refusal or on the expiration of that period, forthwith call a meeting of the Council.

4. Notice and Summons of Meetings

- (1) Five days at least before a meeting of the Council, a Committee or Ssub-Committee, notice of the time and place of the intended meeting shall be published at the offices of the Council. Where the meeting is called by Members, the notice shall be signed by them and shall specify the business proposed to be transacted thereat.

- (2) A summons to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Clerk shall be served on every Member at least three days before the meeting. Failure to serve this summons within the correct time shall not affect the validity of a meeting.
- (3) Except in the case of business required by statute or, where in the opinion of the Chairperson at the meeting the business should be considered by the meeting as a matter of urgency, no business shall be transacted at a meeting of the Council, a Committee or Sub-Committee other than that specified in the summons relating thereto.

5. Chair to be taken

At each meeting of the Council, the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with.

6. Chairperson of Meeting

- (1) At a Meeting of the Council, the Chairperson of the Council, if present, must preside.
- (2) If the Chairperson of the Council is absent from a Meeting of the Council, the Deputy Chairperson of the Council, if present, shall preside.
- (3) If neither the Chairperson nor Deputy Chairperson are present at a Meeting of the Council, a Member of the Council chosen by the Members who are present must preside.
- (4) If discussion arises on the allocation of the position of Chairperson, the Clerk shall exercise the powers of the Chairperson to assist in the regulation of that discussion.
- (5) Any power of the Chairperson of the Council in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

7. Quorum

- (1) Subject to sub- paragraph (7), no business shall be transacted at a Meeting of the Council unless at least one-quarter of the whole number of Members are present.
- (2) No business shall be transacted at a Committee Meeting of the Council unless at least one-quarter of the whole number of Members of the specific Committee are present, subject to paragraph (3) and paragraph (4).
- (3) No business shall be transacted at an Audit Committee Meeting unless at least one-third of the elected Members of the Committee are present.

- (4) No business shall be transacted at a Planning Committee Meeting unless at least one half of the Members of the Committee are present.
- (5) If during a meeting, the person presiding, after the number of Members present is counted, declares that a meeting is inquorate and it is unlikely that there will be a quorum present within a reasonable time, he/she shall declare the meeting adjourned.
- (6) Any uncompleted business on the agenda of a meeting adjourned under Standing Order 7(5) above, shall be tabled for discussion at the reconvened meeting. No business, other than the uncompleted business on the agenda of the meeting adjourned, may be discussed at the reconvened meeting.
- (7) Where more than one-quarter of the Members become disqualified at the same time then, until the number of Members in office is increased to not less than three-quarters of the whole number of Members, the quorum of the Council shall be determined by reference to the number of Members remaining qualified instead of by reference to the whole number of Members.

8. Admission to meetings

- (1) Subject to the provisions of this Standing Order, every Meeting of the Council shall be open to the public, in accordance with section 42 of the 2014 Act.
- (2) The public and press may attend only in those parts of the Council Chamber provided for their accommodation at meetings of the Council, unless specifically excluded in accordance with the provisions of Standing Order 10; or as required by the Council to comply with provisions in relation to Fire Safety and Health & Safety.
- (3) The admission of the public is upon the understanding that they must continue at all times to be seated, and that no expression of opinion or noise of any kind be allowed from them.
- (4) At all times during which a Meeting of the Council is open to the public, the Council must, so far as is practicable, cause to be made available to duly accredited representatives of newspapers, attending for the purpose of reporting proceedings at the meeting, reasonable facilities for taking reports of these proceedings and, on payment by those representatives or their newspapers of any expenses which may be incurred, for transmitting such reports to their newspapers.
- (5) Taking photographs of proceedings or the use of any other means by members of the public to enable persons not present to see or hear any proceedings (whether at that time or later) or making of any oral report of any proceedings as they take place shall be prohibited unless expressly permitted by the Council.

- (6) The use of social media by Members of the Council, members of the public or journalists shall be permitted during those proceedings that are open to the public, to the extent that its use does not disrupt proceedings.

9. Record of attendances at meetings

The names of the Members present at a Meeting of the Council must be recorded.

10. Exclusion of the public

- (1) The public shall be excluded from a Meeting of the Council whenever it is likely that, during the transaction of an item of business, confidential information would be disclosed to them in breach of an obligation of confidence.
- (2) The Council may by resolution exclude the public from a Meeting of the Council (whether during the whole or part of the proceedings at the meeting) for such special reasons as may be specified in the resolution being reasons arising from the nature of the business to be transacted or of the proceedings at the Meeting.
- (3) The Chairperson may at any time during the proceedings, if he/she thinks it necessary to secure order, direct the removal of any individual or group of individuals from the Council Chamber, or order the Council Chamber to be wholly cleared of members of the public.
- (4) The Council, having excluded the public, shall only consider the matter referred to it by the resolution. If it should be deemed necessary to consider any matter not included in the resolution, the public shall be re-admitted and the Chairperson may ask leave of the Council to take up the consideration of such additional matters as may be deemed desirable.
- (5) The Council, having excluded the public, shall not have the power to adjourn its own sittings or to adjourn a debate to a future sitting. If the business referred to in the resolution is not transacted, the Council may be resumed and a Member of the Council may move that the Council again exclude the public on a future day to deal with the business specified in the resolution which was not transacted.
- (6) If the Council, with the public excluded, has transacted part of the business referred to it, without being able to reach a decision on all the business so referred, a Member of the Council may, with leave of the Council, report on the progress to that point and ask the Council's permission to sit again.
- (7) When the Council, having transacted business with the public excluded, submits its report to the Council, a motion for its adoption shall then be moved and put. No questions or discussion shall be permitted on the report or the motion for its adoption.

11. Deputations

- (1) Deputations, from any source, shall only be considered to address the Council or Committee of Council provided the Clerk has received ten clear days notice of the intended deputation and a statement of its objective. The Chairperson shall have the discretion, in cases of emergency, to reduce this period of notice.
- (2) The deputation shall be confined to the presentation of a statement, or copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the address shall not exceed ten minutes for the total presentation.
- (3) Deputations should not be repetitive and, where possible, issues of a similar or linked nature should be contained in one deputation. Where a deputation has made a presentation to the Council, the Council may decline to accept another deputation on the same issue from the same individual or group for a period of six months.

(4) Arrangements for Deputations to Planning Committee are detailed in the Council's Planning Committee Operating Protocol.

Formatted: Font color: Red

12. Order of Business

Subject to any statutory requirements to the contrary, the order of business at every meeting of the Council shall be as follows:

- a) apologies;
- b) declaration of Members' interests;
- c) confirmation of the Minutes of the last stated Meeting and of all adjourned meetings and special meetings held since the last stated Meeting;
- d) deputations;
- e) business required by statute to be transacted at the Meeting;
- f) adoption of the Minutes of the proceedings of any Committees and consideration of reports, if any, from such Committees;
- g) reports of officers, public bodies, agencies etc. if any, may be considered and such orders given thereon as may be deemed necessary;
- h) reports on decisions/recommendations subject to the reconsideration process;
- i) other reports;
- j) correspondence and matters not already dealt with;
- k) sealing of documents;
- l) consideration of motions of which due notice has been given, in the order in which they have been received.

13. Minutes of the Council

13.1 Keeping of; as evidence; etc

- (1) Minutes of the proceedings of a Meeting of the Council, or of a Committee or Sub-Committee, shall be drawn up and entered in a bound book kept for that purpose.
- (2) No discussion shall take place upon the Minutes except upon their accuracy.
- (3) Any minute purporting to be signed as mentioned in sub- paragraph (1) shall be received in evidence without further proof.
- (4) Until the contrary is proved, a Meeting of the Council or of a Committee or Sub-Committee thereof in respect of the proceedings of which a minute has been so made and signed shall be deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are proceedings of a Committee or Sub-Committee, the Committee or Sub-Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the Minutes.

13.2 Signing of

The Minutes of a Meeting of the Council shall be signed at the next ensuing Meeting of the Council by the Chairperson presiding, if approved by the meeting at which they fall to be signed.

14. Submission of Minutes

- (1) In order to give sufficient time for the printing of the Minutes and for their perusal by the Members of the Council, Minutes of meetings of a Committee held later than seven clear days before the meeting of the Council shall not be submitted to that meeting for approval. This may be disapplied where a Committee considers the matter to be of extreme urgency and records such a decision in its Minutes.
- (2) It shall be the duty of a Committee, through the Chairperson or his/her representative, when its Minutes are submitted for approval, to call the attention of the Council to any resolution or matter of an unusual or special character contained therein.

15. Minutes of Committees

- (1) A motion or amendment shall not be made or proposed, or any discussion allowed on the proceedings of Committees with reference to any matter within the remit of a Committee which does not appear on the Minutes submitted to the Meeting of the Council.
- (2) Any Member wishing to raise an issue regarding any matters appearing in the Minutes submitted to the Council for approval and who states his/her request in writing to the Chairperson of the Committee twenty-four hours before the

commencement of the Meeting of the Council shall be entitled to a reply when the proceedings of the particular Committee are submitted for approval.

- (3) A reply to an issue raised at the Meeting regarding any matter in the Minutes, without written notice, shall be at the discretion of the Chairperson of the Committee.
- (4) Any matter in the Minutes of a Committee on which a request for reconsideration, under section 41 of the 2014 Act, has been lodged with the Clerk of the Council shall be identified, and may not be the subject of discussion at that Meeting.

16. **Motions**

- (1) Every motion shall be relevant to some matter:
 - i) in relation to which the Council:
 - a) has power or duties;
 - b) is not prevented from taking action on by other legislation;
 - ii) which directly affects the local government district or its residents; and
 - iii) for which the Council is legally competent.

16.1 **On notice**

- (1) Notice of every motion, other than a motion which under Standing Order 16.2 may be moved without notice, shall be given in writing, signed by the Member or Members of the Council giving the notice, to the Clerk not later than at least ten clear days before the next Meeting of the Council. The motion must be clear in meaning otherwise it shall be rejected until such time as it is resubmitted in clear language, and not later than ten clear days before the meeting. **Motions shall be accepted by email and a hard copy shall then require to be signed prior to the Meeting taking place.**
- (2) A motion shall be rejected if the wording or nature of the motion is considered unlawful or improper.
- (3) All notices shall be dated and numbered as received, and entered in a register to be kept for that purpose. This register shall be open to inspection by every Member of the Council.
- (4) Notices of motion shall be entered by the Clerk in their proper place on the summons paper in the order in which they are received.
- (5) If a motion set out in the summons is not moved either by a Member who gave notice, or by some other Member on his behalf, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

Formatted: Font color: Red

- (6) If the subject matter of any motion of which notice has been properly given comes within the remit of any Committee it shall, upon being moved and seconded, stand referred without discussion to that Committee, or to such other Committee, working group or forum as the Council may determine, for consideration and report. The Chairperson presiding may, if he/she considers it urgent and necessary to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.
- (7) If a notice of motion fails to be considered at a Meeting of the Council, such notice of motion will only be included on the agenda for the following meeting if submitted in writing to the Clerk by the Member concerned not later than ten clear days, at least, before the Council meeting.
- (8) Any notice of motion which fails to be considered at two consecutive meetings will not be accepted for inclusion on the summons paper for a period of six months from the date of the second meeting at which the matter has failed to be considered.

16.2 Without notice

The following motions may be moved without notice:

- a) to appoint a Chairperson of the meeting at which the motion is moved;
- b) in relation to the accuracy of the Minutes;
- c) to change the order of business in the agenda;
- d) to refer something to an appropriate body or individual;
- e) to appoint a Committee or Members thereof arising from an item on the summons for the meeting;
- f) to receive reports or adoption of recommendations of Committees or officers and any resolutions flowing from them;
- g) to withdraw a motion;
- h) to amend a motion;
- i) to proceed to the next business;
- j) that the question be now put;
- k) to adjourn a debate;
- l) to adjourn a meeting;
- m) to suspend Standing Orders, in accordance with Standing Order 29.1;
- n) to exclude the public and press in accordance with section 42 of the 2014 Act;
- o) to not hear further a Member named under Standing Order 25.3 or to exclude them from the meeting under Standing Order 25.4.

17. Amendments

- (1) When a motion is under debate at any meeting of the Council, an amendment or further motion shall not be received, with the exception of the following:
 - a) to amend the proposal; or

- b) that the Council do now adjourn; or
- c) that the debate be adjourned; or
- d) that the question be now put; or
- e) that the Council do proceed to the next business.

17.1 To amend the Proposal

- (1) An amendment must be legitimate and within the scope of the notice convening the meeting. It must not be a direct negative; must be relevant to the proposal which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the proposal which it seeks to amend, and not be, in effect, a new proposition on a different matter, and must not place a greater responsibility on the meeting than the original proposal.
- (2) An amendment to a motion shall be either:
 - a) to refer a subject of debate to a Committee or to an officer for consideration or re-consideration;
 - b) to leave out words;
 - c) to leave out words and insert or add others; or
 - d) to insert or add words

but such omission, insertion or addition of words shall not have the effect of directly negating the motion before the Council.
- (3) When an amendment upon an original proposal has been moved, the question to be put shall be "That the amendment be made". Where any amendment is agreed, the question to be put shall be "That the proposal, as amended, be agreed". Where any amendment is rejected the question of the substantive proposal shall be put.

17.2 That the Council Do Now Adjourn

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move "that the Council do now adjourn". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal, which shall be put to the vote without debate.
- (2) In the event of the proposal for the adjournment being carried, the Chairperson shall (unless stated in the proposal) fix the date for the adjourned meeting for the continuation of the debate on the proposal or amendment under discussion at the time of the adjournment, and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.
- (3) A second proposal "that the Council do now adjourn" shall not be made within half-an-hour unless, in the opinion of the Chairperson, the circumstances are materially altered.

17.3 That the Debate be Adjourned

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move "that the debate be adjourned". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) Before putting to the meeting a proposal "that the debate be adjourned", the Chairperson presiding shall call on the mover of the proposal or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of the mover of a proposal to reply on the original question, shall put the proposal for adjournment of the debate to the vote without further debate.
- (3) If the proposal be carried, the Council shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the Council unless a special meeting of the Council shall be called for the purpose.
- (4) On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second proposal "that the debate be adjourned" shall not be made within half-an-hour. A Member shall not move or second more than one proposal for the adjournment of the same debate.

17.4 That the Question Be Now Put

- (1) Any Member who has not already spoken to the proposal or amendment then under debate may move "that the question be now put". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, he/she shall put the proposal "that the question be now put" to the vote without debate and if same is carried, the proposal or amendment under discussion shall be put to the Council.
- (3) A second proposal "that the question be now put" shall not be made on the discussion of the same question within half-an-hour.
- (4) A Member shall not move or second more than one proposal "that the question be now put" on the discussion of the same question.

17.5 That the Council Do Now Proceed to the Next Business

- (1) Any Member of the Council who has not already spoken to any proposal or amendment then under debate may move, "that the Council do proceed to the next business". Such a proposal must be seconded, but it need not be reduced to

writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal which shall be put to the vote without debate.

- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, he/she shall put the proposal "that the Council do proceed to the next business" to the vote without debate and if same is carried the proposal or amendment under discussion shall be put to the Council.
- (3) When a proposal is carried "that the Council do proceed to the next business", the question under discussion shall be considered as dropped.
- (4) A second proposal "that the Council do proceed to the next business" shall not be made on the same question within half-an-hour.
- (5) A Member shall not move or second more than one proposal "that the Council do proceed to the next business" on the discussion of the same question.

18. Amendments to Regulatory Decisions

- (1) No amendment may be moved to a minute which is a Regulatory Decision.
- (2) For the purposes of these Standing Orders, a Regulatory Decision is a determination of an application for planning permission or any decision, determination, action, direction, order, approval, refusal, or enforcement action in exercise of powers of the Council as the local planning authority or any application for which the Council is the licensing authority.

19. Rules of Debate

19.1 Motions and amendments to be reduced to writing and seconded

- (1) A motion or amendment shall not be discussed unless it has been proposed and seconded and, unless notice has already been given in accordance with Standing Order 16.1, it shall, if required by the Chairperson presiding, be put into writing and handed to the Chairperson presiding before it is further discussed or put to the meeting.
- (2) A Member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

19.2 Alteration of motion

- (1) A Member may alter a motion of which he/she has given notice as proposed with the consent of the meeting. The meeting's consent will be signified without discussion.

(2) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

(3) Only alterations which could be made as an amendment may be made.

19.3 Withdrawal of motion

(1) A Member may withdraw a motion of which he/she has given notice under Standing Order 16.1 at any time after the meeting has commenced provided that he/she has not moved the motion or spoken on it and has the consent of the meeting. The meeting's consent will be signified without discussion.

(2) A Member may withdraw any other motions which he/she has moved with the consent of both the meeting and seconder. The meeting's consent will be signified without discussion.

(3) No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

19.4 Mode of address

The established mode of address is through the Chairperson, by raising a hand or by use of electronic device, if available. While a Member is speaking, he/she shall not be interrupted by the other Members unless they are speaking to a point of order or in personal explanation. A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order.

19.5 Precedence in speaking

Whenever two or more Members indicate to speak at the same time, the Chairperson shall decide who has precedence.

19.6 Place of Member speaking

A Member, when addressing the Chairperson, shall remain in the place allocated to him/her in the Council Chamber.

19.7 Member called to order

If any Member, while speaking, be called to order, he/she shall cease speaking and shall not again address the Council until the Chairperson has disposed of the question of order.

19.8 Definition of point of order

A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or provision and the way in which he/she considers it has been broken.

19.9 Member may raise a point of order

A Member may raise a point of order and shall be entitled to be heard immediately.

19.10 Ruling of Chairperson on point of order

The ruling of the Chairperson on a point of order shall not be open to discussion.

19.11 Member to speak to motion

A Member who speaks shall direct his/her speech strictly to the motion under discussion, or an amendment thereof.

19.12 Member shall not speak more than once

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate until Members who have not previously spoken have done so.

19.13 Duration of speeches

Except with the permission of the Council, a Member, in introducing a motion, shall not speak for more than ten minutes and in replying, for more than five minutes.

19.14 Addressing the Council

The Council during its sitting, shall not, unless with the consent of the Council, be addressed by any person who is not a Member of the Council.

19.15 Only one motion / amendment may be moved and discussed at a time

- (1) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (2) If an amendment is not carried, other amendments to the original motion may be moved.
- (3) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

19.16 When a motion is under debate no other motion shall be moved

When a motion is under debate no other motion shall be moved except the following:

- a) to amend the motion;
- b) to adjourn the meeting;
- c) to adjourn the debate;
- d) to proceed to the next business;
- e) that the question be now put;
- f) that a Member be not further heard;
- g) by the Chairperson under Standing Order 25.4, that a Member do leave the meeting.

19.17 Chairperson rising during debate

Whenever the Chairperson rises or otherwise calls the meeting to order during a debate, a Member then speaking shall cease and the Council shall be silent.

19.18 Chairperson not to receive motion for direct negative

The Chairperson shall not receive a motion for a direct negative to a question but, on the conclusion of the debate, the question shall be put and resolved in the affirmative or negative.

19.19 Mover's right of reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

19.20 Councillors attending Committee meetings of which they are not a Member

Where a Member attends a meeting of a Council Committee of which they are not a Member, that Member shall not have any right to speak at the meeting unless so permitted by the Chairperson.

20. Voting

20.1 Majority

Subject to any statutory provisions to the contrary, any matter will be decided by a simple majority of those Members present and voting.

20.2 Chairperson's casting vote

If there are equal numbers of votes for and against, the Chairperson will have a second or casting vote.

20.3 External appointments

Formatted: Font color: Red

If agreement cannot be reached by Members when voting on appointments to external appointments where there is more than one post to be filled and the number of nominations exceeds the number of vacancies, there shall be a ballot of the Members present at the meeting in which each Member of the Council shall vote for as many candidates as there are vacancies to be filled. Vacancies shall then be filled using the single transferable vote system.

This arrangement does not apply to positions which must be filled in accordance with the 2014 Act.

20.4 Qualified majority [MANDATORY]

A qualified majority (not less than 80% of the Members present and voting) shall be required in relation to Council's decision on—

- (a) the adoption of executive arrangements or prescribed arrangements as the Council's form of governance, as provided for in section 19 of the 2014 Act;
- (b) the adoption of paragraph 3(2) of Schedule 1 to the 2014 Act as the method for filling positions of responsibility;
- (c) the adoption of Part 2 of Schedule 1 to the 2014 Act as the method for filling positions of responsibility;
- (d) the adoption of paragraph 3(3) of Schedule 2 to the 2014 Act as the method for appointing councillors to Committees;
- (e) a call-in made in accordance with section 41(1)(b) of the 2014 Act; and
- (f) the suspension of standing orders, other than Standing Orders 20.4, 21, 22 and 23, which cannot be suspended.
- (g) any vote on a matter where a qualified majority is required, shall be by way of a recorded vote where the names of the Members voting for and against the question or abstaining from voting shall be taken down in writing and recorded in the Minutes.

20.5 Show of hands

Unless a ballot or recorded vote is demanded under Standing Order 20.4, the Chairperson will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

20.6 Recorded vote

If, before a vote is called, any Member present at the meeting demands it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the Minutes. A demand for a recorded vote will override a demand for a ballot.

20.7 Voting at Planning Committee

Unless a Member has been present at a Planning Committee for an entire item,

including officer/s' introduction and update they must not take part in the debate or vote on that item. However the Chairperson of the Planning Committee can use his/her discretion in exceptional circumstances.

21 'Call-in' Process [MANDATORY]

21.1 Decisions subject to call-in

- (1) The following decisions may be subject to call-in in such manner as is specified in these standing orders—
 - (a) a decision of the Council;
 - (b) a key decision taken by an officer of the Council
 - (c) a decision taken by a Committee under delegated authority in accordance with section 7 of the 2014 Act; and
 - (d) a decision taken by a Committee to make a recommendation for ratification by the Council.
- (2) The following decisions shall not be subject to call-in—
 - (a) a decision on a regulatory or quasi-judicial function which is subject to a separate appeal mechanism;
 - (b) a decision where an unreasonable delay could be prejudicial to the Council's or the public's interests;
 - (c) a decision taken by an officer which is not a key decision;
 - (d) a decision which is required to be taken by a special resolution.
- (3) No decision may be subject to call-in more than once for each of the grounds specified in section 41(1) of the 2014 Act.

21.2 Call-in procedure

- (1) A call-in must be submitted in writing to the Clerk by 10am on the fifth working day following:
 - (a) in the case of a decision of the Council, the date of the Council meeting at which the decision was taken; and
 - (b) in the case of a decision of a Committee, the date on which the decision to which the call-in relates was published.
- (2) If a call-in is received after the relevant period specified in paragraph (1), it must be deemed inadmissible.
- (3) A call-in shall—
 - (a) specify the reasons why a decision should be reconsidered; and
 - (b) subject to paragraph (6), be deemed to be inadmissible if the reasons are not specified.

- (4) In the case of a call-in submitted under section 41(1)(b) of the 2014 Act, Members must in the reasons specified under paragraph (3)(a) specify—
 - (a) the section of the inhabitants of the district that would be affected by the decision; and
 - (b) the nature and extent of the disproportionate adverse impact.
- (5) Within one working day of receipt of a call-in, the Clerk must confirm that—
 - (a) it has the support of 15 per cent of the Members of the Council; and
 - (b) the reasons for the call-in have been specified.
- (6) Where the reasons have not been specified on the requisition, the Clerk must notify the Members making the requisition that it must be considered inadmissible if reasons are not specified in writing within the specified period.
- (7) Within two working days of receipt of an admissible call-in submitted under section 41(1)(b) of the 2014 Act, the Clerk must seek the opinion of a practising solicitor or barrister in accordance with section 41(2) of the 2014 Act.
- (8) Where the legal opinion obtained in accordance with section 41(2) of the 2014 Act confirms that the call-in has merit, the Clerk must—
 - (a) furnish the opinion to Members; and
 - (b) include the decision on the agenda for the next available meeting of the Council, at which it will be taken by a qualified majority.
- (9) Where the legal opinion obtained in accordance with section 41(2) of the 2014 Act indicates that the call-in does not have merit, the Clerk must—
 - (a) furnish the opinion to Members; and
 - (b) make arrangements for the decision to be implemented or tabled for ratification by the Council, as appropriate.

21.3 The call-in process: Committee arrangements

- (1) For the purposes of reconsideration of a decision pursuant to a call-in, the Minutes of a Committee which record a decision:
 - (a) taken under delegated authority; or
 - (b) for referral for ratification by the Councilmust be published within five working days of the conclusion of the meeting. The date on which the Minutes were published must be regarded as the relevant date for the purposes of a call-in.
- (2) If a call-in is not received within the period specified in Standing Order 21.2 paragraph (1):
 - (a) a decision to which paragraph (1)(a) applies must be implemented; or
 - (b) a decision to which paragraph (1)(b) applies must be tabled for ratification by the Council.
- (3) The tabling for ratification of a decision to which paragraph (1)(b) applies, or the implementation of a decision to which paragraph (1)(a) applies, must be

postponed until the decision has been reconsidered. The decision maker may rescind the decision at any time prior to the decision being reconsidered.

- (4) If a call-in is made in accordance with Standing Order 21.2 paragraph (3) and section 41(1)(a) of the 2014 Act, the Council must appoint an ad hoc Committee of the Council, the membership of which will be:
the Chairpersons and Deputy Chairpersons of the following Council Committees:
 - (i) Enterprise, Regeneration and Tourism Committee
 - (ii) Active and Healthy Communities Committee
 - (iii) Regulatory and Technical Services Committee
 - (iv) Strategy, Policy and Resources Committee
 - (v) Planning Committee
 to consider the process adopted by the decision-making Committee.
- (5) The Chairperson and Deputy Chairperson of the Committee which was responsible for the decision which is the subject of the call-in must not have voting rights at a meeting of the Committee appointed in accordance with paragraph (4).
- (6) The Members of the ad hoc Committee who are present shall choose a Member to preside at the meeting.
- (7) The Members who submitted the call-in, or a Member on their behalf, must be invited to attend the meeting at which the decision subject to the call-in is considered and may, upon the request of the Chairperson, address the meeting, but must not have voting rights, unless they are voting Members of the ad hoc Committee.
- (8) A Committee appointed in accordance with paragraph (4) may:
 - (a) refer the decision back to the decision maker;
 - (b) in the case of a decision taken under delegated authority, support the decision; or
 - (c) in the case of a decision for ratification by the Council, refer the decision to the Council.
- (9) Where a decision has been supported in accordance with paragraph (8), that decision must:
 - (a) be approved;
 - (b) be inserted in the Register of Decisions; and
 - (c) become operative from the date of the meeting at which the Committee appointed in accordance with paragraph (4) confirmed support for the decision.

21.4 The call-in process: Council decisions

- (1) If a call-in is not received within the period specified in Standing Order 21.2 paragraph (1) in respect of a decision, that decision may be implemented after that period expires.
- (2) The implementation of a decision must be postponed until the decision has been reconsidered.
- (3) If a call-in is made in accordance with Standing Order 21.2 paragraph (3) and section 41(1)(a) of the 2014 Act, the Clerk must place the call-in on the agenda for the next Meeting of the Council.
- (4) If a call-in is made in accordance with Standing Order 21.2 paragraph (4) and section 41(1)(b) of the 2014 Act, the Clerk must proceed in line with the procedures set out in Standing Orders 21.2 (4 – 9).

22 Positions of responsibility, etc. – Time Limits [mandatory]

- (1) Subject to paragraph (2), in relation to positions of responsibility selected in accordance with paragraphs 2(1) and 2(2) or paragraph 4(1) or paragraphs 6(1) and 6(2) of Schedule 1 to the 2014 Act, the period specified for:
 - (a) the nominating officer to select a position of responsibility and the term for which it shall be held; and
 - (b) the person nominated to accept the selected positionis 15 minutes.
- (2) An extension to the period specified in paragraph (1) may be granted subject to the approval of the Council. Such an extension may be requested by:
 - (a) the nominating officer;
 - (b) the person nominated to hold the selected position; or
 - (c) another Member.

23 Appointment of more than one Committee [MANDATORY]

- (1) Where the Council appoints more than one Committee at the same meeting in accordance with paragraph 5 of Schedule 2 to the 2014 Act, for the purposes of determining the number of places that must be allocated across the parties and independent Members of the Council, it must agree:
 - (a) the number of Committees to be appointed; and
 - (b) the number of Councillors that shall constitute the membership of each Committee.
- (2) The total number of places to which a nominating officer of a party may nominate Members who stood in the name of that party when elected must be calculated in accordance with paragraphs 2 to 4 of Schedule 2 to the 2014 Act and any resolution of the Council made thereunder.
- (3) A nominating officer's function under paragraph 2(1)(b) of Schedule 2 to the 2014 Act must be exercised in such manner as to ensure that:

- (a) all the Members of a Committee are not nominated by the same nominating officer;
 - (b) a nominating officer of a party may nominate Members who stood in the name of that party to fill the majority of places on a Committee, if the majority of Members stood in the name of that party; and
 - (c) subject to (a) and (b), the number of Members which each nominating officer of a party may nominate, in so far as far as is practicable, bears the same proportion to the number of places on that Committee as is borne by the number of Members on the Council who stood in the name of that party.
- (4) Nominations made in accordance with paragraph (3) must take into account any positions of responsibility on a Committee held by a Member who stood in the name of a party.

24 Rescission of a preceding resolution

- (1) No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed by a Member unless the notice thereof given in pursuance of Standing Order 16.1 bears the names of at least 15% of the Members of the Council.
- (2) When any such motion or amendment has been disposed of by the Council, it shall not be open to any Member to propose a similar motion within a further period of six months.
- (3) This Standing Order shall not apply to motions moved in pursuance of a recommendation of a Committee or a call-in.

25 Members conduct

25.1 Requesting to speak

When a Member speaks at the Council he/she must address the meeting through the Chairperson. If more than one Member requests to speak, the Chairperson will ask one to speak and the others must remain silent.

25.2 Chairperson addressing the meeting

When the Chairperson addresses the meeting, any Member speaking at the time must stop. The meeting must be silent.

25.3 Member not to be heard further

If at a meeting any Member of the Council, misconducts himself/herself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively or by willfully obstructing the business of the Council, the

Chairperson or any other Member may move "that the Member named be not further heard". The motion, if seconded, shall be put and determined without discussion.

25.4 Member to leave the meeting

If the Member named continues to behave improperly after such a motion is carried, the Chairperson or any other Member may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

25.5 General disturbance

When the Chairperson is of the opinion that the due and orderly dispatch of business is impossible, he/she in addition to any other powers vested in him/her may, without question put, adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.

26 Disturbance by public

26.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chairperson will warn the person concerned. If they continue to interrupt, the Chairperson will order their removal from the meeting room.

26.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Chairperson may call for that part to be cleared.

27 CommonCorporate Seal

The Corporate-Common Seal of the Council shall be kept in a safe place at all times when not in use.

- (a) Every document sealed shall be attested and a record kept in a book containing particulars of the documents sealed.
- (b) The Corporate-Common Seal shall not be set to any document unless a resolution of the Council shall be passed in that behalf or unless the Council shall have passed a resolution authorising any particular Committee to affix the Common Seal to any particular documents; but a resolution of the Council (or of a Committee approved by the Council) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial or address, the making of any contract, or any other matter or thing, shall be sufficient authority for the Chairperson or his/her

Formatted: Font color: Red

deputy or Clerk to affix the ~~Corporate Common~~ Seal to any document necessary to give effect to such resolution.

28 Contracts

In these Standing Orders –

- (a) The expression 'the Council' shall include where appropriate a Committee or person acting in accordance with delegated authority on behalf of the Council.
- (b) 'Chief Officer' shall mean the Director of any Department concerned with any particular contract
- (c) 'the statutory amount' shall mean £30,000 (exclusive of VAT) or such other amount as shall be determined from time to time by the Department of the Environment for Northern Ireland under Section 100 (1) of the Local Government Act (Northern Ireland) 1972.

28.1 Compliance

Every contract governed by these Standing Orders shall comply with the relevant requirements of national and European Community legislation and the Council's policy and procedures in relation to contracts.

28.2 Tendering

Every contract for the supply of services, goods or materials, or the execution of work, and which is likely to exceed the statutory amount in value shall, subject to permitted exceptions, be made subject to tender in accordance with the Council's policy and procedures in relation to procurement.

Formatted: No underline, Font color: Red

Formatted: Font color: Red

28.3 Sealing, Damages and Bonds

- (a) Every contract which exceeds the statutory amount in value shall be made under the ~~Corporate Common~~ Seal.
- (b) Every written contract shall specify –
 - (i) The work to be done, or the services to be provided, or the goods or materials to be supplied;
 - (ii) The price to be paid, with a statement of discounts or other deductions; and
 - (iii) The time or times within which the contract is to be carried out.
- (c) Every contract which exceeds the statutory amount in value and which is for the execution of works (or the supply of goods or materials by a particular date or series of dates) shall provide for liquidated damages or the making good by the contractor of any loss incurred by the Council in case the contract is not duly performed.
- (d) Where a contract is estimated to exceed a statutory amount in value and is for the execution of works (or for the supply of goods and materials by a particular date or series of dates), a Performance Bond or other adequate security shall not be required unless there are sound commercial reasons for their use.

29 Suspension and amendment of Standing Orders

29.1 Suspension

A Member may move a motion for the suspension of one or more of these Council Standing Orders excluding Standing Orders 20.4, 21, 22 and 23 which cannot be suspended. A motion under this Standing Order shall require the support of a qualified majority within the meaning of section 40 of the 2014 Act. Suspension can only be for the duration of the meeting. The Minutes of the Meeting must record the reason for the suspension. Mandatory standing orders, specified in the Standing Orders Regulations, may not be suspended by the Council.

29.2 Amendment

Any motion to, add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary Meeting of the Council. The mandatory standing orders may not be added to, varied or revoked by the Council.

30 Interpretation of Standing Orders

The ruling of the Chairperson as to the interpretation, construction or application of any of these Standing Orders or as to any proceedings of the Council, shall not be challenged at any Meeting of the Council.

-
-

Formatted: Indent: Left: 1 cm, Space Before: 0.8 pt, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers



Our Ref: TD/BS/sb/CE27

9th November 2016

Mr Liam Hannaway
Chief Executive
Newry Mourne & Down District Council
O'Hagan House
Monaghan Row
Newry
BT35 8DJ



Dear Liam

Re: **Lisburn & Castlereagh City Council's Notice of Motion in support of ME and Fibromyalgia**

I wish to advise you that at a Meeting of Lisburn & Castlereagh City Council held on 25 October 2016 the Council passed unanimously the undernoted Notice of Motion in the name of Alderman W A Leathem on the subject of ME and Fibromyalgia:

“Lisburn & Castlereagh City Council calls on the Health Minister to support the ongoing and productive work of ‘Hope 4 ME & Fibro Northern Ireland’ for the provision of a Specialist Consultant with biomedical knowledge and experience for the 7000 plus ME and 17,000 fibromyalgia sufferers in Northern Ireland”.

During consideration of the above Notice of Motion by this Council the following issues were highlighted:

- a) Hope for ME & Fibro Northern Ireland's recent conference on the theme “Chasing Competent Care” which revealed ground breaking research on recently discovered ME blood biomarkers;
- b) the announcement on 21 September 2016 that Fibromyalgia was to be recognised as a long-term condition by health professionals in Northern Ireland;

Cont'd/.....

Contd.../

-2-

- c) Mr David Simpson, MP, had taken on the role of Fibromyalgia Ambassador to help raise awareness about this serious health condition.
- d) the "Missing Millions" event organised by the organisation 'ME Action' on 27 September 2016 at Stormont Estate which was successful in its 'global day of protest' to raise awareness on the need for Government funding into research for biomarkers and effective treatment;
- e) the difficulty in diagnosing ME and Fibromyalgia and misdiagnosis, and also there being no specialist consultant physicians in Northern Ireland; and
- f) the numerous symptoms of Fibromyalgia, including extreme fatigue, joint pains, severe headache, poor concentration, nausea and disturbed sleep patterns.

I can advise that the Council agreed to write to the Minister for Health, Michelle O'Neill MLA, seeking support for the above Notice of Motion on ME and Fibromyalgia.

The Council also agreed to write to:

- all Councils in Northern Ireland seeking support for this Council's resolution to lobby the NI Assembly on the subject of ME and Fibromyalgia;
- the MLAs representing the Lisburn & Castlereagh area seeking their support to the Council's resolution; and
- Mr David Simpson MP, the Ambassador for Fibromyalgia, to advise of the Council's resolution.

Yours sincerely



Dr Theresa Donaldson
CHIEF EXECUTIVE



Department for
Business, Energy
& Industrial Strategy

Jesse Norman MP

Department for Business, Energy &
Industrial Strategy
1 Victoria Street
London
SW1H 0ET

80

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

9/4/43

T +44 (0) 20 7215 5000
E enquiries@beis.gov.uk
W www.gov.uk

Our ref: MCB2016/27892/CB

23 November 2016

Dear Mr Hannaway

Thank you for your letter dated 12th October to Nick Hurd, about the recent Panorama programme that reported on safety at Sellafield. I am replying as this matter falls within my portfolio.

Nuclear safety and security are of vital importance to the UK. All operators are answerable to an independent regulator – the Office for Nuclear Regulation (ONR).

Sellafield is a unique site that contains the legacy of the UK's earliest nuclear programmes, where nuclear waste was stored in facilities that were not designed to modern engineering standards. The site is ONR's top priority with a team of around 50 inspectors deployed. ONR has re-iterated in its statement on Panorama that *"Sellafield is safe but presents many unique challenges due to the age and history of the site. If ONR considered any plant to be unsafe it would shut it down or demand action to reduce risk and return the plant to safety"*

The Government is seeking to clean up Sellafield as safely, cost-effectively and quickly as possible. This is an enormously complex task but significant progress has been made and we expect that to continue and improve.

Yours sincerely



JESSE NORMAN MP
Minister for Industry and Energy