



October 1st, 2019

**Notice Of Meeting**

You are requested to attend the Council meeting to be held on **Monday, 7th October 2019** at **6:00 pm** in **Mourne Room, Downshire.**

# Agenda

## 1.0 Apologies and Chairperson's Remarks

## 2.0 Declarations of Interest

## 3.0 Action sheet arising from Council Meeting held on 2 September 2019

 [Action Sheet from Council Mtg - 02.09.2019.pdf](#)

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### *Council Minutes For Adoption and Signing*

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## 4.0 Minutes of Council Meeting held on 2 September 2019

 [Council Minutes -02.09.2019.pdf](#)

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### 4.1 Call-in - C/122/2019 - Council Meeting 2 September 2019

 [Call in - C.122.2019 Council Mtg 02.09.2019.pdf](#)

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## 5.0 Minutes of Special Council Meeting held on 27 August 2019

 [Minutes\\_of\\_Special\\_Council 27-08-2019.pdf](#)

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### *Committee Minutes for Consideration and Adoption*


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## 6.0 Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 9 September 2019

 [Enterprise\\_Regeneration\\_and\\_Tourism\\_Committee\\_Minutes 09-09-2019.pdf](#)

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## 7.0 Minutes of Strategic, Policy and Resources Committee Meeting held on 12 September 2019

 [Strategy\\_Policy\\_&\\_Resources\\_Committee\\_Minutes\\_12-09-2019.pdf](#)

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## 8.0 Minutes of Active and Healthy Communities Committee Meeting held on 16 September 2019

 [Active\\_and\\_Healthy\\_Communities\\_Committee\\_Minutes\\_16-09-2019.pdf](#)

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## 9.0 Minutes of Neighbourhood Services Committee Meeting held on 17 September 2019

 [Neighbourhood\\_Services\\_Committee\\_Minutes\\_17-09-2019.pdf](#)

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## **10.0 Extract from Minutes of Planning Committee Meeting held on 18 September 2019**

There were no issues referred from the Planning Committee Meeting held on 18 September 2019.

## **11.0 Minutes of Audit Committee held on 24 September 2019**

 *Audit\_Committee\_Minutes\_24-09-2019.pdf*

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### ***Conferences/Events***

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## **12.0 NILGA Changing Places Conference - 8 October 2019**

Councillors Andrews, Burgess, Casey, Curran, Harte, Ruane & Walker all booked to attend.

 *NILGA conference 08.10.2019.pdf*

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## **13.0 Chartered Institute of Housing Northern Ireland Conference - Delivering genuinely affordable homes in Northern Ireland**

Conference to be held on 14th October 2019, Skainos Centre, Belfast

 *Affordable Homes Conference.pdf*

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### ***Correspondence***

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## **14.0 Correspondence received from Housing Executive re. Motion on NIHE Grass Cutting Service**

 *Correspondence dated 3 September 2019 from Housing Executive.pdf*

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## **15.0 Correspondence received from DFI re. Motion on Animal Cruelty**

 *Correspondence dated 04.09.2019 from DAERA re Animal cCuelty 4th Sep 2019.pdf*


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## **16.0 Correspondence received from DFI regarding Bee Friendly Flower Planting**

 *Correspondence from DFI re Bee Friendly Flower Planting.pdf*

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## **17.0 Local Government Circular 23/2019 - Councillors' Allowance Guidance for District Councils in Northern Ireland**

 *Letter Local Government Circular 23 2019 Consolidated Guidance on Payments to C....pdf*

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## 18.0 Correspondence received Belfast City Council - Equal Protection For Children Legislation

Equal Protection for Children Legislation.pdf

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### Notices of Motion

## 19.0 Notice of Motion - Roll out of 5G across N. Ireland

Notice of Motion received from Councillor Brown:

"This Council notes the concerns associated with the roll out of 5G across Northern Ireland and undertakes to carry out a comprehensive and detailed report analysing the risks and benefits of 5G roll out within the District, considering all available evidence and information in doing so. This report will then be tabled at a future meeting for Members to express their support or opposition to 5G".

## 20.0 Notice of Motion - Climate Change Emergency Declaration

Notice of Motion received from Councillor Enright, seconded by Councillor Brown:

"In October 2018 the UN announced that we have 12 years to save the planet. Scientists gave the starkest warning yet that our chances of tackling climate change and averting disaster are slipping away. They said 2030 would be too late to avoid a 2% rise in global temperatures and climate catastrophe. The UN says action by government actors would need to be taken now. Westminster is paralyzed by Brexit and Stormont is not sitting".

In view of the UN's Climate Change warnings for 2030, Council declares a 'Climate Change Emergency' and directs management to effect dramatic short-term changes in every area under its control. All Council departments need to reflect this emergency with immediate and concrete steps. Every plan or target that Council produces needs to have concrete measures to reflect this emergency. Every external body or agency that Council influences or directs need to be preparing for 2030 and this will extend to the general public also through the planning and building control processes. Council should refer to Denmark, Scotland, Norway, Sweden and Germany to find best practice across all areas of sustainable development and low carbon technology for Newry, Mourne and Down Council".

## 21.0 Notice of Motion - Impending withdrawal from the European Union

Notice of Motion received from Councillor Ó Muirí:

"This Council recognises that economic future planning is crucial in the period ahead, particularly given the impending withdrawal from the European Union. This Council should plan for, and bring forward an economic plan for the future of this Council area in the event of the north of Ireland retaining membership of the European Union, following a referendum on Irish Unity. The economic plan should draw on the numerous existing reports of an all island economy, including, but not limited to; 'Modelling Irish Unification' by Dr Kurt Hubner, 'The Economic Effects of an All Island Economy', by Paul Gosling, 'The Economic Case for Irish Unity', by Michael Burke and the Joint Oireachtas Committee Report, 'Brexit and



the Future of Ireland – Uniting Ireland & Its People in Peace & Prosperity'. This Council should be prudent in planning for the future to maximise our potential and secure future economic growth and to compete effectively with other Cities across the Island of Ireland. The economic plan should examine how this Council would prepare for this scenario and how this Council area could position itself within this potential new constitutional arrangement, in order that Newry Mourne and Down District Council maximises all opportunities for city growth in this context."

## **22.0 Notice of Motion - Biodiversity and Environmental Protection**

Notice of Motion received from Councillor Kimmins:

"We commend this council for the work and projects it undertakes across the district to enhance biodiversity and increase environmental protection.

Rewilding spaces in the heart of our communities not only enhances and adds to the good work already undertaken to protect the environment; but also confirms our commitment as a council to challenge the climate emergency we have already recognised is upon us.

We call on this council in each of the 7 DEAs to require a minimum 1 extra space each year outside of what is already planned or programmed.

We further call on this council to promote this initiative and working alongside members in each area to identify achievable and appropriate sites, where working with the community we create rewilded spaces where local communities can feel part of a challenging climate change".

## **23.0 Notice of Motion - Attacks on Places of Worship**

Notice of Motion received from Councillor Taylor:

"That this Council notes recently published research from the charity CARE NI that found 445 attacks have been recorded on places of worship in Northern Ireland in just the last 3 years; notes with concern that 35 of these despicable attacks were recorded in the Newry, Mourne and Down policing district; unreservedly condemns all attacks on places of worship, no matter what faith or denomination, and upholds the important human right for individuals to be free to worship and live out their faith in this society. This Council also notes the operation of the Places of Worship Security Scheme in England and Wales and expresses regret that a similar scheme is not available in Northern Ireland; and therefore agrees to write to the Department for Communities and the Northern Ireland Office calling for the swift introduction of a similar scheme locally".

## **24.0 Notice of Motion - Early diagnosis of Bowel and Breast Cancer**

Notice of Motion received from Councillor Trainor and Councillor Hanlon:

"This Council notes that early diagnosis of Bowel and Breast Cancer offers patients the best chance of successful treatment. England, Scotland, Wales and the Republic of Ireland all currently use the faecal immunochemical test (FIT) and have a lowered age for screening.

NHS England are currently trialling Breast Cancer Screening at the lower age of 47 and the upper age of 72.

This Council will write to the Permanent Secretary for Health Mr Richard Pangelley highlighting the difference in the screening service provision across the UK and Ireland and calling for a review into Bowel

Cancer Screening services in the North and to follow the English NHS lead in trialling Breast Cancer Screening at a lower age here in Northern Ireland.

The Council will write to the 10 other Councils requesting that they join Newry, Mourne and Down District Council in calling on the Permanent Secretary to commit to a review of Bowel and Breast Screening as outlined".

## **25.0 Notice of Motion - Climate Change Action Plan Islands Park, Newcastle**

Notice of Motion received from Councillor Clarke:

"This Council recognises the significant impact that climate change will have on our communities, Council agrees to manage Islands Park, Newcastle, as a climate change park to support climate change mitigation and adaptation.

Council will develop an action plan which will prioritise a number of exemplar projects, including eco friendly replacement of car parks, permeable pavements, further recycling, wildflower meadows for pollinator bees and butterflies, establishment of a wetlands habitat, planting of a native fruit orchard and green transport connectivity".

## **26.0 Notice of Motion - Abortion Laws**

Notice of Motion received from Councillor Reilly:

"That this Council opposes the imposition of laws on the introduction of laissez faire human abortion into Northern Ireland".

## **27.0 Notice of Motion - ATM Charges**

Notice of Motion received from Councillor Magennis:

"Newry Mourne & Down Council recognising the growing concerns in relation to ATM charges and the financial difficulties these charges cause particularly to our most vulnerable citizens, contact the Financial Secretary to the Treasury, asking that he look at this issue and introduce measures to reduce or remove these charges for the benefit of customers and shop owners".

## **28.0 Notice of Motion - Memory Gardens**

Notice of Motion received from Councillor Tinnelly:

"This council recognises there is no greater heartbreak or tragedy to befall a family than the death of a child.

We acknowledge the importance of small memory gardens where families can visit for reflection, remember their deceased children and find solace in a purpose built peaceful setting, other than a cemetery and to that end this council now proposes to provide 2 such facilities within our district.

A memory garden is a simple construct, a small corner in one of our public spaces surrounded by a small hedge for privacy and containing nothing more than a couple of benches with a few symbolic flowers and plants.

Our officers will now identify a potential host site on council land in each of our Health Trust areas to establish our first two highly symbolic memory gardens and then immediately proceed with their design and construction”.

## **29.0 Notice of Motion - Affordable Childcare**

Notice of Motion received from Councillor Devlin:

This Council acknowledges the Employers For Childcare 10th Annual Childcare Survey which is based on research with over 3,600 parents and childcare providers and is the most extensive study of its kind in Northern Ireland. The report reveals that the average cost of a full-time childcare place in Northern Ireland is £166 per week and that half of all families are spending more than 20% of their overall household income on childcare -a figure that rises to 63% for lone parent households.

Council further notes that three years ago, parties in the Assembly unanimously supported an SDLP proposal to provide 20 hours free universal childcare with a plan for an increase to 30 hours. This Council supports the call for vital and urgent reform of investment in our childcare sector. This research provides a robust evidence base highlighting why childcare needs to be a key and immediate priority for any re-formed Executive. This Council resolves to write to all Political Party Leaders to ask them to support 30 hours basic free childcare provision for working parents.

## **30.0 Notice of Motion - Oppose to develop a goldmine**

Notice of Motion received from Councillor Hearty:

“This Council opposes plans to develop a goldmine and carry out prospecting in Slieve Gullion DEA, and indeed across the wider council area. As such, we believe that it should be written into our Local Development Plan. Furthermore, given the serious health and environmental risks involved, this Council is opposed to the use of cyanide for mining purposes, which also contravenes the European Parliament resolution of 27 April 2017 on the implementation of the Mining Waste Directive”

# Invitees

Cllr Terry Andrews	<a href="mailto:terry.andrews@nmandd.org">terry.andrews@nmandd.org</a>
Mr Alan Beggs	<a href="mailto:alan.beggs@nmandd.org">alan.beggs@nmandd.org</a>
Cllr Patrick Brown	<a href="mailto:patrick.brown@nmandd.org">patrick.brown@nmandd.org</a>
Cllr Robert Burgess	<a href="mailto:robert.burgess@nmandd.org">robert.burgess@nmandd.org</a>
Cllr Pete Byrne	<a href="mailto:pete.byrne@nmandd.org">pete.byrne@nmandd.org</a>
Mr Gerard Byrne	<a href="mailto:gerard.byrne@nmandd.org">gerard.byrne@nmandd.org</a>
Mrs Dorinnia Carville	<a href="mailto:dorinnia.carville@nmandd.org">dorinnia.carville@nmandd.org</a>
Cllr charlie casey	<a href="mailto:charlie.casey@nmandd.org">charlie.casey@nmandd.org</a>
Cllr William Clarke	<a href="mailto:william.clarke@nmandd.org">william.clarke@nmandd.org</a>
Cllr Dermot Curran	<a href="mailto:dermot.curran@nmandd.org">dermot.curran@nmandd.org</a>
Ms Alice Curran	<a href="mailto:alice.curran@nmandd.org">alice.curran@nmandd.org</a>
Cllr Laura Devlin	<a href="mailto:laura.devlin@nmandd.org">laura.devlin@nmandd.org</a>
Mr Eoin Devlin	<a href="mailto:eoin.devlin@nmandd.org">eoin.devlin@nmandd.org</a>
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Cllr Sean Doran	<a href="mailto:sean.doran@nmandd.org">sean.doran@nmandd.org</a>
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Cllr Valerie Harte	<a href="mailto:valerie.harte@nmandd.org">valerie.harte@nmandd.org</a>
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Cllr Gavin Malone	<a href="mailto:gavin.malone@nmandd.org">gavin.malone@nmandd.org</a>
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Cllr Declan McAteer	<a href="mailto:declan.mcateer@nmandd.org">declan.mcateer@nmandd.org</a>

Cllr Leeanne McEvoy	<a href="mailto:leeanne.mcevoy@nmandd.org">leeanne.mcevoy@nmandd.org</a>
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Mr Ken Montgomery	<a href="mailto:ken.montgomery@nmandd.org">ken.montgomery@nmandd.org</a>
Mr Roland Moore	<a href="mailto:roland.moore@nmandd.org">roland.moore@nmandd.org</a>
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Cllr Gareth Sharvin	<a href="mailto:gareth.sharvin@nmandd.org">gareth.sharvin@nmandd.org</a>
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Cllr John Trainor	<a href="mailto:john.trainor@nmandd.org">john.trainor@nmandd.org</a>
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Cllr William Walker	<a href="mailto:william.walker@nmandd.org">william.walker@nmandd.org</a>
Mrs Marie Ward	<a href="mailto:marie.ward@nmandd.org">marie.ward@nmandd.org</a>

**ACTION SHEET – COUNCIL MEETING – MONDAY 2 SEPTEMBER 2019**

<b>Minute Ref</b>	<b>Subject</b>	<b>Decision</b>	<b>Lead Officer</b>	<b>Actions taken/ Progress to date</b>	<b>Remove from Action Sheet Y/N</b>
C/120/2019	Action Sheet arising from Council Meeting held on 5 August 2019	The action sheet was agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/121/2019	Minutes of Council Meeting held on 5 August 2019	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/122/2019	Minutes of ERT Meeting held on 12 August 2019	<p>Minutes to be amended as follows:</p> <p><i>ERT/099/2019</i> To note: Public Realm works were completed in principle at Irish Street, Downpatrick and traders to be updated accordingly in conjunction with Transport NI.</p> <p><i>ERT/078/2019</i> On the proposal of Councillor Clarke, seconded by Councillor Doran, it was agreed that Council proceed to grant a request for the use of cinema seats from Kilkeel Town Hall to the Newcastle Community Cinema.</p> <p>AGREED: The Minutes of the Enterprise, Regeneration and Tourism Committee Meeting held on 12 August 2019 were agreed as an accurate record and adopted, subject to amendments on ERT/099/2019 and ERT/078/2019 being made, on the proposal of Councillor Burgess, seconded by Councillor Hanlon.</p>	Democratic Services	<p><b>Actioned</b></p> <p><b>ERT/078/2019</b> <b>Call-in received from Cllr. Reilly</b></p>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
C/123/2019	Minutes of SPR Committee Meeting held on 14 August 2019	The minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/124/2019	Minutes of AHC Committee Meeting held on 19 August 2019	<p><i>AHC/135/2019</i> – Mr Tamati to look at reallocating funding for Downs Road play park in Newcastle and revert back to Councillor Clarke.</p> <p><i>AHC/126/2019</i> – It was agreed that officers investigate the possibility of installing a larger hoist in Kilkeel Swimming Pool prior to the implementation of Autism friendly swim sessions.</p> <p>The minutes were agreed as an accurate record and adopted.</p>	<p>M Lipsett</p> <p>M Lipsett</p> <p>Democratic Services</p>	<p><b>Referred to the maintenance team Cllr Clarke updated and meet on this issue.</b></p> <p><b>Cllr Hanna updated on this matter, Kilkeel LC through to final stage of funding for pool pod.</b></p> <p><b>Actioned</b></p>	
C/125/2019	Minutes of NS Committee Meeting held on 20 August 2019	The Minutes were agreed as an accurate record and adopted.	Democratic Services	<b>Actioned</b>	
C/126/2019	NAC Local Government Conference –	Agreed any Councillor interested in attending the NAC Local Government Conference would contact Democratic Services within the next 24 hours so that travel arrangements could be made.	Democratic Services	<b>Actioned</b>	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
	Carlisle 13-15 September 2019				
C/128/2019	Correspondence received re. Animal Cruelty	Agreed a further letter to be sent to the Office of the Minister for Agriculture, Food and the Marine, Dublin requesting that Council is kept informed of the Minister's position on this issue.	Democratic Services	<b>Actioned</b>	
C/131/2019	Notice of Motion -Live Animals in Circuses	<p>"That this Council, in the interests of animal welfare, will not grant licences or other permissions to circuses featuring live animals. This Council states its opposition to the use of live animals in circuses in general and calls on the DAERA to consider a Northern Ireland wide ban on circuses with live animals".</p> <p><b>Agreed that this Council, in the interests of animal welfare, will not grant licences or other permissions to circuses featuring live animals. This Council states its opposition to the use of live animals in circuses in general and calls on the DAERA to consider a Northern Ireland wide ban on circuses with live animals</b></p>	Democratic Services	<b>Letter sent to Dr Denis McMahon, DAERA</b>	
C/132/2019	Notice of Motion -Policy Re: Carers Allowance	"Council's Active and Healthy Communities Department will immediately recognise Carers' Allowance as a means tested benefit enabling recipients of that benefit to qualify for concessionary rates at leisure facilities across the District."			



Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<b>The Motion was referred in accordance with Standing Order 16.1.6 to the AHC Committee Meeting.</b>	M Lipsett	<b>Referred to AHC 16.09.2019 – report to be brought back to October AHC</b>	
C/133/2019	Notice of Motion – Use of Weed Killer Glyphosate	<p>"Council will cease from using the weed killer Glyphosate and request that all subcontractors employed by Council also cease the use of Glyphos and all products containing Glyphosate in this Council district, in favour of a more environmentally friendly product and approach"</p> <p><b>The Motion was referred in accordance with Standing Order 16.1.6 to the NS Committee Meeting.</b></p>	R Moore	<b>To be considered at October NS Committee</b>	
C/134/2019	Notice of Motion – Disability Access on to Newcastle Beach	<p>"This Council provides disability access on to Newcastle beach to enable the facility to be inclusive, which will enhance the visitor experience for all, this initiative will build upon the successful partnership between the Mae Murray Foundation and Council in providing an inclusive destination at Cranfield beach".</p> <p><b>The Motion was referred in accordance with Standing Order 16.1.6 to the AHC Committee Meeting.</b></p>	M Lipsett	<b>Meeting to be arranged with NS, ERT &amp; Corporate Services – Report to come back to AHC</b>	
END					

DRAFT

# **NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

**NMD/C/**

## **Minutes of Council Meeting held on Monday 2 September 2019 at 6.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick**

**In the Chair:** Councillor C Casey

<b>In attendance:</b>	Councillor T Andrews	Councillor G Bain
	Councillor R Burgess	Councillor P Byrne
	Councillor P Brown	Councillor S Doran
	Councillor W Clarke	Councillor C Enright
	Councillor M Gibbons	Councillor O Hanlon
	Councillor G Hanna	Councillor V Harte
	Councillor H Harvey	Councillor T Hearty
	Councillor M Larkin	Councillor A Lewis
	Councillor O Magennis	Councillor G Malone
	Councillor C Mason	Councillor R Mulgrew
	Councillor L McEvoy	Councillor H McKee
	Councillor K McKevitt	Councillor G O'Hare
	Councillor B Ó Muirí	Councillor M Ruane
	Councillor M Savage	Councillor G Stokes
	Councillor D Taylor	Councillor J Tinnelly
	Councillor J Trainor	Councillor B Walker

### **(Officials)**

Mr L Hannaway, Chief Executive  
 Mrs M Ward, Director of Enterprise, Regeneration & Tourism  
 Mr R Moore, Director of Neighbourhood Services  
 Mr P Tamati, Asst. Director – Leisure & Sport  
 Mr A Grimshaw, Project Director – Estates & Capital Projects  
 Miss S Taggart, Democratic Services Manager  
 Ms L O'Hare, Democratic Services Officer  
 Mrs P McKeever, Democratic Services Officer

**C/118/2019**

### **APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Curran, Devlin, Gallagher, Howell, Kimmins, McAteer, Reilly and Sharvin.

Councillor Casey welcomed all to the meeting and made reference to the 'Wake the Giant' and 'Newry Pride' festivals that had been held in the District over the past few weeks, both of which had been hugely successful and had attracted large numbers of people from outside the District.

**C/119/2019                      DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**C/120/2019                      ACTION SHEET ARISING FROM COUNCIL MEETING HELD ON 5 AUGUST 2019**

Read:                      Action sheet arising from Council Meeting held on 5 August 2019 (copy circulated).

Councillor Enright referred to Minute Ref. C/85/2019 – Notice of Motion – Climate Change Emergency which had been tabled at the Council Meeting on 3 June 2019 and said he considered this should be discussed at Full Council rather than referred to a Sub Committee. Mr Hannaway advised Councillor Enright he would need to submit a specific Notice of Motion on Climate Change Emergency to a future Council Meeting.

**Agreed:                      The Action Sheet from Council Meeting held on 5 August 2019 was agreed.**

**COUNCIL MINUTES FOR ADOPTION AND SIGNING**

**C/121/2019                      MINUTES OF COUNCIL MEETING HELD ON 5 AUGUST 2019**

Read:                      Minutes of Council Meeting held on 5 August 2019 (copy circulated).

**Agreed:                      The Minutes of the Council Meeting held on 5 August 2019 were agreed as an accurate record and adopted on the proposal of Councillor Hanna, seconded by Councillor Hearty.**

**COMMITTEE MINUTES FOR CONSIDERATION AND ADOPTION**

**C/122/2019                      MINUTES OF ENTERPRISE, REGENERATION AND TOURISM COMMITTEE MEETING HELD ON 12 AUGUST 2019**

Read:                      Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 12 August 2019 (copy circulated).

**ERT/099/2019 - Public Realm Scheme / Revitalisation Project Irish Street, Downpatrick**

Councillor Hanlon asked for clarity on the Irish Street Public Realm Scheme, saying the works were not fully completed and there was still work to be done including road resurfacing. Mrs Ward advised that, although the work was completed in principle,

she acknowledged there was still some work outstanding and she would ensure that communications were issued to traders in partnership with Transport NI. It was agreed to amend the wording on the Minutes accordingly.

#### **ERT/078/2019 -Transfer of Tourism & Heritage Assets**

Councillor Clarke raised the issue of the seating at Kilkeel Town Hall and proposed the seating be transferred to the Newcastle Community Cinema. This was seconded by Councillor Doran.

Councillor McKee said he did not agree the seats should be removed as he understood the town hall including fixtures and fittings were 'listed' and the Historic Environment Division should be consulted before progressing. Councillor Hanna concurred with Councillor McKee.

Councillor Stokes proposed that no action be taken until the results of the D1 process had been completed.

The Chairman put Councillor Clarke's proposal to a recorded vote and voting was as follows: (copy of vote appended to these Minutes)

<b>For:</b>	<b>16</b>
<b>Against:</b>	<b>13</b>
<b>Abstentions:</b>	<b>4</b>

**The proposal was declared 'carried'.**

**Agreed:** ERT/099/2019 be amended as follows:  
To note - Public Realm works were completed in principle at Irish Street, Downpatrick and traders to be updated accordingly in conjunction with Transport NI.

**Agreed:** ERT/078/2019 to be amended as follows:  
On the proposal of Councillor Clarke, seconded by Councillor Doran, it was agreed that Council proceed to grant a request for the use of cinema seats from Kilkeel Town Hall to the Newcastle Community Cinema.

**Agreed:** The Minutes of the Enterprise, Regeneration and Tourism Committee Meeting held on 12 August 2019 were agreed as an accurate record and adopted, subject to amendments on ERT/099/2019 and ERT/078/2019 being made, on the proposal of Councillor Burgess, seconded by Councillor Hanlon.

C/123/2019

**MINUTES OF STRATEGY, POLICY AND RESOURCES  
COMMITTEE MEETING HELD ON 14 AUGUST 2019**

Read: Minutes of Strategy, Policy and Resources Committee Meeting held on 14 August 2019 (copy circulated).

**SPR/097/2019 – New Civic Centre/Public Realm/Theatre and Conference Facilities**

Councillor Walker asked for assurances that public consultations would be conducted, in particular around the cathedral area, and he referred to a letter received by all Councillors from a concerned member of the public.

Ms Ward advised that Council had held a public engagement session, discussions had taken place with church representatives and arts groups and there was ongoing public engagement, including a media briefing scheduled for 13 September and a briefing session, specifically aimed at the business community was to take place in October. Additionally, public consultation drop in sessions were to be scheduled.

Councillor Savage agreed with Councillor Walker's comments and said the media briefing session would be particularly useful in dispelling any negative speculation regarding the car parking element of the scheme. Councillor Savage continued, saying social housing should also be embraced and linked into the overall regeneration of the city.

Councillor Brown agreed with both Councillor Walker and Councillor Savage but said it was important the Albert Basin project was progressed as well.

Councillor Tinnelly asked if the Planning Committee would be involved in the decision-making process regarding the proposed new civic centre/public realm/theatre and conference facilities as this could be a potential conflict of interest. Mr Hannaway replied that the Planning committee would make the decision, as per legislation, any planning decisions regarding Council interests would be referred to the Department for Infrastructure for consideration.

Councillor Taylor said it was important to promote the benefits of the scheme and that transparency and keeping the public informed was paramount for public confidence.

Ms Ward advised a Communications Strategy would be brought back to Council so that Members could see the consultation process.

Councillor Stokes concurred with Councillor Brown's comments regarding the importance of ensuring the Albert Basin project was progressed.

Councillor Tinnelly said he did not agree with the recommended location for the civic hub as there were too many uncertainties and he proposed that Council hold back on making a final decision to approve the recommendation that Abbey Way site be selected as the location for the civic hub. Councillor Brown seconded the proposal.

Councillor Byrne stated clarity would be needed on the counter proposal made by Councillor Tinnelly and said it would not be prudent to delay indefinitely, a time frame



would be needed.

Councillor Brown amended the proposal to include that Council hold back on making a final decision to approve the recommendation that Abbey Way site be selected at the location for the civic hub, until a full and detailed plan on the public consultation strategy be made available to Members.

Councillor Tinnelly agreed to include Councillor Brown's amendment.

Mr Hannaway reminded Members these Newry City Regeneration Projects were part of the Belfast Region City deal that Council had signed up to, and any delay could have implications.

The Chairman put Councillor Tinnelly's counter proposal to a recorded vote and voting was as follows: (copy of vote appended to these minutes).

<b>For:</b>	<b>4</b>
<b>Against:</b>	<b>26</b>
<b>Abstentions:</b>	<b>3</b>

**The counter proposal was declared 'lost'.**

<b>Agreed:</b>	<b>The Minutes of the Strategy Policy and Resources Committee Meeting held on 14 August 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Burgess, seconded by Councillor Savage.</b>
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<b>C/124/2019</b>	<b><u>MINUTES OF ACTIVE AND HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON 19 AUGUST 2019</u></b>
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<b>Read:</b>	<b>Minutes of Active and Healthy Communities Committee Meeting held on 19 August 2019 (copy circulated).</b>
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**AHC/135/2019 – Play Park Update**

Councillor Clarke referred to the Downs Road play park in Newcastle, saying it had fallen into disrepair and. asked that officers investigate the possibility of installing new play equipment to provide a suitable play park for Newcastle as a modern holiday destination.

Mr Tamati said he would investigate what could be done and revert back to Councillor Clarke.

**AHC/126/2019 – Autism Friendly Swim Sessions**

Councillor McKevitt asked that the letters be sent to all autism groups in the district regarding the introduction of autism friendly swimming lessons as soon as possible.

Councillor Hanna welcomed the Autism Friendly swim sessions in Kilkeel, however asked officers to install a larger hoist in the pool prior to the scheme being

implemented.

**AHC/129/2019 – Home to Hospital Scheme for Slieve Gullion DEA**

Councillor Byrne welcomed the scheme, as did Councillor Mulgrew, however Councillor Mulgrew said the most recent consultations issued by the Department of Health indicated a shortfall in transport related issues that were currently being met by the community and voluntary sector. Councillor Mulgrew continued, saying a lot of people aged between 65 – 70 with long term health concerns had to travel regularly to hospital appointments and this was often very difficult for them. Councillor Mulgrew said ways of including this sector of the community in the scheme should be explored.

**Agreed:** AHC/135/2019 – Mr Tamati to look at reallocating funding for Downs Road play park in Newcastle and revert back to Councillor Clarke.

**Agreed:** AHC/126/2019 – It was agreed that officers investigate the possibility of installing a larger hoist in Kilkeel Swimming Pool prior to the implementation of Autism friendly swim sessions.

**Agreed:** The Minutes of the Active and Healthy Communities Committee Meeting held on 19 August 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Ó'Muirí, seconded by Councillor O'Hare.

**C/125/2019      MINUTES OF NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON 20 AUGUST 2019**

**Read:** Minutes of Neighbourhood Services Committee Meeting held on 20 August 2019 (copy circulated).

**NS/036/2019 – Defective Wall – Shimna River Newcastle**

Councillor McKee stated the wall had given way further upstream and would need to be investigated.

**Agreed:** The Minutes of the Neighbourhood Services Committee Meeting held on 20 August 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Andrews, seconded by Councillor Magennis.

**CORRESPONDENCE AND CONFERENCES**

**C/126/2019      NAC LOCAL GOVERNMENT CONFERENCE – CARLISLE 13-15 SEPTEMBER 2019**



**Read:** Correspondence on the NAC Local Government Conference (copy circulated).

**Agreed:** It was agreed that any Councillor interested in attending the NAC Local Government Conference would contact Democratic Services within the next 24 hours so that travel arrangements could be made.

**C/127/2019      NAC NORTHERN IRELAND REGION AGM 2019**

**Read:** NAC Northern Ireland Region AGM 2019 – 4 October 2019 in Cookstown. (copy circulated).

**Agreed:** The NAC Northern Ireland Region AGM 2019 was noted.

**C/128/2019      ANIMAL CRUELTY**

**Read:** Correspondence dated 24 July 2019 from Office of the Minister for Agriculture, Food and the Marine, Dublin regarding Animal Cruelty. (copy circulated)

**Read:** Correspondence dated 12 August 2019 from the Northern Ireland Office regarding Animal Cruelty. (copy circulated)

Councillor Byrne referred to the correspondence dated 24 July 2019 received from the Irish Government and said he hoped a full response would be forthcoming.

Mr Hannaway replied that a further letter could be sent from Council to the Irish Government requesting that we are kept informed of the Minister's position on this issue.

**Agreed:** A further letter to be sent to the Office of the Minister for Agriculture, Food and the Marine, Dublin requesting that Council is kept informed of the Minister's position on this issue.

**Agreed:** The correspondence dated 12 August 2019 regarding Animal Cruelty was noted.

**C/129/2019      WELFARE MITIGATION SCHEMES.**

**Read** Correspondence dated 6 August 2019 from Northern Ireland Office regarding Welfare Mitigation Schemes. (copy circulated).

Councillor Savage said this issue needed to be reignited and he appealed to the two bigger parties to work together in an effort to achieve a satisfactory resolution.

**Agreed:** **The correspondence dated 6 August 2019 regarding Welfare Mitigation Schemes was noted.**

**C/130/2019      700MHZ SPECTRUM CLEARANCE PROGRAMME**

**Read:** Correspondence dated 21 August 2019 from Department for Digital, Culture, Media & Sport regarding 700MHz Spectrum Clearance Programme – Clearances: September 2019

**Agreed:** **The correspondence dated 21 August 2019 regarding 700MHz Spectrum Clearance Programme – Clearances: September 2019 was noted.**

**NOTICES OF MOTION**

**C/131/2019      NOTICE OF MOTION – LIVE ANIMALS IN CIRCUSES**

The following Notice of Motion came forward for consideration in the name of Councillor Brown:

**"That this Council, in the interests of animal welfare, will not grant licences or other permissions to circuses featuring live animals. This Council states its opposition to the use of live animals in circuses in general and calls on the DAERA to consider a Northern Ireland wide ban on circuses with live animals".**

In proposing the motion, Councillor Brown said many circus animals were subjected to constantly being moved around, cramped temporary housing, forced training/ performance and intimidating crowds of people, and many animals developed behavioural and / or health problems as a direct result of the captive life they were forced to lead.

Councillor Brown acknowledged that although his motion called for the ban on circuses with all live animals, not just wild animals, he accepted that any eventual legislation would probably only cover wild animals and he considered there was little distinction to be made between the two.

Councillor Bain seconded the motion.

There was general support for the motion, however Councillor Harvey said he did not agree with the motion saying he believed that not all circus animals were badly treated and that well trained animals were happy animals.

The Chairman put the vote by way of a show of hands and voting was as follows: (copy of vote appended to these Minutes)

<b>For:</b>	<b>31</b>
<b>Against:</b>	<b>1</b>
<b>Abstentions:</b>	<b>0</b>

**The Motion was declared carried.**

**AGREED:** It was agreed on the proposal of Councillor Brown, seconded by Councillor Bain that this Council, in the interests of animal welfare, will not grant licences or other permissions to circuses featuring live animals. This Council states its opposition to the use of live animals in circuses in general and calls on the DAERA to consider a Northern Ireland wide ban on circuses with live animals

**C/132/2019: NOTICE OF MOTION – CARERS ALLOWANCE**

The following Notice of Motion came forward for consideration in the name of Councillor Brown:

**“Council’s Active and Healthy Communities Department will immediately recognise Carers’ Allowance as a means tested benefit enabling recipients of that benefit to qualify for concessionary rates at leisure facilities across the District.”**

Councillor Bain seconded the motion.

The Chairperson advised that in accordance with Standing Order 16.1.6 the motion would be referred to the Active & Healthy Communities Committee.

**AGREED:** The Motion was referred to the Active and Healthy Communities Committee in accordance with Standing Order 16.1.6.

**C/133/2019: NOTICE OF MOTION – USE OF WEED KILLER GLYPHOSATE**

The following Notice of Motion came forward for consideration in the name of Councillor Brown:

**"Council will cease from using the weed killer Glyphosate and request that all subcontractors employed by Council also cease the use of Glyphos and all products containing Glyphosate in this Council district, in favour of a more environmentally friendly product and approach"**

Councillor Gibbons seconded the motion.

The Chairperson advised that in accordance with Standing Order 16.1.6 the motion would be referred to the Neighbourhood Services Committee.



**AGREED:** The Motion was referred to the Neighbourhood Services Committee in accordance with Standing Order 16.1.6.

**C/134/2019: NOTICE OF MOTION – DISABILITY ACCESS ON TO NEWCASTLE BEACH**

The following Notice of Motion came forward for consideration in the name of Councillor Clarke:

"This Council provides disability access on to Newcastle beach to enable the facility to be inclusive, which will enhance the visitor experience for all, this initiative will build upon the successful partnership between the Mae Murray Foundation and Council in providing an inclusive destination at Cranfield beach".

Councillor O'Hare seconded the motion.

The Chairperson advised that in accordance with Standing Order 16.1.6 the motion would be referred to the Active & Healthy Communities Committee.

**AGREED:** The Motion was referred to the Active and Healthy Communities Committee in accordance with Standing Order 16.1.6.

There being no further business, the meeting concluded at 7.10pm.

**Signed:**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chief Executive

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**  
**RECORDED VOTE**

DATE: 02/09/2019 VENUE: Downpatrick MEETING: Council

SUBJECT OF VOTE: ERT/078/2019 – Transfer of Tourism & Heritage Assets  
Allow Newcastle Cinema Club to have seating

COUNCILLOR	FOR	AGAINST	ABSTAIN	ABSENT
T Andrews		√		
G Bain			√	
P Brown			√	
R Burgess		√		
P Byrne		√		
C Casey	√			
W Clarke	√			
D Curran				√
L Devlin				√
S Doran	√			
C Enright			√	
H Gallagher				√
M Gibbons	√			
O Hanlon	√			
G Hanna		√		
V Harte	√			
H Harvey		√		
T Hearty	√			
R Howell				√
L Kimmins				√
M Larkin	√			
A Lewis		√		
O Magennis	√			
G Malone	√			
C Mason	√			
D McAteer				√
L McEvoy	√			
H McKee		√		
K McKevitt		√		
R Mulgrew	√			
G O'Hare	√			
B Ó Muirí	√			
H Reilly				√
M Ruane	√			
M Savage		√		
G Sharvin				√
G Stokes		√		
D Taylor		√		
J Tinnelly			√	
J Trainor		√		
B Walker		√		
<b>TOTALS</b>	<b>16</b>	<b>13</b>	<b>4</b>	<b>8</b>



**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**  
**RECORDED VOTE**

DATE: 02/09/2019 VENUE: Downpatrick MEETING: Council

SUBJECT OF VOTE: SPR/097/2019 – City Centre Regeneration Project Civic Hub Abbey Way Site

COUNCILLOR	FOR	AGAINST	ABSTAIN	ABSENT
T Andrews		√		
G Bain	√			
P Brown	√			
R Burgess		√		
P Byrne		√		
C Casey		√		
W Clarke		√		
D Curran				√
L Devlin				√
S Doran		√		
C Enright	√			
H Gallagher				√
M Gibbons		√		
O Hanlon		√		
G Hanna			√	
V Harte		√		
H Harvey			√	
T Hearty		√		
R Howell				√
L Kimmins				√
M Larkin		√		
A Lewis		√		
O Magennis		√		
G Malone		√		
C Mason		√		
D McAteer				√
L McEvoy		√		
H McKee		√		
K McKevitt		√		
R Mulgrew		√		
G O'Hare		√		
B Ó Muirí		√		
H Reilly				√
M Ruane		√		
M Savage		√		
G Sharvin				√
G Stokes		√		
D Taylor		√		
J Tinnelly	√			
J Trainor		√		
B Walker			√	
<b>TOTALS</b>	<b>4</b>	<b>26</b>	<b>3</b>	<b>8</b>

**Call- in in relation to C122/2019 at Council Meeting 2 September 2019 (ie) that the Council agree to the transfer of the seats from Kilkeel Town Hall to the Newcastle Community Cinema**

A 'call in' was received under Section 41 (1) of the Local Government Act (Northern Ireland) 2014 by:

Councillor Walker  
Councillor Reilly  
Councillor Lewis  
Councillor Burgess  
Councillor Hanna  
Councillor McKee  
Councillor Taylor

The basis of the call-in is that The ERT Committee Meeting of 10 June 2019 voted to retain the existing seats at Kilkeel Town (former Vogue cinema). This decision was ratified at the full Council Meeting on 1 July 2019.

Council Standing Order 24 (1) clearly states that no decision of Council can be overturned from a period of 6 months unless done as part of a rescinding Motion duly signed by 15% of Council Members.

The decision of Council taken on 2 September 2019 to remove the seats from Kilkeel Town Hall did not comply with Council's Standing Orders and is therefore invalid and the said seats must remain at Kilkeel Town Hall until recommendation from 10 June implemented.

The decision of the Council Meeting on 1 July 2019 - C/094/2019 was:

**AGREED:                    The Minutes of the Enterprise, Regeneration and Tourism Committee Meeting held on 10 June 2019 were agreed as an accurate record and adopted, on the proposal of Councillor Curran, seconded by Councillor Hanna.**

The recommendation within the minutes was recorded as follows:

**On the proposal of Councillor Reilly seconded by Councillor Curran it was agreed the Council proceed to donate the 3 No. Romany - style caravans, to the respective group who made the request, subject to the following conditions:**

- (a)     A risk assessment is provided by the groups for the removal and transport of the items.**



- (b) **All necessary insurances are put in place by the groups for removal and transport of items.**
- (c) **Agreements to be signed outlining the Council accepts no liability for loss or injury as a result of removal, transportation or reuse of items by the respective groups.**
- (d) **The Council take no action at the moment regarding the request for cinema seats at Kilkeel Town Hall, until the future of Kilkeel Cinema is discussed at a DEA Meeting.**

The decision of the Council Meeting on 2 June was:

**The Minutes of the Enterprise, Regeneration and Tourism Committee Meeting held on 12 August 2019 were agreed as an accurate record and adopted, subject to amendments on ERT/099/2019 and ERT/078/2019 being made, on the proposal of Councillor Burgess, seconded by Councillor Hanlon.**

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No DEA meeting was held at which the seats from Kilkeel Town Hall were discussed, while they were discussed at a Kilkeel Development Association meeting on 1 August, this was not a DEA meeting.

### **Council Meeting – 2 September 2019**

C/122/2019

#### **MINUTES OF ENTERPRISE, REGENERATION AND TOURISM COMMITTEE MEETING HELD ON 12 AUGUST 2019**

Read: Minutes of Enterprise, Regeneration and Tourism Committee Meeting held on 12 August 2019 (copy circulated).

#### **ERT/078/2019 -Transfer of Tourism & Heritage Assets**

Councillor Clarke raised the issue of the seating at Kilkeel Town Hall and proposed the seating be transferred to the Newcastle Community Cinema. This was seconded by Councillor Doran.

Councillor McKee said he did not agree the seats should be removed as he understood the town hall including fixtures and fittings were 'listed' and the Historic Environment Division should be consulted before progressing. Councillor Hanna concurred with Councillor McKee.

Councillor Stokes proposed that no action be taken until the results of the D1 process had been completed.

The Chairman put Councillor Clarke's proposal to a recorded vote and voting was as follows:

**For:** 16  
**Against:** 13  
**Abstentions:** 4

The proposal was declared 'carried'.

**Agreed:** ERT/078/2019 to be amended as follows:  
On the proposal of Councillor Clarke, seconded by Councillor Doran, it was agreed that Council proceed to grant a request for the use of cinema seats from Kilkeel Town Hall to the Newcastle Community Cinema.

On 25 September an email was received from Robert Manley, Chairman, Newcastle Community Cinema to advise that they no longer required the seating from Kilkeel Town Hall.

### **Conclusion:**

In accordance with Standing Order 21.4 (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*

Members need to consider the merit of the call-in, however, in this instance the decision agreed by the Council on 2 September 2019 is null and void as the group no longer wish to acquire the seats.

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

**NMC/SC**

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**Minutes of Special Council Meeting held on 27 August 2019 at 6.30pm in the Mourne Room, Downshire Civic Centre, Downpatrick**

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**In the Chair:** Councillor C Casey

**In attendance:**

**(Councillors)**

Councillor T Andrews	Councillor R Burgess
Councillor W Clarke	Councillor S Doran
Councillor H Gallagher	Councillor O Hanlon
Councillor G Hanna	Councillor V Harte
Councillor H Harvey	Councillor T Hearty
Councillor R Howell	Councillor A Lewis
Councillor O Magennis	Councillor C Mason
Councillor L McEvoy	Councillor H McKee
Councillor K McKevitt	Councillor G O'Hare
Councillor B O'Muirí	Councillor H Reilly
Councillor M Ruane	Councillor D Taylor
Councillor J Tinnelly	Councillor J Trainor
Councillor B Walker	

**(Officials)**

Mr. L Hannaway, Chief Executive  
 Mr M Lipsett, Director of Active and Healthy Communities  
 Mrs M Ward, Director of Enterprise, Regeneration and Tourism  
 Mr R Moore, Director of Neighbourhood Services  
 Mrs R Mackin, Assistant Director Corporate Planning and Policy  
 Miss S Taggart, Democratic Services Manager  
 Ms L O'Hare, Democratic Services Officer  
 Mrs D Starkey, Democratic Services Officer

**Also in attendance:**

**DFI Roads**

Mr Simon Richardson, Divisional Roads Manager  
 Mr Stephen Duffy, Maintenance Engineer  
 Mr Ian Templeton, Maintenance Engineer

**Translink**

Mr Greg McLaughlin, Service Delivery Manager, Newry  
 Mr Ciaran McHugh, Service Delivery Manager, Newcastle/Downpatrick

Mr Arthur Hamilton, Area Manager  
Mr Peter Murphy, Area Scheduler

**SC/14/2019**

**APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Byrne, Curran, Devlin, Kimmins, Larkin, Mulgrew, Savage, Sharvin, Stokes and Mrs D Carville, Director of Corporate Services.

The Chairman updated members that the Special Council meeting with the Housing Executive date had been changed from 23<sup>rd</sup> September to 30<sup>th</sup> September 2019.

**SC/15/2019**

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**SC/16/2019**

**PRESENTATION FROM DFI ROADS**

Mr Richardson introduced his two colleagues, Mr Duffy and Mr Templeton, he then proceeded to give a verbal presentation on his Annual Report 2019/20 for work in the Newry, Mourne and Down District Council area. (Annual report attached)

Following the presentation there was a question and answer session for each DEA area and the following points were raised:

**Crotlieve**

Mr Richardson confirmed there had been a significant reduction in budgets throughout the district. In Newry, Mourne and Down District the budget allocated was £200,000 and with the Barton Review and the NI Audit office report highlighting the underinvestment in the roads network, by DFI Roads this budget could not be reduced.

The A1 scheme between Loughbrickland and Hillsborough Junction 2 was progressing. The stretch between Loughbrickland and Beechill is not a scheme at present but they are hoping to progress through the Regional Strategic Transport Network Transport Plan (RSTNTP).

Mr Richardson advised he would discuss the issue regarding usage of underpasses on the A1 with Councillor McKeivitt outside of the meeting.

There had been a significant reduction in the routine maintenance budget since 2016, and it was now a limited service with no indications of any increase.

**Downpatrick**

Councillor Trainor highlighted the reduction in budget was affecting the street lighting

and asked whether it also affect the expansion of the upgrade to LED lighting.

Mr Richardson confirmed that funding had been secured to continue the roll out of the LED lights with a two-fold benefit of LED lights having a life expectancy of up to 20 years, plus the energy and maintenance savings.

Mr Richardson took on board points raised with the problems with Irish Street scheme and hoped that Collins' Corner scheme would be more straightforward and delivered as effectively and efficiently as possible.

### **The Mournes**

Mr Richardson confirmed that the work at Newcastle roundabout would go ahead as planned and would clarify the location of the Puffin crossing in Annalong as per Councillor Hanna's request

Mr Richardson confirmed he was happy to have an inter-agency meeting in relation to the parking problems at Bloody Bridge and Tollymore, also happy to speak to the Chief Executive about any Belfast Region City deal in relation to the A2 and also alternative route to Kilkeel.

In relation to contract issue with road markings and maintenance, this was currently being looked at and the department were hoping to have this resolved soon however budget constraints still exist.

Micro surfacing was being used more often and had been very effective.

Mr Richardson confirmed in relation to the Southern Relief Road, they were progressing the preferred option and had completed a community consultation event. All comments and feedback received from the consultation would be considered in the round.

Mr Hannaway also confirmed that Council were investigating the potential need for a lifting bridge along the stretch of road.

### **Newry**

Members had raised a number of issues in the Roads Service clinic earlier in the day which representatives had taken on board and would respond to in due in course.

### **Rowallane**

Members conveyed gratitude to staff at Castlenavan and the DFI Roads for all their hardwork and improvements in the area.

Mr Richardson advised the A7 Dorans Rock although classed as a large minor scheme, was not currently on their Strategic Roads Programme until funding becomes available.

### **Slieve Croob**

Mr Richardson confirmed residential roads do get inspected and prioritised by Roads Service staff and there were a number of options of resurfacing available depending on priority.

The Spa issue whereby the road was not yet adopted would be investigated with the development control teams.

Councillor Lewis had raised the issue of speed limits within Seaforde and Mr Richardson advised guidelines existed for the setting of same and although these had already been applied to Seaforde, he would keep the query on record.

Mr Richardson advised he had noted the safety issues which had been raised regarding the stretch of road and carpark at Murlough beach.

### **Slieve Gullion**

The Creamery Road was not within the schedule due to the lack of funding that existed at present.

Gullies would be cleaned once a year however a commitment could not be given that these would all be completed in time for the winter season.

Mr Richardson acknowledged the problems that had existed regarding the spraying of weeds and advised he would investigate the potential to plan this work in a more efficient and effective manner.

Mr Richardson confirmed there was no difference in level of service provided throughout the District. He apologised if there were potholes in certain areas that had been neglected and would investigate the issue and address these appropriately. Mr Richardson concluded by passing on his thanks to the Chief Executive for the work done between Council and Roads Service and wished him a happy and long retirement.

*Councillors Doran, Hanna, Hearty, Mason, O'Muiri and Reilly left the meeting during the above discussion – 7.26pm, 7.38pm, 7.38pm, 7.20pm, 7.38pm, 7.38pm*

**SC/17/2019**

### **PRESENTATION FROM TRANSLINK**

The Chairperson welcomed representatives from Translink and invited them to make their presentation

Mr McHugh thanked the Chairperson for the opportunity to present to Council once again and introduced his colleagues Mr Greg McLaughlin, Mr Arthur Hamilton and Mr Peter Murphy.



Mr McHugh thanked all Councillors who attended the 'Meet your Manager' event in Downpatrick and proceeded to present a slideshow and short video presentation for the Downpatrick and Newcastle area (copy presentation appended to these minutes)

Representatives from Translink then responded to queries as follows:

### **Rowallane**

Councillor Walker asked for an update on a Park and Ride site being identified close to Downpatrick and within the Rowallane area.

Councillor Walker also highlighted the need for a direct service for children travelling to Ballynahinch from Killyleagh area and asked Translink to examine the route from Belfast to Killinchy to see if this could be extended further.

Mr Murphy confirmed the direct service from Killyleagh to Ballynahinch had been raised with the Education Authority who had declined to progress it. He stated however, if the opportunity arose within budget there may be scope to revisit the scheme.

### **Crotlieve**

Councillor Tinnelly congratulated Translink on the increase in the use of the X5 service and asked whether the feeder route from Newcastle had increased due to the X5 success. He also asked whether consideration would be given to putting on a smaller bus and continue the nightline service to Kilkeel

In response Mr Hamilton confirmed that route 39 was still being considered to be upgraded and a case was being made but it will take time before it comes to fruition.

Mr Murphy confirmed the 240 service to Newcastle had not been enhanced, however there had been a growth in numbers, and from September the times had been amended to accommodate the changeover.

The nightline was the Councils initiative and was partly matched for funding, Translink were only the supplier. The pilot was deemed unsuccessful by Council.

Councillor O'Hare raised the concern of limited security lighting and safety issues regarding this at the carpark at Sheepbridge Park and Ride.

Mr Hamilton agreed he would raise the security concerns regarding Sheepbridge Park and Ride.

### **Downpatrick**

Councillor Trainor welcomed the new improvements to the express service to Belfast and supported Councillor Walker's request for an update on a potential Downpatrick Park and Ride site.

Councillor Trainor queried the uptake since the changes were introduced to the town service including the Civic centre in its route.

Mr McHugh confirmed there had been no further progress on obtaining a Park and Ride site, however it was still being worked on.

Mr McHugh confirmed that the town service was not very well supported generally in the Downpatrick area, the same service was still in place with minor adjustments to offer more facilities to the public.

Councillor Hanlon asked for clarification on whether the town service had been rerouted due to antisocial behaviour.

Mr McHugh confirmed there had recently been another attack on Thursday evening, however, it would be a very last resort to curtail or redirect the service. He advised they would continue to monitor the situation in the coming weeks.

### **The Mournes**

Councillor McKee asked whether there was a smaller URBYS-style bus with modern facilities onboard as an incentive for more people to use the service.

Mr McHugh confirmed there wasn't a smaller version at present but if an opportunity presented itself they would investigate the possibility, however it would be subject to funding.

### **Slieve Croob**

Councillor Lewis asked whether there was anticipation of any changes to the senior smart pass due to the continual reduction in budgets and was this subsidised by Translink or the Department.

Mr Hamilton confirmed that this was funded by the Department.

Councillor Gallagher raised concerns regarding the bus service to Belfast from Castlewellan for students.

Mr Murphy confirmed the road structure did not support the use of double decker buses to Castlewellan and with Newcastle being a seasonal town buses tend to be busy. He stated other ideas were being investigated at present to try to come to a resolution.

Mr McHugh concluded the presentation and queried whether Council could lend support to Translink with the management of antisocial behaviour on buses due to an increase in underage drinking on buses attending concerts.

Mr Hannaway advised Council would be content to share the information through its social media channels if Translink send it through to the Council's Marketing Department.

Mr Clarke proposed it be worth raising the issue with the PCSP and to contact off licence's about limiting the amount of alcohol sold to coaches for these type of events



Councillor Trainor seconded the proposal for PCSP to liaise and perhaps have a Community safety warden for the visibility aspect in depots.

The Chairman thanked Translink for their presentation, Mr Hamilton concluded by wishing Mr Hannaway a long and happy retirement.

**There being no further business, the meeting concluded at 8.30pm.**

For adoption at Meeting of Newry, Mourne and Down District Council to be held on Monday 7<sup>th</sup> October 2019.

**Signed:**

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

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



Slide 2

## Downpatrick/Newcastle

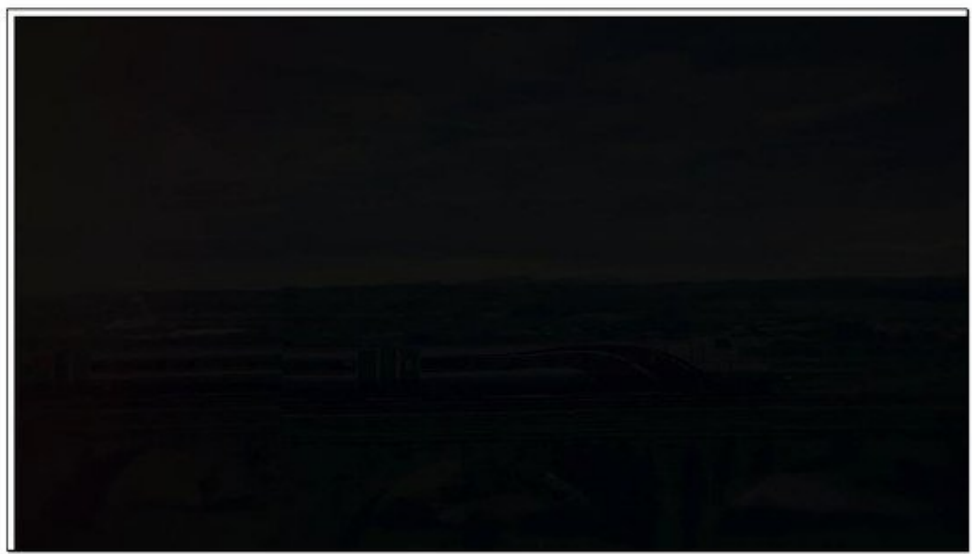


Bus and Train Week  
 Replacement Vehicles  
 Express Service Amendments  
 Local Service Enhancements  
 Local School Bus Improvements

Let's go Together.



Slide 3



Slide 4

### Replacement Vehicles Downpatrick/Newcastle

Scania I6



Let's go Together.

URBY



URBY





Slide 5

## Express (GLE)Service Amendments (Downpatrick)



**215:** Downpatrick/Belfast No Longer Call at Church Rd Carryduff  
Reducing Journey Time by 10 Minutes

**237:** Newcastle/Belfast No longer Stopping at Carryduff  
Reducing journey time by 5 minutes

**240:** Downpatrick/Newry Improved Connections With X5  
Dublin/Dublin Airport \Service ex Newry

Let's go Together.



Slide 6

## Local Service Enhancements Downpatrick/Newcastle



Introduction of URBY Services **652** Extended to Ballynahinch as Part of Carryduff Review Including Extra Departures

07:35 **16E** Strangford – Downpatrick Now Connects With 08:00 215 Belfast Service

09:15 **17B** Newcastle – Downpatrick via Castlewellan Serves Downshire Civic Centre Site and Downe Hospital

Let's go Together.



## Slide 7

## Local Service Enhancements



Sunday Service 2 x **16A** now Previously Terminated at Ardglass  
Now Extended to Ballyhornan

Town Service **315A** Minibuses Now No Longer in Service and  
Replaced by Full Size Buses and Now Serve The Downshire  
Civic Centre Site and Rear Downe Hospital Entrance  
Three Early Morning 16F Inbound Services ex Ardglass Call at  
The Civic Centre

Let's go Together.





Slide 8

## Local School Bus Improvements



Extra Bus From Assumption Grammar Ballynahinch to Strangford

Extra Bus From St Patrick's Grammar to Ballynahinch

Direct Bus From Downpatrick to Lagan College

Let's go Together.



Slide 9

**Newry:**

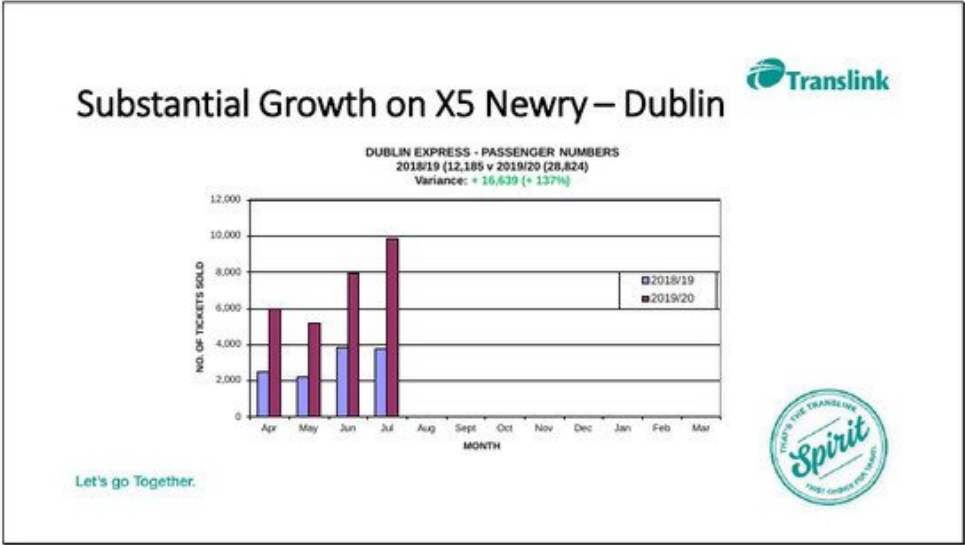


Growth on X5 GLE Service Dublin/Airport  
 Opening of New P&R Facilities  
 Introduction of New Tri Axel Vehicles on X5  
 New Direct Service From Banbridge to Belfast  
 Midnight Service from Belfast – Newry Friday and  
 Saturday Nights from September

Let's go Together.



Slide 10



Slide 11

## Park and Ride Site Banbridge



Let's go Together.



Slide 12

## Park and Ride Site Sheepbridge



Let's go Together.



Slide 13

Introduction of 15 new Sunsundigui tri axel coaches for the X5 Dublin/Airport Service



Let's go Together.



Slide 14

## Service Enhancements Newry:



Direct Service to Belfast from Banbridge

Introduction of a Midnight Service on Friday and Saturday Nights Commencing September 2019

Let's go Together.





Slide 15



## Thank You For Your Attention Any Questions Please?

<p><b>Arthur Hamilton</b></p> <p><b>Greg McLaughlin</b></p> <p><b>Ciaran McHugh</b></p> <p><b>Peter Murphy</b></p>	<p>Southern Area Manager</p> <p>Service Delivery Manager Newry</p> <p>Service Delivery Manager Downpatrick and Newcastle</p> <p>Area Scheduler</p>
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Let's go Together.



Slide 16



**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

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**Minutes of the Enterprise, Regeneration & Tourism Committee Meeting  
held on Monday 9 September 2019 at 5.00pm in the Boardroom, District  
Council Offices, Monaghan Row, Newry**

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**Chairperson:** Councillor R Mulgrew

**In Attendance:** **(Committee Members)**

Councillor T Andrews  
Councillor P Brown  
Councillor R Burgess  
Councillor W Clarke  
Councillor D Curran  
Councillor C Enright  
Councillor O Hanlon  
Councillor G Hanna  
Councillor V Harte  
Councillor M Larkin  
Councillor D McAteer  
Councillor H Reilly  
Councillor M Ruane  
Councillor G Stokes

**(Non Committee Members)**

Councillor Casey  
Councillor W Walker

**Officials in Attendance:** Ms M Ward Director Enterprise Regeneration & Tourism  
Mr A Patterson Assistant Director Tourism Culture & Events  
Mr J McGilly Assistant Director Enterprise Employment & Regeneration  
Mr A McKay Chief Planning Officer  
Mr C Jackson Assistant Director Building Control & Regulation  
Ms L Dillon Democratic Services Officer

**Also in attendance:** Mr Eoin Magennis University of Ulster

**ERT/112/2019: APOLOGIES / CHAIRPERSON'S REMARKS**

No apologies.

Councillor Mulgrew thanked Deputy Chairperson of the ERT Committee, Councillor D Curran, for deputising at the ERT Committee Meeting in August 2019 and she thanked him for all his support.

Councillor Reilly conveyed his best regards to Councillor Mulgrew.

**ERT/113/2019: DECLARATIONS OF INTEREST**

No declarations of interest were received.

**ERT/114/2019: ACTION SHEET  
MINUTES OF ENTERPRISE, REGENERATION &  
TOURISM COMMITTEE MEETING  
- MONDAY 12 AUGUST 2019**

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Read: Action Sheet arising out of the Minutes of the Enterprise, Regeneration & Tourism Committee Meeting held on Monday 12 August 2019. **(Copy circulated)**

The following issues were raised arising from the above Action Sheet:

**ERT/098/2019 – NI Economy House of Commons Event**

**Noted:** The NI Economy event in the House of Commons to be held in September 2019 has been oversubscribed therefore the Council will not be represented at this event.

**ERT/096/2019 – Transfer of Tourism & Heritage Assets**

**Record:** Councillor Reilly asked that it be recorded that at the Enterprise Regeneration & Tourism Committee Meeting held in June 2019 it had been agreed the Council take no action at the moment regarding the request for Cinema seats at Kilkeel Town Hall, until the future of Kilkeel Cinema is discussed at a DEA Meeting. He said this meeting had not yet taken place and that a 'Call-in' has now been submitted regarding the decision taken at the Council Meeting September 2019. He added it was important the seats at Kilkeel Cinema were not removed.

Councillor Clarke said that due to the negative publicity surrounding this matter the Newcastle Community Cinema group are no longer interested in the cinema seats at Kilkeel Cinema.

**AGREED:** It was unanimously agreed to note the Action Sheet arising from the Enterprise Regeneration & Tourism Committee Meeting held on Monday 12 August 2019.

## **PRESENTATIONS**

### **ERT/115/2019: PRESENTATION NEWRY MOURNE & DOWN ECONOMIC SUMMER 2019 OUTLOOK**

Mr Eoin Magennis University of Ulster delivered a presentation on Newry Mourne & Down Summer Forecast 2019.

He explained the forecasts are seen as a guide as to what may happen regarding future potential policy direction and decisions in areas such as planning and economic development, and are set under the following 3 scenarios:

**Baseline** – The forecast assumes an orderly exit from the EU, which despite everything still remains the likely outcome.

**Upper** – The forecast is consistent with a move towards convergence with the current UK employment rate.

**Lower** – The Forecast shows a fall in consumer and business confidence linked to a more severe global slow-down

Following the presentation Members raised the following issues:

**Is there evidence of Northern Ireland businesses putting investment decisions on hold waiting on the outcome of Brexit?**

Manufacturers who export goods do appear to be putting such plans, ie employment and investment plans, on hold whereas domestic demand business appear to be continuing with their investment plans, ie, hotels, office space, etc.

**Are figures available regarding current Brexit discussions and the potential positive flow for a Northern Ireland specific deal on Brexit? Could Northern Ireland be in the most ideal situation which would stimulate the economy?**

Depends on the baseline, ie, Northern Ireland remaining, a backstop, a hard Brexit or no deal Brexit. Northern Ireland remaining as it is, would be seen as having a smaller negative effect in the event of a back stop. A good firm certain deal will be

key for the economy here, ie, Northern Ireland staying within the Customs Union and single market, but the uncertainty still remains.

**Backstop is designed on basis of the relationship between the Canary Islands and mainland Spain which is very rigid and damaging to the Canary Islands – How can it be to our benefit to have a similar arrangement if GB became competitive yet Northern Ireland would remain with the rigid EU arrangement. Would there be a problem in Newry Mourne & Down with automation?**

**Carbon neutral economy – how can Northern Ireland agriculture maintain it's present output if it will be forced into low carbon measures.**

With regard to automation we need to understand the extent of tasks that have already been automated. Its key to ensure emphasis on skills and prepare people for that and focus on reducing the number of people coming out of schools with low qualifications.

Low carbon may come in two ways, ie, tax the products we use or mitigate against it in the production processes.

**Are businesses more prepared than what people are led to believe as some are quite optimistic. Is the decline in farming due to farmers leaving the business or jobs on farms.**

People are moving from full time farming to occasional farming and these jobs tend to be accounted for elsewhere in other sectors such as construction, etc. Large firms appear to be up to speed in terms of Brexit preparation but it's a considerable cost for smaller businesses to bring in assistance to help them prepare.

**Speculation suggests going back to the original proposal of having GB outside of the EU common market and Ireland as an island remaining in the common market. This would appear to be the best option as NI would be part of the UK market and the Common market also. Would this change the forecast?**

In the short term even with the NI only back stop it will be a difficult couple of years as the backstop could be replaced with something else therefore the uncertainty would remain. There will be a number of years transition before it would be known if the above said scenario would be a good option for the economy.

Councillor Mulgrew thanks Mr Magennis for his presentation.

**ENTERPRISE, EMPLOYMENT AND REGENERATION ITEMS**

**ERT/116/2019: DRAGONS IN THE HILLS PROJECT**

**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration regarding a partnership project called Dragons in the Hills.  
(Copy circulated)

**Agreed:** On the proposal of Councillor Larkin seconded by Councillor Clarke it was agreed Council proceed as follows:

- (a) To provide a letter of support for the project for the funders.
- (b) To sign a Memorandum of Understanding to confirm and further develop the long-term partnership between Amphibian and Reptile Groups of UK (ARG UK) and Newry, Mourne and Down District Council (NMDDC). This MoU has been checked by the legal team and they are happy that is it not binding and is for the purpose of developing projects.
- (c) If funding is successful, to work with HR Department regarding the hosting of a staff member who will have responsibility for project delivery.

**Noted:** Officials to note the possibility of bringing this project to Delamont Country Park in the future.

**ERT/117/2019: ARTISAN MARKET PROVISION**

**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration providing an update regarding Artisan Market provision.  
(Copy circulated)

**Agreed:** On the proposal of Councillor McAteer seconded by Councillor Andrews it was agreed as follows based on facilitating one market in each DEA area:

- (a) **Crotlieve**  
Following the successful Pilot markets during summer 2019, a Service Level Agreement is entered into to deliver up to 4 markets in Warrenpoint within this financial year. SLA budget for 2019/20



for 4 markets is £2,000. The SLA to be reviewed for 2020/21 and subject to further consideration and approval.

- (b) **Downpatrick**  
The established market in Downpatrick continues to be supported by Council, with a SLA in place for £5,000 during 2019/20. This will be reviewed at the start of each financial year before contracts are renewed.
- (c) **Mournes**  
The established market in Newcastle continues to be supported by Council, with a SLA in place for £5,000 during 2019/20. This will be reviewed at the start of each financial year before contracts are renewed.
- (d) **For the following DEA's, officers will engage with DEA Forums regarding Artisan Market provision in the following DEAs as outlined above:**
  - Newry
  - Rowallane
  - Slieve Gullion
- (e) **Council Officers procure 8 marquees which would be used exclusively to support Artisan markets at a cost of £5,000 which is available within existing budgets, to ensure that marquees are always available for market use. Additional marquees can be borrowed, when required, from the Community Service section of Council.**
- (f) **Officials to bring back a report to the ERT Committee Meeting in October 2019 providing a financial breakdown regarding Artisan Markets.**

**LANDSCAPE PARTNERSHIP SCHEME (LPS)  
RE: STRANGFORD & LECALÉ AONB**

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**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration regarding an application to the Heritage Lottery Fund for a Landscape Partnership Scheme (LPS) for Strangford & Lecale AONB. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Enright seconded by Councillor Andrews it was agreed as follows:

- (a) Officers to explore the possibility of applying to the National Lottery Heritage Fund for a Landscape Partnership Scheme (LPS) type project for the Strangford and Lecale AONB before March 2020.
- (b) If feasible, submit an EOI to the National Lottery Heritage Fund in 2020.

**ERT/119/2019: PUBLIC REALM SCHEME PHASE III  
HILL STREET NEWRY**

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**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise, Employment and Regeneration regarding the Public Realm Scheme Phase III – Hill Street Newry (Lower Hill Street / John Mitchel Place)  
**(Copy circulated)**

**Agreed:** On the proposal of Councillor Stokes seconded by Councillor Harte it was agreed the Council accept the Letter of Offer from the Department for Communities (DFC) totalling £1.6 million and proceed to deliver the next stages of the Lower Hill Street Public Realm Scheme.

**TOURISM CULTURE AND EVENTS**

**ERT/120/2019: SERVICE LEVEL AGREEMENT  
WOODLAND TRUST**

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**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Tourism Culture & Events, regarding a Service Level Agreement with the Woodland Trust. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Clarke seconded by Councillor Stokes it was agreed the Council proceed and sign a Service Level Agreement with the Woodland Trust to cover the four-year project.

**Noted:** Officers to advise Councillor McAteer regarding who is eligible to apply for the Woodland Trust projects.

**ERT/121/2019: BELFAST CITY REGION DEAL  
(JOINT COUNCIL FORUM)**

**Read:** Report dated 9 September 2019 from M Ward Director Enterprise Regeneration & Tourism, seeking nominations from Council for the City Deal Members Engagement Forum. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Clarke seconded by Councillor Stokes it was agreed to nominate 4 No. Members from Newry Mourne and Down District Council to sit on the City Deal Members Engagement Forum on the basis of the following structure:  
2: Sinn Fein  
1: SDLP  
1: Unionist

**Agreed:** It was further agreed to approve the following nominations from Sinn Fein and SDLP, and that 1 No. nomination from Unionists will follow:  
Sinn Fein: Councillor C Casey  
Sinn Fein: Councillor W Clarke  
SDLP: Councillor P Byrne

**BUILDING CONTROL & REGULATIONS**

**ERT/122/2019: DEVELOPMENT NAMING, POSTAL NUMBERING &  
ERECTION OF NAMEPLATES POLICY**

**Read:** Report dated 9 September 2019 from Mr C Jackson Assistant Director Building Control, regarding a review of Street Nameplates and Development Naming Policy.  
**(Copy circulated)**

**Agreed:** On the proposal of Councillor Hanna seconded by Councillor Andrews it was agreed to approve the Development Naming, Postal Numbering & Erection of Nameplates Policy.

## **TOURISM, CULTURE & EVENTS**

### **ERT/123/2019: HERSTORY LIGHT FESTIVAL PROGRAMME OF EVENTS**

**Read:** Report dated 9 September 2019 from Mr A Patterson Assistant Director Tourism Culture & Events regarding the Herstory Light Festival 2020 from 31 January 2020 – 3 February 2020.  
**(Copy circulated)**

**AGREED:** On the proposal of Councillor Hanlon seconded by Councillor Andrews it was agreed the Council participate in the Herstory Light Festival 2020 and to programme a series of events, activities and light projections onto our arts venues and museums.

## **EXEMPT INFORMATION**

**Agreed:** On the proposal of Councillor Burgess seconded by Councillor Hanna it was agreed to exclude the public and press from the meeting during discussion on the following matters 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).

### **ERT/124/2019: AONBs STRUCTURES**

**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise Regeneration & Employment regarding structure for the AONBs. **(Copy circulated)**

**(6.05pm: Councillor Larkin left the meeting)**

**ERT/125/2019:      EXTENSION OF RAILWAY LINE  
BALLYDUGGAN DOWNPATRICK**

**Read:**            Report dated 12 August 2019 from Mr A Patterson Assistant Director Enterprise Regeneration & Tourism, regarding an extension to the Railway Line at Ballyduggan Downpatrick. **(Copy circulated)**

**ERT/126/2019:      DUTCH BARGE – ALBERT BASIN NEWRY**

**Read:**            Report dated 9 September 2019 from Mr A Patterson Assistant Director Enterprise Regeneration & Tourism, regarding the use of Albert Basin Newry for a dutch barge. **(Copy circulated)**

**Agreed:**        **On the proposal of Councillor Burgess 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 the following decisions had been agreed:

**ERT/124/2019 – AONB Structures**

**Agreed:**        **On the proposal of Councillor Andrews seconded by Councillor Larkin it was agreed to present a report to the SPR Committee Meeting in September 2019 setting out a proposal for a new staffing structure for AONBs.**

**ERT/125/2019 – Extension to Railway Line – Ballyduggan Downpatrick**

**Agreed:**        **On the proposal of Councillor Enright seconded by Councillor Curran, it was agreed to proceed with a vesting application in relation to the Downpatrick and County Down Railway extension, and to utilise the necessary budgets to proceed with this process.**

**ERT/126/2019 – Dutch Barge (Albert Basin)**

**Agreed:**        **On the proposal of Councillor Stokes seconded by Councillor Clarke it was agreed to approve the request by Silvery Light Sailing to operate a trial series of day sailings using their vessel Volharding to take place on the Albert Basin and Newry Canal on a pilot basis, from now until December 2019.**

## **FOR NOTING**

### **ERT/127/2019: PLANNING PERFORMANCE**

Read: Planning Committee Performance Report.  
(Copy circulated)

**Noted: To note Planning Performance figures for July 2019.**

### **ERT/128/2019: ERT BUSINESS PLAN REVIEW 2018/19**

Read: Enterprise Regeneration & Tourism Directorate Business Annual Assessment Business Plan 2018/2019.  
(Copy circulated)

**Agreed: On the proposal of Councillor Hanna seconded by Councillor Curran it was agreed to note the Enterprise Regeneration & Tourism Directorate Business Annual Assessment Business Plan 2018/2019.**

### **ERT/129/2019: UPDATE RE: GREENWAYS**

Read: Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise Employment & Regeneration regarding updates on the Proposed Carlingford Lough Greenway and Downpatrick to Comber and Downpatrick to Newcastle Greenways Studies.  
(Copy circulated)

**Agreed: On the proposal of Councillor Hanna seconded by Councillor Curran it was agreed to note the Council will proceed as follows regarding Greenways:**

- (a) NMDDC continue to work with Louth County Council and SEUPB to progress the Carlingford Lough Greenway.**
- (b) Subject to Planning Permission, Newry Mourne and Down Council to now assist Louth County Council regarding the procurement and appointment of a contractor to carry out Greenway works on the Northern side between Victoria Lock and the Border.**
- (c) NMDDC to carry out procurement of other required Site Investigation, Tree Survey and Road Survey Audits.**

- (d) In view of the previously completed funding Economic Appraisal for the project, Council to proceed to contractor procurement and appointment, once Planning has been confirmed.

**ERT/130/2019: UPDATE:  
(ERDF) EUROPEAN REGIONAL DEVELOPMENT FUND  
(NIBSUP) NI BUSINESS START UP PROGRAMME**

**Read:** Report dated 9 September 2019 from Mr J McGilly Assistant Director Enterprise Employment and Regeneration regarding an update on ERDF Programmes. **(Copy circulated)**

**Noted:** On the proposal of Councillor Hanna seconded by Councillor Curran it was agreed to note the update provided on performance under the following business development programmes;

- Northern Ireland Business Start-Up Programme
- NMD Business Growth Programme
- NMD Procurement and Supply Chain Programme
- Digital Development Programme

**ERT/131/2019: TOURISM PROMOTION EVENTS**

**Read:** Report dated 9 September 2019 from Mr A Patterson Assistant Director Tourism Culture & Events regarding Tourism Promotion events. **(Copy circulated)**

**Noted:** On the proposal of Councillor Hanna seconded by Councillor Curran it was agreed to note Tourism Promotion events as per Report dated 9 September 2019.

**ERT/132/2019: SCHEME OF DELEGATION**

**Read:** Scheme of Delegation. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Hanna seconded by Councillor Curran it was agreed to note the Scheme of Delegation.



**ERT/133/2019:      ACTION TRACKER**  
**ENTERPRISE REGENERATION & TOURISM**

**Read:**            Action Tracker Report for Enterprise Regeneration & Tourism Committee. **(Copy circulated)**

**Agreed:**        **On the proposal of Councillor Burgess seconded by Councillor Andrews it was agreed to note the Action Tracker Report for Enterprise Regeneration & Tourism Committee.**

There being no further business the meeting concluded at 6.20pm.

For adoption at the Council Meeting to be held on Monday 7 October 2019.

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**Signed:**        **Councillor D Curran**

**(Deputy) Chairperson of Enterprise Regeneration & Tourism Committee**

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**Signed:**        **Ms M Ward**

**Director of Enterprise Regeneration & Tourism Committee**

**NEWRY MOURNE AND DOWN DISTRICT COUNCIL**

58

**Minutes of Strategy Policy & Resources Committee Meeting held on Thursday 12 September 2019 at 6.00pm in the Mourne Room, Downshire Civic Centre, Downpatrick**

**In the Chair:** Councillor M Savage

**In Attendance:**

Councillor P Brown	Councillor R Burgess
Councillor P Byrne	Councillor H Gallagher
Councillor O Hanlon	Councillor R Howell
Councillor A Lewis	Councillor C Mason
Councillor R Mulgrew	Councillor B Ó Muirí
Councillor J Tinnelly	Councillor W Walker

**Officials in Attendance:**

Mr L Hannaway, Chief Executive  
 Mr M Lipsett, Director of Active & Healthy Communities  
 Mrs M Ward, Director of Enterprise, Regeneration & Tourism  
 Mr C Mallon, Assistant Director of Estates and Project Management  
 Mrs C Miskelly, Assistant Director Corporate Services HR & Safeguarding  
 Ms E Cosgrove, Head of Compliance  
 Mr F O'Connor, Head of Legal Administration (Acting)  
 Mr J McBride,  
 Mrs A Robb, Assistant Director Corporate Services (Administration)  
 Mr J McBride, Assistant Director, Community Planning and Performance  
 Mrs Louise Fitzsimons, Human Resources

**SPR/108/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

An apology was received from Councillor Sharvin and Mrs D Carville, Director of Corporate Services.

**SPR/109/2019: DECLARATIONS OF INTEREST**

Councillor O'Muirí declared an interest in Item 17, Mr Hannaway and Mrs Ward both declared an interest in Item 21.

**SPR/110/2019: ACTION SHEET OF THE STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING HELD ON 14 AUGUST 2019**

**Read:** Action Sheet of the Strategy, Policy and Resources Committee Meeting held on 14 August 2019. **(Copy circulated)**

**Agreed:** **It was agreed that the Action Sheet of 14 August 2019, be noted, and actions removed as marked.**

**SPR/111/2019**

**ASSESSMENT OF PERFORMANCE 2018-19**

**Read:** Report dated 12 September 2019 from J McBride, Assistant Director, Community Planning and Performance regarding Assessment of Performance. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Byrne, seconded by Councillor O'Muirí, it was agreed that the Committee consider and agree the following:

- The Assessment of Performance 2018-19
- The summary document 'Our Performance Looking Back, Going Forward'
- The publication of the Assessment of Performance by 30 September 2019, before full Council ratification, in order to meet the statutory deadline.

**CORPORATE SERVICES**

**SPR/112/2019**

**DRAFT RECORDS MANAGEMENT POLICY AND PROCEDURE**

**Read:** Report dated 12 September 2019 from Mrs A Robb, Assistant Director Corporate Services (Administration), regarding Draft Records Management Policy and Procedure. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Hanlon, seconded by Councillor O'Muirí, it was agreed that Councillors consider and approve the draft Records Management Policy and Procedure.

**SPR/113/2019:**

**LICENCE AGREEMENT WITH MOURNE STIMULUS – ADDITIONAL FACILITIES AT COUNCIL ROAD KILKEEL**

**Read:** Report dated 12 September 2019 from Mrs A Robb, Assistant Director Corporate Services (Administration), regarding Licence Agreement with Mourne Stimulus – Additional Facilities at Council Road, Kilkeel. **(Copy circulated)**

**Agreed:** On the proposal of Councillor Tinnelly, seconded by Councillor Walker, it was agreed that Council approve a Licence Agreement to regulate Mourne Stimulus's use of additional land and facilities at Council Road, Kilkeel as identified in the report.

**SPR/114/2019:**

**NOTICE OF MOTION - INITIATIVES RE: RECORDING COMMITTEE AND COUNCIL MEETINGS**

**Read:** Report dated 12 September 2019 from Mrs A Robb, Assistant Director Corporate Services (Administration), regarding Notice of Motion - Initiatives Re: Recording Committee and Council Meetings. **(Copy Circulated)**

Councillor Brown said he did not agree with some of the recommendations as the person who originally brought the motion and proposed the following amendments:

- Council does go ahead with the most cost effective video recording option and if further costing is required to bring this back to Committee for consideration.
- Full costings to be done for Audio recordings of other meetings.
- Propose that 3 Motions per Councillor would be reasonable to allow for smaller parties if they have multiple issues needing raised.

Councillor Tinnelly seconded the proposal.

A discussion took place with Councillor Mason, Byrne, Walker all speaking in support of the officers recommendations, the Chairman put Councillor Brown's amendment to a recorded vote and voting was as follows (copy of vote appended to these minutes)

For: 2  
Against: 9  
Abstentions: 1

The proposal was declared 'lost'

Agreed: On the proposal of Councillor Mason, seconded by Councillor Byrne, it was agreed that the Committee consider and agree the following recommendations:

- Video recording and uploading or live streaming of all Council meetings – no change due to resource implications.
- Audio of Planning Committee – No change, still under review.
- Audio recordings of other meetings – no change.
- Motions to full Council – members consider amending current Standing Orders to provide that the Chairman and Chief Executive will consider Notices of Motion prior to the issuing of the Council Agenda and when the Agenda is issued it will identify to what Committee a Notice of Motion has been referred.
- Notices of Motion – members consider amending current Standing Orders to provide that only one Notice of Motion will be accepted per Councillor each month.

SPR/115/2019

**ACQUISITION OF STRIP OF LANDS AT IRISH STREET, DOWNPATRICK**

Read: Report dated 12 September 2019 from Mr F O'Connor, (Acting) Head of Legal Administration, regarding Acquisition of Strip of lands at Irish Street, Downpatrick (Copy circulated)

Agreed: On the proposal of Councillor Brown, seconded by Councillor Hanlon, the following recommendation was agreed:

- That Elected Members approve the purchase of the strip of lands outlined in blue on the map attached for the sum of £100,000 plus costs in order to facilitate the future joint development of the site by Council and DFC.

**SPR/116/2019: ALLEGED PUBLIC RIGHT OF WAY BETWEEN CORCREECHY ROAD AND TRAYMOUNT BURIAL GROUND**

**Read:** Report dated 12 September 2019 from Mr F O'Connor, Head of Legal Administration (acting), regarding alleged Public Right of Way between Corcreechy Road and Traymount Burial Ground, Newry **(Copy circulated)**

**Agreed:** On the proposal of Councillor Tinnelly, seconded by Councillor Mulgrew, it was agreed that Council assert the path between Corcreechy Road and Traymount Burial Ground as a public right of way with carriageway rights.

**SPR/117/2019 PURCHASE OF STRIP OF LAND AT LISMORE PARK, CROSSMAGLEN**

**Read:** Report dated 12 September 2019 from Mr F O'Connor, Head of Legal Administration (acting), regarding Purchase of strip of land at Lismore Park, Crossmaglen **(Copy circulated)**

**Agreed:** On the proposal of Councillor Byrne, seconded by Councillor O'Muirí, it was agreed that Elected Members agree to purchase the freehold in the lands outlined in red on the map attached hereto for the sum of £1000.00 in order to rectify the boundaries. The new area benefits Council also from the point of view of creating the right to vehicular entrance, whereas the previous right was over the footpath only.

**FOR NOTING**

**SPR/118/2019: PERFORMANCE IMPROVEMENT ASSESSMENT 2019 – AUDIT WORK PROGRAMME**

**Read:** Report dated 12 September 2019 from Mr J McBride, Assistant Director Community Planning and Performance, regarding Performance Improvement Assessment 2019 – Audit Work Programme **(Copy circulated)**

**Agreed:** It was agreed to note the contents of the report.

**SPR/119/2019 BREXIT RISK REGISTER**

**Read:** Report dated 12 September 2019 from Mr C Mallon, Assistant Director of

Estates and Project Management, regarding Brexit Planning (**Copy circulated**)

**Agreed:** It was agreed to note the contents of the report.

**SPR/120/2019** **CORRESPONDENCE DATED 11/09/19 – RATE SUPPORT GRANT (RSG) OVERPAYMENT**

**Read:** Correspondence dated 11 September 2019 from Ms T Meharg, Permanent Secretary, Department for Communities, regarding write-off of the overpayment of £2,664,675 paid by Council in respect of Rates Support Grant (RSG) for the period 1 April 2015 to 31 March 2018. (**Copy circulated**)

**Agreed:** It was agreed to note the contents of the report.

**ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Gallagher, it was agreed to exclude the public and press from the meeting during discussion on the next matters which related to exempt information by virtue of para. 3 of Part 1 of Schedule 6 of the Local Government (Northern Ireland) 2014 – Information relating to the financial or business affairs of a particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

**SPR/121/2019** **ALBERT BASIN TASK AND FINISH ACTION SHEET DATED 13 AUGUST 2019**

**Read:** Albert Basin Task and Finish Action Sheet dated 13 August 2019. (**Copy circulated**)

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Byrne to approve the Albert Basin Task and Finish Action Sheet dated 13 August 2019, with the exception of the Working Group Attendees and Contamination Report Actions.

**SPR/122/2019** **ALBERT BASIN TASK AND FINISH GROUP – REVISED TERMS OF REFERENCE**

**Read:** Report dated 12 September 2019 from Mr M Lipsett, Director of Active and Healthy Communities, regarding Albert Basin Task and Finish Group – Revised Terms of Reference. (**Copy circulated**)



**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Byrne, seconded by Councillor Mulgrew, to amend the officer's report:

- To remove the section entitled 'key stakeholders' with regard to the Maritime Association and Inland Waterways.
- The Maritime Association and Inland Waterways will be consultees on the stakeholder forum.
- The stakeholder forum exists as a body of consultees any member of which can be invited by through the SP&R Committee as and when required to attend the Albert Basin Task and Finish Working Group.
- Any consultee on the stakeholder forum can apply through the SP&R Committee to attend the Working Group if they believe they can contribute to an item on the agenda.

**SPR/123/2019:** **LEASE OF LANDS AT FORMER LAND-FILL SITE AT NEWRY ROAD, NEWTOWNHAMILTON**

**Read:** Report dated 12 September 2019 from Mr F O'Connor, Acting Head of Legal Administration, regarding Lease of Lands at Former Land-Fill Site at Newry Road, Newtownhamilton **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Ó Muirí, seconded by Councillor Byrne, to defer any decision on the report for a month, subject to further consultation, both with the community and Committee Members.

Having previously declared an interest, Councillor O'Muirí left the meeting at this stage -

**SPR/124/2019** **OPTION TO PURCHASE LANDS AT DUNDALK ROAD, NEWTOWNHAMILTON**

**Read:** Report dated 12 September 2019 from Mr F O'Connor, Acting Head of Legal Administration, regarding Option to purchase lands at Dundalk Road, Newtownhamilton **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Mulgrew, seconded by Councillor Byrne, to allow the transfer of the lands at Dundalk Road, Newtownhamilton to St Michael's GAC.

**Councillor O'Muirí returned to the meeting at this point**

**SPR/125/2019**

**DISPOSAL OF SURPLUS ASSETS**

**Read:** Report dated 12 September 2019 from Mr C Mallon, Assistant Director of Estates and Project Management, regarding Disposal of Surplus Assets **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Mulgrew, seconded by Councillor Byrne:

- To approve the open market sale on the following assets – NM167 - Derryleckagh Playing Fields, NM123-Kilkeel Town Hall and DDC068-Meadowlands Recreation Area.
- To approve the Estates and Property Assets team to consider the following sites for development opportunity and submit planning applications for – Ballyvange Downpatrick, NM090-lands at rear of Jonesborough Market and DDC124-Grove Gardens Recreations Area, Killyleagh.
- To accept the expression of interest from the NIHE for Social Housing at DDC025-17 The Square, Ballynahinch Steel Frame.
- To accept the expression of interest from SRC for NM219-Newry Sports Centre and write to the Department to move forward on the matter.
- To accept the expression of interest from the Development Trust NI on behalf of South Armagh Lace Collective for NM062-Malachy Conlon Park, Culloville.
- That officers report back on the legal advice received on NM069-Bog Road Amenity Area, Forkhill.

**SPR/126/2019**

**CORRY SQUARE CARPARK**

**Read:** Report dated 12 September 2019 from Mr C Mallon, Assistant Director of Estates and Project Management, regarding Corry Square Carpark **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Byrne, seconded by Councillor Mulgrew the following recommendation was agreed:

- Agree to the sale of the site to Matt D'Arcy Limited and include a covenant /condition within the title that



would ensure the area marked in blue on the map in Appendix B is retained as a carpark..

**SPR/127/2019**

**REVIEW OF AONB STRUCTURE**

**Read:** Report dated 12 September 2019 from Mrs M Ward, Director of Enterprise, Regeneration and Tourism, regarding Review of AONB Structure **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed on the proposal of Councillor Mulgrew, seconded by Councillor Byrne, to note the contents and approve the recommendations as set out in para.3.0 of the officer's report.

**SPR/128/2019**

**D1 PROCESS – RAYMOND MCCREESH PARK**

**Read:** Report dated 12 September 2019 from Mr L Hannaway, Chief Executive, regarding D1 Process – Raymond McCreesh Park **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed to note the contents of the officer's report.

Having previously declared an interest, Mr Hannaway and Mrs Ward left the meeting at this stage -

**SPR/129/2019**

**APPOINTMENT OF CHIEF EXECUTIVE**

**Read:** Report dated 12 September 2019 from Mrs C Miskelly, Assistant Director Corporate Services (HR & Safeguarding), regarding Appointment of Chief Executive **(Copy circulated)**

**Agreed:** On the proposal of Councillor Mulgrew, seconded by Councillor Burgess, it was agreed the Committee come out of closed session.

**Agreed:** It was agreed to note the contents of the officer's report and the following recommendation was agreed:

- As the performance appraisal will need to be completed prior to Mr Hannaway's employment ending, it is also recommended through that process, that the opportunity is taken to agree performance objectives with the incoming Chief Executive.

There being no further business, the Meeting concluded at 8.40pm

**Signed:**            **Councillor Michael Savage**  
                         **Chairperson**

**Signed:**            **Dorinnia Carville**  
                         **Director of Corporate Services**

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**  
**RECORDED VOTE**

67

DATE: 12/09/19 VENUE: Downpatrick MEETING: Strategy, Policy and Resources

SUBJECT OF VOTE: Item 7 - Notice of Motion – Initiatives Re: Recording Committee and Council Meetings

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COUNCILLOR	FOR	AGAINST	ABSTAIN	ABSENT
P Brown	<u>✓</u>			
R Burgess				<u>✓</u>
P Byrne		<u>✓</u>		
S Doran				<u>✓</u>
H Gallagher		<u>✓</u>		
O Hanlon		<u>✓</u>		
R Howell		<u>✓</u>		
A Lewis			<u>✓</u>	
C Mason		<u>✓</u>		
R Mulgrew		<u>✓</u>		
B O'Muirí		<u>✓</u>		
M Savage		<u>✓</u>		
G Sharvin				<u>✓</u>
J Tinnelly	<u>✓</u>			
W Walker		<u>✓</u>		
<b>TOTALS</b>	<b>2</b>	<b>9</b>	<b>1</b>	<b>3</b>

**NEWRY, MOURNE & DOWN DISTRICT COUNCIL**

**Ref: AHC/2019**

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**Minutes of Active and Healthy Communities Committee Meeting held on  
Monday 16 September 2019 at 6.00pm in the Mourne Room, Downshire Civic  
Centre, Downpatrick**

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**Chairperson: Councillor L Kimmins**

**In attendance: (Councillors)**

Councillor H Gallagher	Councillor M Gibbons
Councillor G Malone	Councillor K McKeivitt
Councillor G O'Hare	Councillor B Ó Muirí
Councillor M Ruane	Councillor M Savage
Councillor D Taylor	Councillor J Trainor

**Also In Attendance:**

Councillor T Andrews	Councillor P Brown
Councillor P Byrne	Councillor W Clarke
Councillor G Hanna	

**Officials in attendance:**

Mr M Lipsett, Director of Active & Healthy Communities  
 Mrs J Hillen, Assistant Director, Community Engagement  
 Mr E Devlin, Assistant Director Health and Wellbeing  
 Mr P Tamati, Assistant Director Leisure and Sport  
 Mrs M Flynn, Safer Communities and Good Relations Manager  
 Mrs D Starkey, Democratic Services Officer  
 Ms L O'Hare, Democratic Services Officer

**AHC/139/2019: APOLOGIES & CHAIRPERSON'S REMARKS**

Apologies were received from Councillors Doran, McEvoy and Walker.

The Chairperson congratulated Annalong Canoe and Kayak Club on winning a Bronze medal at the Irish International Junior Canoe Polo Competition.

**AHC/140/2019: DECLARATIONS OF INTEREST**

There were no declarations of interest.

**AHC/141/2019: ACTION SHEET OF THE ACTIVE & HEALTHY COMMUNITIES COMMITTEE MEETING HELD ON MONDAY 19 AUGUST 2019**

**Read:** Action sheet of the Active & Healthy Communities Committee Meeting held on Monday 19 August 2019 (**Copy circulated**)

**Agreed:** **The action sheet was noted on the proposal of Councillor Ruane, seconded by Councillor Trainor.**

**COMMUNITY ENGAGEMENT**

**AHC/142/2019 DISTRICT ELECTORAL AREA (DEA) FOR A UPDATE REPORT**

**Read:** Report dated 16 September 2019 from Mrs Janine Hillen, Assistant Director Community Engagement, regarding updates on District Electoral Area (DEA) Forums. (**Copy circulated**)

**Agreed:** **It was agreed on the proposal of Councillor Gibbons, seconded by Councillor Ruane to note the report and agree to approve the actions from the following DEA Forum Private Meetings:**

- Slieve Gullion DEA Forum Private Meeting held on Tuesday 4 June 2019.
- Rowallane DEA Forum Private Meeting held on Wednesday 5 June 2019.
- Downpatrick DEA Forum Private Meeting held on Tuesday 11 June 2019.
- Newry DEA Forum Private Meeting held on Thursday 27 June 2019.
- Slieve Gullion DEA Forum Private Meeting held on Tuesday 13 August 2019.
- Downpatrick DEA Forum Private Meeting held on Wednesday 14 August 2019.
- Mourne DEA Forum Private Meeting held on Tuesday 20 August 2019.
- Newry DEA Forum Private Meeting held on Thursday 29 August 2019.

**AHC/143/2019 INSTALLATION OF RAPID BIN AT NEWRY LEISURE CENTRE**

**Read:** Report dated 16 September 2019 from Mrs Janine Hillen, Assistant Director Community Engagement, regarding the installation of a RAPID bin at Newry Leisure Centre. (**Copy circulated**)

**Agreed:** **It was agreed on the proposal of Councillor Savage, seconded by Councillor Ruane to agree to proceed with the installation of a RAPID Bin at Newry Leisure Centre.**

**AHC/144/2019**

**CASTLEWELLAN LEASE & 3G PITCH CONDITION SURVEY**

**Read:** Report dated 16 September 2019 from Mrs Janine Hillen, Assistant Director Community Engagement, regarding 3g Pitch Castlewellan Community Centre remedial work prior to handover to Community Group. **(Copy circulated)**

In welcoming the report and recommendations Councillor Ruane requested on behalf of Councillor Howell that should capital funding become available later in the financial year that it be utilised for fencing improvements etc around the 3g pitch at Castlewellan Community Centre.

**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor Gallagher to note and agree to approve the following:

- The Council to pay a contribution of 50% towards the replacement of the synthetic carpet in 5 years' time.
- The Council to forward the fencing improvements for consideration in 20/21 rate estimates.
- Improvement works to bring the 3G pitch up to necessary standards to be completed by Neighbourhood Services department using existing maintenance budgets.
- Council to provide replacement goals from existing budgets.

**AHC/145/2019**

**UPDATE ON COMMUNITY FACILITY STRATEGY**

**Read:** Report dated 16 September 2019 from Mrs Janine Hillen, Assistant Director Community Engagement, providing an update on a Community Facilities Strategy. **(Copy circulated)**

**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor Savage to accept and agree the following:

- The revised definition of a community facility.
- The vision, outcomes and themes for the community facilities strategy.
- Revised timeline for delivery.

At the request of Councillor Trainor, it was agreed to provide details of the original definition of a community facility.

**AHC/146/2019****CROSSGAR COMMUNITY CENTRE**

Councillor Andrews thanked the Chairperson for the opportunity to bring this matter before the Active and Healthy Communities Committee. He advised the Trustees of the Crossgar Community Centre had recently placed the building on the market for sale and asked that Council step in and purchase the facility, so it could remain at the heart of the village.

Councillor Andrews appealed for support and proposed Newry Mourne and Down District Council proceed immediately to commence procedures to purchase the Crossgar Community Centre to enhance, improve and maintain the facility for the community to use.

Mr Lipsett confirmed the Crossgar Community Centre was not included within the Councils Capital Programme and therefore there was no budget or business case, and if Council wished to proceed it would have to be considered as part of the rates process.

During discussion Councillor Trainor referred to the Community Facility Strategy and partnership working and suggested if there was a constituted group, external funding could be sought.

Councillor Ruane stated he recognised why Councillor Andrews had brought this matter forward however there were many other areas seeking facilities and therefore it would not be right for Council to commit at this time.

Mr Lipsett referred to the Community Facilities Strategy and suggested a report be brought back to Committee identifying needs and outlining options in all areas including Crossgar.

Councillor McKeivitt suggested Council contact the Department for Communities regarding funding assistance.

**Agreed:        A report to be brought back to Active & Healthy Communities Committee in relation to identifying needs and outlining options following on from the Community Facility Strategy.**

**Seek potential funding from the Department for Communities.**

**LEISURE AND SPORT****AHC/147/2019****LEISURE FACILITIES PARTIAL CLOSURE – STAFF TRAINING**

**Read:**                      Report dated 16 September 2019 from Mr P Tamati, Assistant Director of Leisure and Sport, regarding Leisure Facilities Partial Closure for staff training **(Copy circulated)**

During discussion Councillor Ruane asked that where possible closure times be lessened.

Mr Tamati advised the department had designated closure at that time as it was deemed to be the least busiest time of year. He further advised that although approval was being sought for a full closure day, depending on staff availability it may be possible to open for a period that day.

Mr Tamati confirmed that once approved by Council details of closures would be communicated to staff and members of the public as soon as possible.

**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor Savage to accept the recommendation to approve Councils Leisure and Sports Facilities to implement a partial closure up to 5pm on Friday 20 December 2019 to facilitate staff training for employees.

**AHC/148/2019      HEALTH VENDING MACHINES IN LEISURE CENTRES**

**Read:** Report dated 16 September 2019 from Mr P Tamati, Assistant Director of Leisure and Sport, regarding Healthy Vending Machines in Leisure Centres (**Copy circulated**)

**Agreed:** It was agreed to note that when clear guidance on minimum nutritional standards (MNS) for Council Catering Outlets and Vending is established, a future report will be brought back to Active and Healthy Communities Committee regarding the potential implementation of these standards.

**HEALTH AND WELLBEING**

**AHC/149/2019:      SERVICE LEVEL AGREEMENT IN RELATION TO AFFORDABLE WARMTH SCHEME**

**Read:** Report dated 16 September 2019 from Mr E Devlin, Assistant Director Health and Wellbeing, regarding Service Level Agreement in relation to the Affordable Warmth Scheme. (**Copy circulated**)

**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor McKeivitt, that the Committee approve the signing of the Service Level Agreement with the Department for Communities in relation to the provision of the Affordable Warmth Scheme.

**AHC/150/2019:      CONSULTATION RESPONSE TO THE FOOD STANDARDS AGENCY (FSA) ON A RISK BASED APPROACH FOR THE BIOTOXIN MONITORING PROGRAMME IN NORTHERN IRELAND**

**Read:** Report dated 16 September 2019 from Mr E Devlin, Assistant Director Health and Wellbeing, regarding the consultation response to the Food Standards Agency (FSA) on risk based approach for the biotoxin monitoring programme in Northern Ireland. (**Copy circulated**)

Mr Devlin advised that due to a short timeframe to respond to the consultation a response had already been sent, however the response could be withdrawn if the Committee was not in agreement.



**Agreed:** It was agreed on the proposal of Councillor Ruane, seconded by Councillor O'Hare, that the Committee agree to the response being provided in relation to the FSA's consultation on a Risk Based Approach for the Biotoxin Monitoring programme in Northern Ireland.

**AHC/151/2019: NOTICE OF MOTION - CARERS ALLOWANCE (REFERRED FROM COUNCIL MEETING 2 SEPTEMBER 2019)**

The following Notice of Motion came forward for consideration in the name of Councillor Brown:

***"Council's Active and Healthy Communities Department will immediately recognise Carers Allowance as a means tested benefit enabling recipients of that benefit to qualify for concessionary rates at leisure facilities across the District."***

Councillor Brown presented the motion and raised the following points:

- There were over 200,000 carers in Northern Ireland (12% of total population).
- The value of carers to the economy in Northern Ireland was estimated by the Carers Trust as being in the region of £4.4 billion per year.
- Carers could be pushed to the limit balancing work, family life and caring responsibilities.
- The ability to work whilst in receipt of Carers Allowance was limited (as of April 2019 a carer could earn up to £123 per week).

Councillor Brown proposed carers be able to avail of the same concessionary rate for Leisure facilities across the District as those in receipt of other benefits such as PIP, ESA, Universal Credit and that this change be made effective immediately.

Mr Lipsett confirmed a report was to be presented at the next Active & Healthy Communities Committee Meeting regarding this matter.

Councillor Trainor asked that the impact of other schemes such as the Buddy Scheme be included within the report.

**ACTION:** It was agreed on the proposal of Councillor Trainor, seconded by Councillor Kimmins that officers investigate concessionary rates for recipients of carers allowance at leisure facilities across the District.

A report on concessions for recipients of carers allowance at Leisure Centres to be presented to Active & Health Communities Committee in October 2019.

**AHC/152/2019: NOTICE OF MOTION – DISABILITY ACCESS ON TO NEWCASTLE BEACH (REFERRED FROM COUNCIL MEETING 2 SEPTEMBER 2019)**

The following Notice of Motion came forward for consideration in the name of Councillor Clarke:

***“This Council provides disability access on to Newcastle beach to enable the facility to be inclusive, which will enhance the visitor experience for all, this initiative will build upon the successful partnership between the Mae Murray Foundation and Council in providing an inclusive destination at Cranfield beach”.***

Councillor Clarke presented the motion and raised the following points:

- There was a real need to improve disability access onto all beaches.
- Newcastle was a popular resort and Council officers should examine best practise with regards disability access onto Newcastle beach.
- There were a number of initiatives ongoing regarding the provision of inclusive beaches such as Cranfield beach.
- Beaches were often difficult to access due to storm damage and debris at access points and this needed to be given consideration.
- Solutions such as all-terrain wheelchairs, buggies, matting and boardwalks to be investigated.

The motion was proposed by Councillor Clarke, seconded by Councillor Ó Muirí.

Councillors Gallagher, Taylor and Trainor spoke in favour of the motion.

Mr Lipsett advised that this Notice of Motion crossed a number of Council departments and that a meeting would be arranged with Neighbourhood Services department, Enterprise, Regenerations & Tourism department and Corporate Services department to bring this matter forward.

Mr Lipsett commented that it was likely to go to the Enterprise, Regenerations & Tourism Committee for further consideration however he was happy to report back to the Active & Health Communities Committee to keep up to date.

**ACTION: It was agreed on the proposal of Councillor Clarke, seconded by Councillor Ó Muirí that officers investigate the provision of disability access on to Newcastle beach to enable the facility to be inclusive, which will enhance the visitor experience for all.**

**An update report to be provided to the Active & Health Communities Committee following on from a meeting of Neighbourhood Services department, Enterprise, Regenerations & Tourism department and Corporate Services departments.**

**FOR NOTING – COMMUNITY ENGAGEMENT****AHC/153/2019: PEACE IV LOCAL ACTION PLAN**

**Read:** Report dated 16 September 2019 from Mrs J Hillen, Assistant Director Community Engagement, regarding Peace IV Local Action Plan **(Copy circulated)**

**Agreed:** **It was agreed to note the contents of the report and minutes.**

**FOR NOTING – HEALTH & WELLBEING****AHC/154/2019: AIR QUALITY UPDATING AND SCREENING ASSESSMENT FOR NEWRY MOURNE AND DOWN DISTRICT COUNCIL**

**Read:** Report dated 16 September 2019 from Mr E Devlin, Assistant Director Health and Wellbeing, regarding Air Quality Updating and Screening Assessment for Newry Mourne and Down District Council.

**Agreed:** **It was agreed to note the Air Quality assessment report for Newry Mourne and Down District Council which has been accepted by DAERA NI.**

**ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014**

**Agreed:** **On the proposal of Councillor Trainor, seconded by Councillor Ruane, it was agreed to exclude the public and press from the meeting during discussion on the next matters which related to exempt information by virtue of para. 3 of Part 1 of Schedule 6 of the Local Government (Northern Ireland) 2014 – Information relating to the financial or business affairs of a particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.**

**AHC/155/2019 YOUR SCHOOL YOUR CLUB FUNDING**

**Read:** Report dated 16 September 2019 from Mr P Tamati, Assistant Director Leisure and Sport regarding Sport NI Your School Your Club Funding **(Copy circulated)**

**Agreed:** **On the proposal of Councillor Taylor, seconded by Councillor Trainor, it was agreed the Committee come out of closed session.**

**Agreed:** On the proposal of Councillor Savage, seconded by Councillor Gallagher to note the update in of NMDC projects that have applied for Your School Your Club Funding.

There being no further business the meeting ended at 6.45pm.

Signed: Councillor L Kimmins  
Chairperson

Signed: Mr M Lipsett  
Director of Active and Healthy Communities

## NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

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**Minutes of Neighbourhood Services Committee Meeting held on Tuesday 17 September 2019 at 6.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry**

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**Chair:** Councillor G Hanna

**Deputy Chair:** Councillor G Stokes

**Members:**

Councillor T Andrews	Councillor W Clarke
Councillor T Hearty	Councillor O Magennis
Councillor G Malone	Councillor C Mason
Councillor H McKee	Councillor K McKeivitt
Councillor D Taylor	Councillor J Tinnelly

**Officials in Attendance:** Mr R Moore, Director of Neighbourhood Services  
 Mr J Parkes, Assistant Director, Waste Management  
 Mr K Scullion, Assistant Director Facilities Management and Maintenance  
 Ms C McAteer, Democratic Services Officer

**NS/052/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

Apologies were received from Councillor Curran.

Cllr. Harry Harvey

The Chairman advised that the Committee should be aware of the position of Councillor Harvey, who would be taking up a position as MLA in the near future. He said Harry had held the position of Chair of Neighbourhood Services Committee from June this year (and would be replaced by his Party in the near future). On behalf of the Committee, he would like to thank Harry for his contribution to the Committee and wish him well in his new role.

**Agreed:** It was unanimously agreed to send a letter of congratulations, on behalf of the Committee, to Councillor Harvey on his appointment as a MLA.

World Clean Up Day 21<sup>st</sup> September 2019

The Chairman advised World Clean Up Day was taking place on the 21<sup>st</sup> of September and Council hoped to promote and support events throughout the District.

APSE Service Awards

The Chairman said the Council's Waste Management Department was an APSE Award Finalist for 2019 in the Best Service Team of the Year: Waste Management & Recycling category, which were held in Newcastle-Upon-Tyne, England on the 12 September



2019. East Riding of Yorkshire Council won the top prize in this category, they had achieved England's top recycling rate for two years in a row. He congratulated the Council staff in reaching the finals of this prestigious event and said he hoped for more success in future years.

### Recycling Week

The Chairman said that thanks to increased awareness, environmental concerns were front of mind for people, and Recycle Week 2019 was a great opportunity to encourage citizens to get involved and show they really could make a difference. This year for Recycle Week, the Council were taking recycling into their own hands, showing people that recycling was the norm and was happening all across Northern Ireland. He said this year Recycle Now were planning to go even bigger and better with more buildings being turned green and Council Officers were exploring lighting the Town Hall and possibly other buildings from 23rd September until 29th September 2019.

### **NS/053/2019:        DECLARATIONS OF “CONFLICTS OF INTEREST”**

There were no declarations of Conflicts of Interest.

### **NS/054/2019:        ACTION SHEET OF THE NEIGHBOURHOOD SERVICES COMMITTEE MEETING HELD ON TUESDAY 20 AUGUST 2019**

**Read:**                Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 20 August 2019. *(Circulated)*.

**AGREED:**           **On the proposal of Councillor Andrews, seconded by Councillor Magennis, it was agreed the Action Sheet of the Neighbourhood Services Committee Meeting held on Tuesday 20 August 2019 be noted and actions removed as marked.**

### **FOR CONSIDERATION AND/OR DECISION**

### **NS/055/2019:        NOTICE OF MOTION**

The following Notice of Motion came forward for consideration in the names of Councillor W Clarke and Councillor L Kimmins :-

**“The Council produces a tree strategy to protect and enhance tree cover for future generations, Council recognises the importance of trees, the benefits they afford us and the increasingly important role they can play in mitigating the effects of climate change, flooding and pollution control.**

**Furthermore Council acknowledges that trees can greatly enhance the visual amenity of our environment, they are vital for people’s sense of well-being and contribute to everyone’s quality of life”.**

**Noted:** It was noted the Notice of Motion was referred from the Council Meeting held on Monday 5 August 2019.

Councillor Clarke formally proposed the Motion, seconded by Councillor Stokes.

Members raised the following issues:-

- The North of Ireland has the lowest level of tree cover in Europe – the amount of tree cover had to be increased and this could be dovetailed into the Local Development Plan.
- Trees help combat climate change and minimise flooding. They also improve the health and well-being of citizens by making streets look visually softer and removing co2 from the atmosphere
- Council should continue to engage and work with the Woodland Trust and their Community Plan Partners on this issue.
- Council should incorporate woodland into the proposed new park at Albert Basin to act as the lungs of the City.
- Areas such as along the tow path require additional tree cover.
- There is very little tree cover in the Mournes area.

**Read:** Report dated 17 September 2019 from Mr Roland Moore, Director of Neighbourhood Services regarding the Notice of Motion.  
**(Circulated).**

**AGREED:** On the proposal of Councillor Clarke, seconded by Councillor Stokes, it was agreed to approve the Notice of Motion and that Officers develop an action plan for the development of a Tree Strategy and report back to the Neighbourhood Services Committee for approval, within three months.

## **FACILITIES MANAGEMENT & MAINTENANCE**

**NS/056/2019: CHRISTMAS ILLUMINATIONS & CELEBRATIONS  
GROUP MEETING: 8 AUGUST 2019**

**Read:** Report dated 17 September 2019 from Mr K Scullion, Assistant Director, Facilities Management & Maintenance Department, regarding the Christmas Illumination & Celebrations Group Meeting held on 8 August 2019. **(Circulated)**

**AGREED:** On the proposal of Councillor Tinnelly, seconded by Councillor Clarke it was agreed as follows:

- (a) Note the contents of this report and the report of the Christmas Illuminations Group Meeting held on 8<sup>th</sup> August 2019.
- (b) Agree to the additional costs, not currently included within the FM&M budget, for procurement of 14

Christmas trees and associated infrastructure works (estimated at £43,000.00) to be subsumed within the existing Grounds Maintenance and Building Maintenance Revenue budgets.

- (c) Agree to the fourteen groups referred to in the Action Sheet as being suitable for this programme, being written to advise that their application has been successful subject to relevant clarifications and final approval of costs.
- (d) Endorse other actions detailed in the report of the Christmas Illuminations Group Meeting held on 8<sup>th</sup> August 2019.

**AGREED:** On the proposal of Councillor Andrews, seconded by Councillor Tinnelly, it was agreed in relation to Item (c) to grant authority to Officers to issue the letters of confirmation to the fourteen groups in advance of final Council approval at the Council Meeting to be held on 7 October 2019, subject to the letter stating that the offer was subject to final Council approval.

**NS/057/2019:** **REUSE SCHEME:  
HOUSEHOLD RECYCLING CENTRES**

**Read:** Report dated 17 September 2019 from Mr Joe Parkes, Assistant Director – Waste Management, regarding Re-use Scheme at Council Household Recycling Centres. *(Circulated)*

**AGREED:** On the proposal of Councillor Taylor, seconded by Councillor Andrews, it was agreed to progress the Re-Use Scheme Pilot as part of the Review of Household Recycling Centres (Phase 1).

It was further agreed that if any other Charity, other than those listed in the report, expressed an interest in the Re-Use Scheme, that they would be considered, provided they formally contacted Joe Parkes/Liam Dinsmore.

**NS/058/2019:** **MATTRESS RECYCLE PILOT SCHEME**

**Read:** Report dated 17 September 2019 from Mr Joe Parkes, Assistant Director – Waste Management, regarding extension of the Mattress Recycle Pilot Scheme. *(Circulated)*

**AGREED:** On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to progress with the trial HRC Mattress Recycle Scheme until end of March 2020 & review as part of Rates Estimates 20/21.



**AGREED:** On the proposal of Councillor Taylor, seconded by Councillor Hearty, it was agreed Officials report to the October 2019 Neighbourhood Services Committee Meeting on the illicit dumping of tyres throughout the District, particularly in the Slieve Gullion area.

**NS/059/2019: DOWNPATRICK HOUSEHOLD RECYCLING CENTRE**

Mr Parkes provided an updated regarding the Downpatrick Household Recycling Centre. He said the Centre was operating well and had a great response from the public although there was still work to be done.

Mr Parkes advised the official opening of the Downpatrick Household Recycling Centre would be held on Tuesday 29 October 2019.

**FOR NOTING**

**NS/060/2019: ARC 21 JOINT COMMITTEE MINUTES  
- JUNE 2019**

**Read:** Report of ARC21 Joint Committee Meeting (No.42), held on Thursday 27 June 2019. *(Circulated)*

**AGREED:** On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the above Minutes.

**NS/061/2019: ARC21 MEMBERS MONTHLY BULLETIN  
- AUGUST 2019**

**Read:** ARC21 Members Monthly Bulletin – 15 August 2019. *(Circulated)*

**AGREED:** On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the ARC21 Members Monthly Bulletin – 15 August 2019.

**EXEMPT INFORMATION ITEMS**

**ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014**

Items 11, 12, 13, 14 and 15 were deemed to be exempt under 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) and the public may, by resolution, be excluded during this item of business.

On the proposal of Councillor McKevitt, seconded by Councillor Hearty, it was agreed to exclude the public and press from the meeting during discussion on these items.

**NS/062/2019: IN COMMITTEE ITEMS FROM ARC 21 JOINT COMMITTEE MINUTES 27 JUNE 2019**

**Read:** In Committee items from Arc21 Joint Committee Minutes – 27 June 2019. *(Circulated)*

**NS/063/2019: BUSINESS CASE  
RE: VEHICLE TYRE REPLACEMENT**

**Read:** Report dated 17 September 2019 from Mr J Parkes, Assistant Director, Waste Management, regarding a business case in respect of a Tender for Servicing and Supply of Vehicles/Plant Tyres. *(Circulated)*.

**NS/064/2019: BUSINESS CASE  
RE: ARBORICULTURE & TREE SURGERY SERVICE**

**Read:** Report dated 17 September 2019 from Mr K Scullion, Assistant Director Facilities Management & Maintenance, regarding a business case for the appointment of an Arboriculture and Tree Surgery Service. *(Circulated)*.

**NS/065/2019: ECONOMIC APPRAISAL  
METAL FABRICATION & REPAIR CONTRACTOR**

**Read:** Report dated 17 September 2019 from Kevin Scullion, Assistant Director, Facilities Management and Maintenance regarding an Economic Appraisal for the appointment of a Metal Fabrication and Repair Contractor. *(Circulated)*

**NS/066/2019: BUSINESS CASE  
RE: VEHICLE HIRE**

**Read:** Report dated 17 September 2019 from Mr J Parkes, Assistant Director Waste Management regarding a business case for a tender for vehicle hire. *(Circulated)*

Councillor Stokes proposed and Councillor Clarke, seconded to come out of closed session.

When the Committee was out of closed session the Chairman reported the following had been agreed:-

Item 11 – In Committee Items from Arc21 Joint Committee Minutes – 30 May 2019

On the proposal of Councillor McKee, seconded by Councillor Taylor, it was agreed to note the In-Committee Items from the Arc21 Joint Committee Minutes of 27 June 2019.

Item 12 – Permission to tender – servicing and supply of vehicle/plant tyres

On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the content of the report dated 17 September 2019 and associated Business Case and recommend the Council grants approval to progress a tender exercise for the Servicing and Supply Contract relating to Vehicle and Plant tyres, including related Services.

Item 13 – Business Case for the appointment of an Arboriculture and Tree Surgery Service

On the proposal of Councillor Stokes, seconded by Councillor Clarke, it was agreed to note the content of the report dated 17 September 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 3 was chosen as the preferred Option. Option 3 would see the appointment, through a tender process, of a competent contractor to provide efficient, effective tree management service.

Item 14 – Economic Appraisal for the appointment of a Metal Fabrication and Repair Contractor

On the proposal of Councillor Tinnelly, seconded by Councillor Andrews, it was agreed to note the content of the report dated 17 September 2019 and associated Economic Appraisal and to accept the conclusion of the Economic Appraisal that Option 4 is chosen as the preferred option. Option 4 will see the appointment, through a tender process, of a competent contractor to provide metal fabrication and repair services. In addition to this an independent Metallurgical and Mechanical Engineering Consultancy Service will be appointed to provide advice to Council Officers on the procurement and management of this service.

Item 15 – Permission to tender – Vehicle hire

On the proposal of Councillor Andrews, seconded by Councillor McKee, it was agreed to note the content of the report dated 17 September 2019 and associated Business Case and to recommend the Council grants approval to progress a tender exercise for the short and medium term Vehicle Hire to support delivery of services.

There being no further business the meeting ended at 7.10 pm.

For adoption at the Council Meeting to be held on Monday 7 October 2019.

**Signed: Councillor Hanna**  
**(Acting) Chairperson of Neighbourhood Services Committee**

**Signed: Mr R Moore**  
**Director of Neighbourhood Services**

**NEWRY MOURNE AND DOWN DISTRICT COUNCIL**

**Minutes of Audit Committee Meeting held on Tuesday 24 September 2019 at 6.00pm in the Mourne Room, Downshire Estate, Downpatrick**

**Chairperson:** Ms B Slevin Independent Chairperson

**In Attendance:** **(Committee Members)**  
 Councillor P Byrne  
 Councillor W Clarke  
 Councillor O Hanlon  
 Councillor C Enright  
 Councillor T Andrews (replacing Cllr Devlin)

**Officials in Attendance:** Mr L Hannaway Chief Executive  
 Mr K Montgomery Assistant Director,  
 Corporate Services (Finance)  
 Ms B Phillips Finance Manager  
 Mr G Byrne Audit Services Manager  
 Ms L Dillon Democratic Services Officer

**Also in Attendance:** Ms A McMaw ASM (Internal Auditors)  
 Mr B O'Neill Northern Ireland Audit Office

The Chairperson welcomed everyone to the meeting.

**Noted:** It was noted at the outset of the meeting that Councillor L Devlin was currently off on Maternity Leave and Councillor P Byrne nominated Councillor T Andrews to replace Councillor L Devlin on the Audit Committee, for this meeting

**Noted:** Mr Hannaway explained Members had only been issued the Statement of Accounts 2018/19 and he suggested adjourning the meeting until 7.00pm in order to allow them an opportunity to read the contents.

**AGREED:** **On the proposal of Councillor Byrne seconded by Councillor Andrews it was agreed to adjourn the Audit Committee Meeting until 7.00pm to allow Members an opportunity to read the Statement of Accounts 2018-19.**

(6.10pm – The meeting adjourned)

(6.10pm – Councillor Enright left the meeting)

(7.00pm – The meeting resumed)

**AC/060/2019: APOLOGIES AND CHAIRPERSON'S REMARKS**

The following apologies were received:

Councillor A Lewis  
Councillor M Gibbons  
Councillor L Devlin  
Councillor M Ruane  
Councillor G Sharvin  
Councillor C Enright

**AC/061/2019: DECLARATIONS OF INTEREST**

No declarations of interest.

**AC/062/2019: ACTION SHEET ARISING FROM AUDIT COMMITTEE MEETING – WEDNESDAY 3 JULY 2019**

Read: Action Sheet arising out of Minutes of Audit Committee Meeting held on Wednesday 3 July 2019.  
**(Copy circulated)**

The following issues were raised arising out of the above Action Sheet:

**AC/018/2019 – Internal Audit Asset: Summary Report (Grants Management System)**

**Noted:** A status report on the Grants Database will be brought back to the Audit Committee Meeting. This item will remain on the Action Sheet.

**AC/047/2019 – Members Training**

**AGREED:** On the proposal of Councillor Byrne seconded by Councillor Andrews it was agreed that In-House Training for Members of the Audit Committee will be provided by ASM Internal Audit and will be held on Thursday 9 January 2020, prior to the Audit Committee Meeting to be held on that date.

**AC/055/2019 – Update re: Audit Recommendations**

**Noted:** An update from the Audit Services Manager regarding Audit Recommendations would be tabled at a later stage during the Meeting.

**AGREED:** Update re Audit Recommendations to remain on the Action Sheet.

**AGREED:** It was unanimously agreed to note the Action Sheet and remove those actions marked for removal, with the exception of AC/055/2019 re: Audit Recommendations.

**INTERNAL AUDIT (CLOSED SESSION)**

*Items restricted in accordance with Part 3 of Schedule 6 of the Local Government Act (Northern Ireland) 2014*

**Agreed:** On the proposal of Councillor Byrne seconded by Councillor Andrews, 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 Part 3 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 – Information relating to the financial or business affairs of a particular person (including the Council holding that information) and the public may, by resolution, be excluded during these items of business.

**AC/063/2019      ASM SUMMARY /PROGRESS REPORT**

**Read:** ASM Sumary Progress Report for period 4 July 2019 – 24 September 2019. **(Copy circulated)**

**AC/064/2019      ASM INTERNAL AUDIT PLAN (REVISED)**

**Read:** ASM revised Internal Audit Plan.  
**(Copy circulated)**

**AC/065/2019      ASM INTERNAL AUDIT REPORT  
- LEISURE**

**Read:** ASM Internal Audit re: Audit Fieldwork 2019/20 – Leisure Services – cash handling and bookings management.  
**(Copy circulated)**



### **NIAO (CLOSED SESSION)**

**AC/066/2019**

#### **NIAO REPORT TO THOSE CHARGED WITH GOVERNANCE**

**Read:** Northern Ireland Audit Office re: Report to Those Charged with Governance. **(Copy circulated)**

### **CORPORATE SERVICES (CLOSED SESSION)**

**AC/067/2019**

#### **STATEMENT OF ACCOUNTS 2018-19**

**Read:** NMDDC Statement of Accounts Year ended 31 March 2019. **(Copy circulated)**

**AC/068/2019**

#### **UPDATE RE: AUDIT RECOMMENDATIONS**

**Read:** Report dated 24 September 2019 from Mr G Byrne Audit Services Manager regarding an update on the monitoring of internal audit recommendations made since the formation of NMDDC and a review of progress on NIAO recommendations. **(Copy circulated)**

**AGREED:** **On the proposal of Councillor Andrews seconded by Councillor Byrne it was agreed to come 'out of Closed Session'.**

When the Committee came out of Closed Session the Chairperson reported the following decisions had been taken on the items discussed:

#### **AC/063/2019 - ASM Summary/ Progress Report**

**AGREED:** **It was agreed to note the ASM Summary/Progress Report for period 4 July 2019 – 24 September 2019.**

#### **AC/064/2019 - ASM Internal Audit Plan (Revised)**

**AGREED:** **On the proposal of Councillor Byrne seconded by Councillor Clarke it was agreed to approve the revised ASM Internal Audit Plan.**

**AC/065/2019 - ASM Internal Audit Report**  
**Re: Leisure**

**AGREED:** It was agreed to note the ASM Audit Fieldwork 2019-20 Report on Leisure Services – cash handling and bookings management.

**AC/066/2019 - NIAO Report to Those Charged with Governance**

**AGREED:** On the proposal of Councillor Andrews seconded by Councillor Hanlon it was agreed to note the Report to Those Charged with Governance, and note adjustments reflected in the Annual Accounts.

It was also agreed a complete Report to Those Charged with Governance will be tabled at the Audit Committee Meeting in January 2020.

**AC/067/2019 - Statement of Accounts 2018-19**

**Agreed:** On the proposal of Councillor Byrne seconded by Councillor Clarke it was agreed to approve the Statement of Accounts 2018-19 and Annual Governance Statement.

**AC/068/2019 - Update re: Audit Recommendations**

**Agreed:** It was agreed to note the Report from the Audit Services Manager providing an update on Internal Audit Recommendations and NIAO recommendations.

It was agreed a report be tabled at the Audit Committee Meeting in January 2020 outlining the level of risk against all outstanding audit recommendations.

**CORPORATE SERVICES**

**AC/069/2019      CORPORATE RISK REGISTER**

**Read:** Report dated 24 September 2019 from Mr G Byrne Audit Services Manager regarding the Corporate Risk Register.  
**(Copy circulated)**

Mr Byrne presented the above report.



During discussion on Corporate Risk, Members raised the following issues:

- Absenteeism
- Planning applications backlog
- Area Development Plan
- Brexit – rural economic development programme

**AGREED:** On the proposal of Councillor Clarke seconded by Councillor Andrews it was agreed:

- (a) To note the Corporate Risk Register.
- (b) A report on absenteeism levels to be brought to the next meeting of the Strategic Policy & Resources Committee Meeting to be held on Thursday 17 September 2019.
- (c) Update to be provided to Members on the Area Development Plan process and on outstanding legacy Planning Applications.

**AC/070/2019: FRAUD & WHISTLEBLOWING**

Read: Report dated 24 September 2019 from Mr G Byrne, Audit Services Manager regarding Fraud and Whistleblowing.  
**(Copy circulated)**

Mr G Byrne Audit Services Manager presented the above report.

**AGREED:** It was agreed to note the Fraud and Whistleblowing cases as per Report from Mr G Byrne Audit Services Manager above.

**AC/071/2019: DIRECT AWARDS CONTRACTS**

Read: Report dated 24 September 2019 from Mr G Byrne, Audit Services Manager regarding the Direct Awards Contracts / Single Tender Actions. **(Copy circulated)**

Mr G Byrne Audit Services Manager presented the above report.

**Agreed:** It was agreed to note report dated 3 July 2019 from Mr G Byrne Audit Services Manager regarding the Direct Awards Contracts/Single Tender Actions.

**AC/072/2019      PROMPT PAYMENT STATISTICS**

**Read:** Report dated 24 September 2019 from Mr G Byrne Audit Services Manager regarding Prompt Payment Statistics. **(Copy circulated)**

Mr G Byrne Audit Services Manager presented the above report.

**Agreed:** It was agreed to note the Report on Prompt Payment Statistics.

**PERFORMANCE****AC/073/2019      ASSESSMENT OF PERFORMANCE 2018-19**

**Read:** Report dated 24 September 2019 from Mr G Byrne Audit Services Manager regarding Assessment of Performance 2018-19. **(Copy circulated)**

**Agreed:** It was agreed to note the Assessment of Performance 2018-19 which was presented to the Strategic Policy & Resources Committee Meeting held on 12 September 2019.

**AC/074/2019      PERFORMANCE IMPROVEMENT ASSESSMENT PROGRAMME**

**Read:** Report dated 24 September 2019 from Mr G Byrne Audit Services Manager regarding **(Copy circulated)**

**AGREED:** It was agreed to note the Performance Improvement Assessment Programme which was presented to the Strategic Policy & Resources Committee Meeting held on 12 September 2019.

The Chairperson said this was her last meeting with the Chief Executive , Mr Hannaway. She said it had been a pleasure to work with Mr Hannaway and she extended her best wishes to him for the future.

There being no further business the meeting concluded at 8.15pm.

For consideration at the Council Meeting to be held on Monday 7 October 2019.

**Signed:** Mr L Hannaway  
Chief Executive

**Signed:** Ms B Slevin  
Independent Chairperson





Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

## **DRAFT AGENDA**

### **Changing Places: *Planning, Place-shaping and Place-making in Northern Ireland***

**8<sup>th</sup> October 2019  
Killyhevlin Hotel  
Enniskillen**



## Draft Agenda

Changing Places: *Planning, Place-shaping and Place-making in Northern Ireland*8<sup>th</sup> October 2019, Killyhevlin Hotel, Enniskillen

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Time	Topic	Speaker
9.30 – 10.00	Registration, tea and coffee	
10.00 – 10.05	Welcome to Enniskillen	Fermanagh & Omagh District Council
10.05 – 10.10	Welcome from NILGA and outline of the day	Cllr Steven Corr, Chairperson - NILGA Place-shaping and Infrastructure Network
10.10 – 10.40	<b>Keynote Address</b> Shaping NI: The role of the Department of Infrastructure in delivering well-being through regional place-shaping activity (planning policy, roads infrastructure, flood mitigation)	Katrina Godfrey Permanent Secretary DfI
10.40 – 11.10	<b>Keynote address</b> <i>Planning, Place shaping, Place making</i> New Civic Leadership: The power of place and the co-creation of public innovation	Prof Robin Hambleton, University of the West of England, and Urban Answers
11.10 – 11.20	<i>A place for questions....</i>	
11.20 – 11.45	Tea, coffee and networking	
	<b>Growing Places</b>	
11.45 – 12.00	A place to live – The future of housing in Northern Ireland	Prof Paddy Gray, Emeritus Professor of Housing - Ulster University
12.00 – 12.15	Thriving places – Local job creation and sustainability	Noelle McAloon Enniskillen BID Manager
12.15 – 12.30	Growing places? Addressing the infrastructure deficit	Sara Venning, CEO, NI Water
12.30 – 12.45	<i>A place for questions....</i>	
12.45 – 1.30	Lunch and networking	
	<b>Green Places</b>	
1.30 – 1.45	Enjoyable Places – Building social capital/community use of public space	Adam Turkington Seedhead Arts
1.45 – 2.00	Beautiful places – Caring for our environment	Dr Ian Humphrey Keep Northern Ireland Beautiful
2.00 – 2.15	Adaptable places – Building local resilience in a climate emergency	David Lindsay Ards and North Down Borough Council
2.15 – 2.35	Greening Places – Derry City Council Green Infrastructure Plan (video)	Dr Christine Doherty Derry City and Strabane District Council
2.35 – 2.45	<i>A place for questions...</i>	
2.45 – 3.00	Tea, coffee and networking	
	<b>Going Places</b>	
3.00 – 3.15	Connecting places - Transport planning	Peter Morrow Aecom
3.15 – 3.30	Connecting business – The digital infrastructure to deliver economic success	BT - <i>Invited</i>
3.30 – 3.45	Smart places – Smart cities and Innovation	Deborah Colville
3.45 – 4.00	Places to remember – Developing sustainable tourism infrastructure	David Jackson Causeway Coast and Glens Borough Council
4.00 – 4.15	<i>A place for questions...</i>	
4.15 – 4.30	Conference round up and close	Derek McCallan NILGA CEO

This event is **FREE** for NI Elected Members and Officers but numbers are limited to 6 per council. We would ask all councils to confirm in advance the names of those attending. NILGA will try to accommodate all enquiries.

Completed booking forms should be returned to [events@nilga.org](mailto:events@nilga.org) by the 24th September 2019.

# ***NILGA Changing Places: Planning, Place-shaping and Place-making in Northern Ireland***

**8th October 2019  
Killyhevlin Hotel  
Enniskillen**

## **BOOKING FORM**

### **PLEASE NOTE:**

**Places at this event are limited so early booking is recommended.**

**Contact name of person responsible for bookings** \_\_\_\_\_

**Council:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

### **Council nominations**

Full Name	Position	Dietary / Special requirements

**Completed booking forms should be returned to [events@nilga.org](mailto:events@nilga.org) by the 24th September 2019.**

**Northern Ireland Local Government Association  
Bradford Court, Upper Galwally, Castlereagh, BT8 6RB  
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Chartered  
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Housing  
Northern Ireland

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# Delivering genuinely affordable homes in Northern Ireland

Skainos Centre, Belfast • Monday 14 October

Morning chair: professor **Paddy Gray**, Ulster University

Section 1:  
**Defining the problem**

Session includes:

- An update on government policy in this area from a senior representative from the **Department for Communities**
- Insights into the approach taken by the **Affordable Housing Commission** from the Commission secretary, **Paul Hackett**
- A Q&A session

Section 2:  
**Setting a baseline**

Session includes:

- Contribution from **Joe Frey**, UK Collaborative Centre for Housing Evidence (CaCHE) and **Dr Martina McAuley**, Housing Rights with the launch of CaCHE supported research on Local Housing Allowance rates in Northern Ireland
- An update from **Eileen Patterson**, Chartered Institute of Housing NI on CIH's Rethinking Social Housing project
- Discussion about the affordability issues in the owner occupied housing sector from **Co-ownership**
- A panel discussion including representatives from the **Equality Commission for Northern Ireland** and the **Northern Ireland Human Rights Commission**

Afternoon chair: **Gráinne Walsh**, Housing Rights

Section 3:  
**Approaches elsewhere**

Session includes:

- Insight from **Steve Stride** into the approach taken by **Poplar HARCA** in London
- An update on the **Wheatley Group's** experience of Midmarket Rent from **Tom Barclay**
- A Q&A session

Section 4:  
**Adapting an NI specific approach**

Session includes:

- Contribution from **Karen Smyth** at **NILGA** on the challenge and opportunities of planning for affordable housing
- A presentation from **Seán Cullen** at **Belfast Housing Lab** on a community based response to the affordability challenge
- A panel discussion



# Housing Executive

**CHIEF EXECUTIVE**  
Clark Bailie

The Housing Centre  
2 Adelaide Street  
Belfast BT2 8PB  
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**W** nihe.gov.uk  
**Twitter** @nihecommunity

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

3 September 2019

Dear Liam

I refer to your letter dated 20 August 2019, in relation to Housing Executive grass cutting in the Newry Mourne & Down District Council Area.

I regret that Councillors feel that grass cutting services delivered by the Housing Executive have recently deteriorated and I asked for this matter to be investigated. The Housing Executive's Grounds team have confirmed that we had an extremely complex grass cutting season this year with long periods of sunshine and thundery showers, which made the maintenance of the formal grass areas more difficult. The Met. Office records show that June was the wettest on record and July was the warmest on record. This caused disruption with grass cutting operations running approximately four days behind schedule. The Housing Executive apologises for this drop in our service standard due to unavoidable natural circumstances.

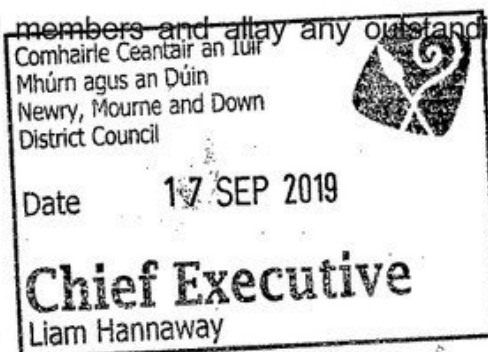
The Housing Executive grounds contractors have been providing an excellent service for many years now and feedback has been generally very positive. The Housing Executive can give an assurance that grass cutting frequencies are now back on schedule and every effort will be made to ensure that services are maintained at the very high standard we expect.

I hope these comments give an assurance to elected members and allay any outstanding concerns.

Yours sincerely

*Clark*

**C Bailie**  
**Chief Executive**



**From the Permanent Secretary**  
Dr Denis McMahon



Department of  
**Agriculture, Environment  
and Rural Affairs**

[www.daera-ni.gov.uk](http://www.daera-ni.gov.uk)

Your reference M/2  
Our reference SGM-0591-2019

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

Date 09 SEP 2019

**Chief Executive**  
Liam Hannaway

4 September 2019

Dear Mr Hannaway,

**RE: Animal Cruelty**

Thank you for your letter, which you sent to Peter May, Permanent Secretary, Department of Justice (DoJ), in which you advised that Newry, Mourne & Down District Council has proposed the establishment of an all-island register of individuals convicted of animal welfare offences. I am responding as policy responsibility for the welfare of animals sits with the Department of Agriculture, Environment and Rural Affairs (DAERA).

The establishment of a central offenders' register of those convicted of animal welfare offences is a topic which was been raised several times in the past, most notably by the Northern Ireland Assembly during the review of the implementation of the Welfare of Animals (Northern Ireland) Act 2011 ("the Review"). The Review established that the creation of such a register does not fall solely within the gift of the Department. Conviction data is classed as sensitive personal data which is strictly controlled and managed through the Criminal Record Viewer, which is part of the wider Causeway system and comes under remit of DoJ.

Three bodies are responsible for enforcement of the 2011 Act: DAERA (for farmed animals), Councils (for non-farmed animals) and PSNI (for more serious animal welfare offences such as animal fighting and wild animals). Each body is responsible for following up on disqualification orders made following cases they investigated to ensure that the person is not keeping animals in contravention of the order and for taking any appropriate enforcement action. Each body therefore retains information on disqualification orders made following cases they investigated. However, where a disqualification order is made, for example following a DAERA case relating to farmed animals, that order could in some instances also encompass a ban from keeping non-farmed animals. Subsequently, following the Review, the Department secured access to the Criminal Record Viewer for Council Welfare Staff and Departmental enforcement staff.

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The Review also considered the creation of an accessible central register in some depth and concluded that it should not be done for a number of reasons. Firstly, access for non-statutory bodies to this information would engage difficult and complex issues regarding Freedom of Information, Data Protection, the rehabilitation of offenders and protecting certain human rights, particularly the Right to Life, the Right to a Family Life and the Right to Privacy.

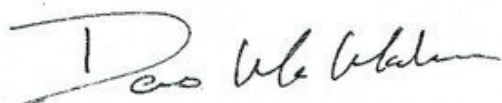
Although the right to privacy may be interfered with by a public body, provided that it is in accordance with national law and is necessary in a democratic society, the necessity for third party access must be considered in light of the statutory role of the three enforcement bodies who are responsible for the protection of animal welfare in respect of people subject to disqualification orders. Effective enforcement of disqualification orders should provide adequate protection for rehomed animals in this regard.

Secondly, it was clear, following the Review, that there was no demand among rehoming charities for access to this data. During the course of the Review, Departmental officials met with animal charities and re-homing organisations to discuss the technical issues that would be encountered, in the event a register could be created. It became apparent that these organisations would incur significant costs if they wished to access and use conviction data. For example, putting the necessary arrangements in place to facilitate third party access to the DoJ Criminal Record Viewer would require entering data sharing arrangements with potential users and putting in place procedures to ensure information is kept secure and utilised only for the intended purposes. In addition, these organisations would also need to ensure that they have IT systems and administrative controls to manage the data in compliance with data protection laws. They commented that the home visits and other checks they perform on potential adopters are likely to discourage disqualified people from applying for animals in any event, and they were not aware of any disqualified person ever having applied for an animal in the past.

Officials from the Department have met with the DoJ within the last month to re-examine the possibility of third party access and the controls that an organisation would need to implement and the situation remains unchanged.

I trust that you find my reply helpful and I hope that this response clarifies the Department's position.

Yours sincerely



**DR DENIS McMAHON**  
Permanent Secretary

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**Newry Mourne & Down West  
Section Office**



Department for

**Infrastructure**

An Roinn

**Bonneagair**

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99

Mr. Roland Moore  
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Tele : 0300 200 7899

Your Ref:  
Our Ref 97253-19  
Date: 13 September 2019

Dear Mr. Moore,

**BEE FRIENDLY FLOWER PLANTING**

Thank you for your letter dated 16 July 2019 requesting a Wild Flower planting pilot scheme along the A2 Warrenpoint dual carriageway.

The Department recognises that road side verges are an important habitat for many species of insects and animals and this is demonstrated within our environmental policies which promote, where appropriate, the sowing of road verges with wildflowers and provide advice on the effective maintenance of these areas.

We manage vegetation across our network in a number of ways, with the primary aim of maintaining road safety while also protecting wildlife and take care in maintaining their habitats. In this regard our current grass cutting policy attempts to achieve a balance between road safety, the control of noxious weeds and environmental protection. In most cases rural verges are only cut to one swathe width, the remainder of the verges can then serve as a wildlife haven.

We continue to strive to improve the biodiversity performance of transport corridors on our network and, as you have outlined, have previously participated in pilot projects, involving the management and monitoring of wildflowers on road verges, through working with local Councils, the NIEA and others as part of the 'Don't Mow let it Grow' initiative. Whilst we would support the concept of having new such initiatives in the Newry, Mourne and Down district, the suitability of proposed sites must be assessed and agreed, with respect to road safety, funding, existing soil types and ongoing maintenance requirements.

In accessing locations we would consider the following;



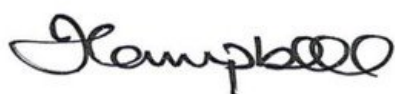
- Wildflower meadows would require a specific maintenance regime for their effective management (as a min. cut to 400mm-500mm, during April/May, and cuttings removed and a further shorter cut in autumn).
- The need to maintain road safety for drivers by maintaining visibility (sightlines)
- The A2 is a dual carriageway and is a "high speed road" which requires a very high standard of Chapter 8 (TSM) compliance required for Temporary Traffic Management arrangements. These works alone would be extremely costly and would be required for each work operation.
- There is also the issue of the suitability of the existing topsoil areas to accommodate sowing with wildflower seed, if this is what is being proposed. If so, the project would require the removal of the topsoil to diminish its 'quality' as wildflower typically flourishes only in poorer quality soils.

Given the potentially high scheme cost and the current restrictions on the Department's maintenance budget and consequently the reduced regime for grass cutting and other maintenance works which is currently in place (DEM160/19), such a scheme could not be justified at this time.

Finally it may be worth noting that DfI Roads is a signatory partner to the All-Ireland Pollinator Plan (AIPP) and that we are currently providing comment on the draft guidelines for Transport Corridors associated with the implementation of the AIPP. Upon publication of this document DfI Roads intend to revise our Biodiversity Action Plan which will include a review of our current verge grass cutting regime with the aim of further improving our performance in this area.

I hope you find this reply helpful and informative.

Yours sincerely



I Campbell  
Section Engineer





Department for  
**Communities**  
www.communities-ni.gov.uk

Chief Executive of each District Council  
Finance Officer of each District Council  
Other Interested Parties

Local Government and Housing  
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Phone: 028 9082 3375  
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**Circular LG 23/2019**

Our ref: CO1-19-1925

27 September 2019

Dear Sir/Madam

**CONSOLIDATED GUIDANCE ON COUNCILLOR ALLOWANCES – UPDATED  
SEPTEMBER 2019**

1. The attached Local Government Circular provides a consolidated guidance on councillor allowances. This supersedes the previous guidance provided in Local Government Circular 23/2016 (and the addenda to that circular).
2. The current associated rates of councillor allowance can be found in Local Government Circular 07/2019. Link to that circular can be found at <https://www.communities-ni.gov.uk/publications/circular-lg-0719-consolidated-councillor-allowances-updated-february-2019>
3. The updated guidance is to accompany the recent updated Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019, which were made on 9 September 2019 and come into operation on 1 October 2019. Please see the link to the legislation site <http://www.legislation.gov.uk/nisr/2019/174/contents/made>
4. The proposed changes incorporated in this guidance were issued to stakeholders (including council chief executives, finance officers, National Association of Councillors (NI) and Northern Ireland Local Government Association (NILGA)) on 4 April 2017 following discussions at Departmental Finance Working Group. There were no responses to the proposed changes. The regulations were consulted on in late 2016 and the consultation and synopsis of responses is available on the departmental website.

5. The changes in guidance relate to the following issues:-
  - Schedules 1 and 2 of the 2012 Regulations have been incorporated into the guidance.
  - The amount claimed for subsistence should be inclusive of VAT.
  - The amount claimed for subsistence should not include any alcohol.
  - Each council's scheme of allowances must state that where a councillor is suspended from carrying out the duties of a councillor, in accordance with section 59(5) of the Local Government Act (NI) 2014, the part of basic allowance, special responsibility allowance, or Chairperson / Vice Chairperson allowance payable to the councillor in respect of the period for which the councillor is suspended, must be withheld.
6. If you have any queries on the content of this letter please contact me on the above number or email address or Ian Lewis on 02890 823506 or by email [ian.lewis@communities-ni.gov.uk](mailto:ian.lewis@communities-ni.gov.uk).

Yours faithfully

**JEFF GLASS**  
**Local Government and Housing Regulation**



# **Local Government Circular 23/2019**

## **Councillors' Allowances Guidance for District Councils in Northern Ireland**

**Department for Communities  
September 2019**

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## 1. **Introduction**

This guidance is issued under Section 31(5) of the Local Government Finance Act (Northern Ireland) 2011. The guidance consolidates the previous guidance of December 2016, Local Government Circular 23/2016 and the two addenda to that circular, and also incorporates travel and subsistence arrangements previously stated in subordinate legislation. This guidance supplements the consolidated Local Government Circular 07/2019 on Councillor Allowances rates, issued on 7 March 2019.

## 2. **Details of Allowances Payable to Councillors**

Allowances are payable by councils to councillors and committee members under Part 3 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019. Throughout this guidance the Act will be referred to as the 2011 Act and the Regulations as the 2019 Regulations. The definitions provided in the legislation carry forward to this guidance.

The main allowances which may be payable to a councillor are:

- Basic Allowance;
- Special Responsibility Allowance (SRA);
- Dependants' Carers' Allowance (standard/specialised care rates);
- Travel and Subsistence Allowance (also payable to committee members); and
- Chairperson/Vice Chairperson Allowance.

### 3. Scheme of Allowances

<b>At a glance - Key information</b>
<ul style="list-style-type: none"> <li>• Legislation – Regulations 3 &amp; 11 of the 2019 Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Each council must have a scheme for the payment of all allowances it makes to councillors each year; travel &amp; subsistence rates also apply to committee members</li> </ul>
<ul style="list-style-type: none"> <li>• The scheme should advise that a councillor's allowances will be withheld during periods of suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Scheme must be agreed and commenced prior to payment of any allowances</li> </ul>
<ul style="list-style-type: none"> <li>• The Scheme must be published as soon as practicable on the council's website</li> </ul>

- i. The 2019 Regulations provide that each council must have in place a scheme for the payment of any allowance it intends to make to its councillors or committee members in respect of each year.
- ii. Before a scheme becomes effective, a council must approve the contents and the commencement date. Payments to councillors should not be made in advance of the scheme approval and commencement date. A scheme can be amended or revoked at any time but there must be no intervening period of time between one scheme ending and a further scheme commencing.
- iii. The council should as soon as practicable publish the approved scheme on the council's website, and make any other arrangements for publishing the scheme it considers appropriate.
- iv. For councils ease a generic scheme template is attached at Annex A, although it is not compulsory to use this layout.
- v. A scheme should state that where a councillor, in accordance with section 59(5) or section 60(5) of the Local Government Act (Northern Ireland) 2014, is suspended from carrying out the duties of a councillor, the part of basic allowance, special responsibility allowance and/or chairperson/ vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

#### 4. Basic Allowance

At a glance - Key information
<ul style="list-style-type: none"> <li>• Legislation – Regulation 4 of the 2019 Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Basic allowance should be the same for each councillor and is intended to also cover incidental costs incurred by councillors</li> </ul>
<ul style="list-style-type: none"> <li>• A councillor's basic allowance will be withheld during periods of suspension</li> </ul>

- i. The 2019 Regulations provide that a council must make provision in its scheme of allowances for a basic allowance, with the same rate applicable to each councillor. Where applicable this is payable on a pro-rata basis.
- ii. Each council must determine the amount of basic allowance it will pay, which must be within the maximum rate set by the Department.
- iii. No council may pay more than one basic allowance to a councillor.
- iv. Basic allowance is intended to recognise all the time commitment of councillors, including such inevitable calls on their time as meetings with officers and constituents.
- v. The basic allowance is intended to cover incidental costs incurred by councillors in their official capacity, such as the use of their homes, office consumables and the cost of landline and mobile phone calls; subject to the discretion in paragraph 9(ii).
- vi. It is for the council to decide at what intervals payment of basic allowance should be made. The Department suggests payment on a monthly or quarterly basis, but under no circumstances should payment be made in advance.
- vii. In circumstances where a councillor is suspended from carrying out the duties of a councillor in accordance with section 59(5) of the Local Government Act (NI) 2014, the part of basic allowance payable to the councillor in respect of the period for which the councillor is suspended should be withheld.



## 5. Special Responsibility Allowance (SRA)

At a glance - Key information
<ul style="list-style-type: none"> <li>• Legislation – Regulation 5 of the 2019 Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Subject to a total maximum rate determined by size of council population</li> </ul>
<ul style="list-style-type: none"> <li>• Subject to maximum individual SRA councillor payment of <math>\frac{1}{5}</math><sup>th</sup> of council maximum SRA amount</li> </ul>
<ul style="list-style-type: none"> <li>• Restricted to 50% of councillors in council</li> </ul>
<ul style="list-style-type: none"> <li>• Restricted to one SRA per councillor</li> </ul>
<ul style="list-style-type: none"> <li>• A councillor's SRA will be withheld during periods of suspension</li> </ul>

- i. A council may make provision in its scheme for the payments of SRAs. A SRA is in addition to the basic allowance.
- ii. A councillor can only receive one SRA.
- iii. As elected representatives, councillors are expected to undertake responsibilities in the course of their duties which may include representation on a number of external bodies. SRA should only be paid to those councillors who have significant additional responsibilities, over and above the generally accepted duties of a councillor.
- iv. The amount a council may spend on SRA is subject to a maximum rate as determined by the Department, banded by the size of the council population. Each council's population figures are updated each year by the Northern Ireland Statistics and Research Agency and it is the duty of each council to operate within the total maximum rate appropriate to its population band. Population bands and applicable maximum rates are contained in Local Government Circular 07/2019 which can be found at:

<https://www.communities-ni.gov.uk/sites/default/files/publications/communities/lq-07-2019-covering-letter.pdf>

- v. Payment of SRA is limited to 50% of a council's councillors; based on the total number of seats on a council. Where this results in a fraction the figure may be rounded up to the next whole number. Examples are detailed in the table below:

Total Number of Seats in Council	Maximum Number of SRA Allowances Payable
40	20
41	21
60	30

- vi. In exceptional circumstances a council can apply to the Department for flexibility in this 50% restriction. This will not affect the maximum amount of SRA available to a council, only its distribution among the councillors of that council. In order for the Department to make a decision the council would need to submit all relevant information which should include:
- reasons for wishing to distribute SRA allocation to more than half the council;
  - the period involved;
  - details of the additional number of councillors to receive SRA; and
  - the resulting percentage of councillors to receive SRA.
- vii. Payment of SRA to an individual councillor is limited to  $\frac{1}{5}$ <sup>th</sup> of the SRA maximum rate applicable for that council.
- viii. It is a matter for each council to decide which significant additional responsibilities attract SRA. The special responsibility and associated SRA rate payable must be clearly stated in the scheme.
- ix. Councils should consider, very carefully, the additional roles of councillors and the significance of those roles, both in terms of responsibility and time commitment, before deciding which will warrant the payment of an SRA.



- x. It is for each council to decide the SRA payment intervals. The Department would suggest payment on a monthly or quarterly basis, but under no circumstances should payment be made in advance.
- xi. A council may wish to retain a portion of its SRA allocation to allocate later in the year; as unpredicted responsibilities may arise during the year.
- xii. Where applicable a SRA should be paid on a pro-rata basis.
- xiii. In circumstances where a councillor is suspended from carrying out the duties of a councillor in accordance with section 59(5) of the Local Government Act (NI) 2014, the part of the SRA payable to the councillor in respect of the period for which the councillor is suspended should be withheld.

## 6. Chairperson/Vice Chairperson Allowances

At a glance - Key information
<ul style="list-style-type: none"> <li>• Legislation – Section 32 of the Finance Act</li> </ul>
<ul style="list-style-type: none"> <li>• A councillor's Chairperson/Vice Chairperson Allowance (CVA) will be withheld during periods of suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Chairperson/Vice Chairperson Allowances are completely separate from Special Responsibility Allowance (SRA) arrangements</li> </ul>

- i. Section 32 of the Finance Act provides that a council may pay to the chairperson and vice chairperson of the council such allowances as it considers reasonable to meet the expenses of those offices.
- ii. Where the district of a council has been designated as a borough, the chairperson and the vice chairperson are known as the mayor and deputy mayor of the borough.
- iii. The Department advises that any Chairperson/Vice Chairperson Allowance should be considered totally separate from SRA arrangements. Further, these allowances should not be taken into account when considering SRA limits. This follows the policy intent of the primary legislation in Section 32.
- iv. The Department advises that any Travel & Subsistence expenses for these offices/roles should be viewed and treated as normal Section 31 expenses.
- v. The Departmental issued yearly template for publishing the allowances being paid by each council to each councillor provides transparency of the amount councillors receive.
- vi. The councillor allowances statistical return has been revised to record and show the Chairperson/Vice Chairperson Allowance separate from SRA.
- vii. Section 6 and Part 3 of Schedule 1 of the Local Government (Northern Ireland) 2014 Act means that it will be unusual for a councillor receiving a Chairperson/Vice Chairperson Allowance to also be in receipt of a SRA. However this may occur if the Chairperson/Vice Chairperson is a member of a committee where

all members of the committee attract a SRA rather than just the Chair of the committee.

- viii. Where applicable a Chairperson/Vice Chairperson Allowance should be paid on a pro-rata basis.
- ix. In circumstances where a councillor is suspended from carrying out the duties of a councillor in accordance with section 59(5) of the Local Government Act (NI) 2014, the part of Chairperson/Vice Chairperson Allowance payable to the councillor in respect of the period for which the councillor is suspended should be withheld.

## 7. Dependants' Carers' Allowance

At a glance - Key information
<ul style="list-style-type: none"> <li>• Legislation – Regulation 6 of the 2019 Regulations</li> <li>• Open to all councillors who are the main carer of a dependant</li> <li>• Subject to a maximum rate per hour of care</li> <li>• Subject to a maximum amount payable per month</li> <li>• Claims must be made within 3 months</li> </ul>

- i. Each council may make provision in its scheme of allowances for the payment of a Dependants' Carers' Allowance ("DCA"). This is an allowance open to all councillors who are the main carers of a dependant where care is required to enable the councillor to perform an approved duty.
- ii. The allowance may be paid for a dependant who requires full-time care and who resides with the councillor as part of that household.
- iii. A dependant is defined as:
  - a child under 16 years old;
  - a child 16 years old or more, where there is medical or social work evidence that full-time care is required;
  - an adult with a recognised physical or mental disability where there is medical or social work evidence that full-time care is required; or
  - an elderly relative requiring full-time care.
- iv. For the purposes of this allowance, a carer is defined as a responsible person over 16 years old who does not normally live with the councillor as part of that household; and is not a parent/guardian of the dependant child.
- v. A specialist carer is defined as a qualified person who is needed where it is essential to have professional assistance. In these circumstances a receipt must be attached to the claim.
- vi. The Department determines maximum hourly rates of DCA for both standard care and specialised care. The rate for standard care is based on the hourly national living wage for age 25+, and the rate for specialised care is double the rate for standard care. In addition the Department sets maximum monthly amounts for standard care and specialised care, capped at the equivalent of 52 hours per month.

- vii. It is not intended that DCA will reflect the actual costs that may be incurred by a councillor, but will provide a reasonable amount towards the care of dependants.
- viii. Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA rate is payable even if there are 2 or more children/ dependants being cared for.
- ix. Councils should ensure that they have a robust system in place for councillors to claim the relevant DCA applicable to their circumstances. Councillors wishing to claim DCA should be asked to complete a claim form and sign a declaration. Annex B provides suggested template forms for claiming DCA standard / specialised care.
- x. The process should include flexibility to allow for care for the period of essential travel time, councillors may claim for a period starting up to a maximum of one hour before the approved duty starts and ending up to one hour after it finishes. In exceptional cases, with the prior approval of the council, a greater travel time may be considered.
- xi. Councillors must disclose any financial support provided under DCA when applying for other care services offered by another public body.
- xii. Councils are encouraged to provide councillors with information as to where they might access advice on caring facilities and services. Councils should also review whether their family-friendly policies and practices cater for the needs of councillors, as well as staff.
- xiii. Councils must ensure they have a robust system in place for DCA claims which must be submitted within three months. In exceptional circumstances a council has discretion to consider claims outside this period.

**8. Travel And Subsistence Allowances;  
Expenses for Official and Courtesy Visits etc; and  
Expenses Incurred in Attending Conferences and Meetings**

<b>At a glance - Key information</b>
<ul style="list-style-type: none"> <li>• Legislation – Regulation 7 the 2019 Regulations; Sections 33 &amp; 34 of the Finance Act</li> </ul>
<ul style="list-style-type: none"> <li>• Travel and subsistence rates are determined by the council</li> </ul>
<ul style="list-style-type: none"> <li>• Claims must be made within 3 months</li> </ul>

- i. Each council may make provision in its scheme of allowances for the payment of travel allowance and subsistence allowance; within the maximum rate, taking into consideration paragraph xii, as determined by the Department. These are open to all councillors and committee members who incur expenditure for travel and subsistence in relation to any approved duties.
- ii. The maximum rates of travel and subsistence are determined by the Department following consultation with the Northern Ireland Joint Council for Local Government Services.
- iii. The rate claimed for travel by public transport should be at economy/2<sup>nd</sup> class. It is at a council's discretion to reimburse for seat reservation where considered necessary.
- iv. Where no public transport is available, or where the council deems it applicable, a councillor or committee member may be reimbursed the receipted cost of travel by taxi. Where a councillor or committee member travels by taxi in preference to public transport the amount reimbursed will be limited to what would have been the cost of the equivalent public transport.
- v. Where the council deems a hired car is necessary a councillor or committee member may be reimbursed the receipted cost of the hired car along with the applicable mileage rate.
- vi. Where the council deems air travel is necessary the cost of the air travel inclusive of reasonable luggage allowance and seat allocation may be reimbursed.
- vii. Councils must ensure they have a robust receipted system in place for any travel allowance or subsistence allowance claims, other



than mileage-based or overseas rate claims, all of which must be submitted within three months.

- viii. The amount claimed for travel or subsistence must not exceed the actual amount paid. A claim for subsistence should not be made where a relevant meal has been provided free of charge. The purchase of any alcoholic beverages should be excluded from subsistence claims.
- ix. The rates paid for travel by car must not exceed the amount that would result from using an alternative mode of transport; e.g. public transport or air fare, unless previously agreed by the council.
- x. In addition to the mileage rate for car travel a councillor or committee member may claim the passenger rate for each passenger who is on council business.
- xi. In submitting the claim the claimant is declaring that no other body will be covering, part or all, of the costs claimed.
- xii. The consolidated circular 07/2019 states the maximum rates of subsistence, which are those set in 2006. However, there is flexibility for councils to increase the 2006 rates where necessary by applying a suitable price inflation measure.
- xiii. Where the mode of transport limits availability of meal options, such as via airplane or train, the reasonable cost of a meal taken, excluding alcoholic beverages, including VAT, may be reimbursed in full. This is in place of the relevant meal allowance.
- xiv. It is at the discretion of the council to cover expenditure incurred by councillors in making or receiving official/ courtesy visits or attending conferences, on behalf of the council, which are outside of the standard travel and subsistence arrangements. This type of expenditure may arise due to hosting guests to the council, or representing the council at an event or attending a conference. Where applicable the rates and rules for general travel and subsistence should be followed.
- xv. For travel and subsistence outside the British Isles, it is recommended that councils adopt the Overseas Subsistence Rates produced by Her Majesty's Revenue & Customs (HMRC). Where



these rates are applied receipts are not necessary. However the restrictions outlined in the paragraphs ix and xii still apply.

- xvi. The rules for payment of travel and subsistence are set out in Schedule 1.
- xvii. For convenience a link is provided to the wider HMRC travel rules which are in place at this time (these are subject to change):

<https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>

## 9. **Councillors' Support Services**

- i. The Basic Allowance was increased in April 2015, in part, to cover office consumables and incidental costs incurred by councillors in their official capacity; this includes the cost of landline and mobile telephone calls.
- ii. It is for each council to decide if it should provide councillors with:  
(a) any IT or mobile hardware, such as laptops or printers; and/or  
(b) broadband and mobile data, or cover all or part of the cost of these services;  
as required to carry out council duties.
- iii. Where mobile telephone calls, required for council business, form an integral part of a council's broadband and mobile data communications package these can also be provided.
- iv. A decision to provide or cover any of these costs must be supported by a robust business case.
- v. It is for each council to decide on the level of support services that it provides such as general secretarial services, council business cards and headed paper. However councils should not provide councillors with hard copies of electronic documents where the council has provided a portable IT device.

## **10. Renunciations**

Councillors may, if they wish, renounce their entitlement to basic, chairperson, vice chairperson or special responsibility allowances. They can do this by writing to the Chief Executive. A councillor can subsequently withdraw the renunciation. They can also amend a renunciation (for example, to limit it to one kind of allowance only). The withdrawal or amendment cannot have retrospective effect.

## **11. Councillors' Pensions And Tax Implications**

It is for councils and councillors to satisfy themselves that their tax and insurance arrangements are in order; where necessary consulting with advisers as required. As at September 2019, Her Majesty's Revenue and Customs website contains useful information on the treatment of tax for councillors:

<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim65900>

## 12. Publication of Allowances Paid to Councillors

<b>At a glance - Key information</b>
<ul style="list-style-type: none"> <li>• Legislation – Regulation 11 the 2019 Regulations</li> <li>• Generic template for publishing details of allowances paid</li> </ul>



- i. As soon as possible after the end of a financial year, and before 30 June, a council must arrange for the amounts of basic allowance, special responsibility allowance, Chairperson/Vice Chairperson allowance, Official/Courtesy Visits expenses and dependants' carers' allowance it has paid to each councillor, and the amounts of travel and subsistence allowances paid to each councillor and committee member, to be published on its website.
- ii. Councils are provided each year with a template to complete to publish details of allowances paid to councillors. This must be adhered to. This generic approach aids transparency and allows for comparisons to be made between councils. The template will be issued each year via local government circular in advance of the end of the financial year. A copy of the latest template can be found at:  
<https://www.communities-ni.gov.uk/publications/circular-lg-1319-template-councillor-allowances-return-20182019>
- iii. In the template Travel & Subsistence payments made to councillors under Section 31 (Allowances, etc. for councillors), Section 33 (Expenses of official and courtesy visits, etc.) and Section 34 (Expenses incurred in attending conferences and meetings) of the Finance Act should be grouped together. This includes any Travel & Subsistence payments made to chairpersons/vice chairpersons.
- iv. The specific allowances under Section 32 (Allowances for chairperson and vice-chairperson) for carrying out these roles should be recorded separately.
- v. Section 33 of the Finance Act expenses (Expenses of official and courtesy visits, etc.), aside from Travel & Subsistence expenses, should be recorded separately.

**13. Increases to Allowance Rates**

- i. The amount of the maximum basic allowance, SRAs and Chairperson/Vice Chairperson allowances will be updated in line with pay increases for council officers.
- ii. The amount of Dependents' Carer's Allowance will be updated in line with the national living wage for age 25+.

**14. Administration**

Councils should retain the bank detail instructions from each councillor and committee member on where allowances are to be paid.



[NAME OF COUNCIL]

[Council to complete/consider colour font]

## SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

### 1. Definitions

In this scheme 'approved duty' and committee member are as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

### 2. Commencement Date

This scheme of allowances shall be operational from 1 April 2019.

### 3. Basic Allowance

An annual basic allowance of (amount) shall be paid to each councillor. Where applicable this will be paid pro-rata.

### 4. Special Responsibility Allowance

4.1. A special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

4.2. The amount of allowance shall be the amount specified against that special responsibility in the Schedule. The allowance is only payable whilst the councillor is carrying out that duty.



**4.3.** At any time, only one special responsibility allowance will be paid to a councillor.

**4.4.** Where applicable any special responsibility allowances will be paid pro-rata.

## **5. Chairperson/Vice Chairperson Allowance**

**5.1.** An allowance of (amount) will be payable to the Chairperson/Mayor of the council. Where applicable this allowance will be paid pro-rata.

**5.2.** An allowance of (amount) will be payable to the Vice Chairperson/Mayor of the council. Where applicable this allowance will be paid pro-rata.

## **6. Dependants' Carers' Allowance**

**6.1.** Councillors are entitled to claim a dependants' carers' allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for an eligible dependant, while carrying out an approved duty.

**6.2.** A dependants' carers' allowance shall be payable based upon actual receipted costs or at the appropriate hourly rate, whichever is the lower; up to the monthly maximum.

**6.3.** The hourly rate of dependants' carers' allowance for standard care shall be (amount), and for specialised care (amount). The monthly maximum for standard care payable is (amount), and the monthly maximum for specialised care is (amount).

Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA rate is payable even if there are 2 or more children/ dependants being cared for.

## 7. Travel and Subsistence Allowances

**7.1.** A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred. The amount claimed should not exceed expense incurred.

**7.2.** The rates of travel allowance for travel by private vehicle shall be as shown in the table below. [Where council rates are set below maximum, or maximum increased, these figures should be amended.]

Type of Vehicle	Rate per Mile
A pedal cycle	20.0p
A motor cycle (all engine capacities)	24.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p *13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p *14.4p
A motor car of cylinder capacity exceeding 1,199cc	65.0p *16.4p
An electric car	45.0p **25.0p
Passenger rate (per passenger)	5.0p

\*For mileage above 8,500 miles

\*\*For mileage above 10,000 miles

**7.3.** The rates of subsistence shall be as shown in the table below.

[Where councils have increased the set rates due to insufficiency, or where the default set rates have increased, the council rates should be input]

PERIOD/MEAL	RATES	
	British Isles £	London £
<b>Accommodation allowance</b> - An absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	100.70	122.45
<b>Breakfast allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	
<b>Lunch allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	
<b>Tea allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	
<b>Evening meal allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	



## **8. General**

- 8.1.** This scheme may be revoked or amended at any time.
- 8.2.** The amounts stated in paragraphs 3-5 will be subject to any indexing increase during the year. [Where councils do not wish this to automatically be the case this wording should be amended/removed].
- 8.3.** The amounts stated in paragraph 6 will be subject to any increase to the national living wage for age 25+. [Where councils do not wish this to automatically be the case this wording should be removed].

## **9. Claims and Payment**

- 9.1.** Payments regarding basic allowance and special responsibility allowance shall be made (insert frequency, for example monthly).
- 9.2.** Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

### SCHEDULE 1 to the Scheme of Allowances

The following table provides details of the council's duties which attract a Special Responsibility Allowance and the associated allowance amount.

Special Responsibility	Special Responsibility Allowance Rate (£)
Insert the role and details of the significant additional responsibility that is over and above the generally accepted duties of a councillor	Insert amount attached to this special responsibility

DEPENDANTS' CARERS' ALLOWANCE  
(SAMPLE) CLAIM FORM – STANDARD CARE

Date care provided: .....

Approved duty covered: .....

(expand as necessary) .....

.....

Time from ..... Time to .....

Total travel time within above hours .....

Total hours: .....

Cost per hour: £..... Total amount paid: £.....

Total amount claimed £.....

(Claim amount is subject to agreed travel time, hourly and monthly rate limits)

Name of dependant(s): .....

Relationship(s) to councillor: .....

Name of carer: .....

National Insurance Number of Carer .....

**Declaration:**

*I declare that the above named provided a childcare/carers service to me as detailed above, in order that I could perform the approved duty stated.*

Name of claimant: .....

Signature of claimant: .....

Date of claim: .....

*NB – A claim form should be completed and submitted for each relevant occurrence of approved duty -*



DEPENDANTS' CARERS' ALLOWANCE  
(SAMPLE) CLAIM FORM – SPECIALISED CARE

Date care provided: .....

Approved duty covered: .....

(expand as necessary) .....

.....

Time from ..... Time to .....

Total travel time within above hours .....

Total hours: .....

Cost per hour: £..... Total amount paid: £.....

Total amount claimed £.....

(Claim amount is subject to agreed travel time, hourly and monthly rate limits)

Name of dependant(s): .....

Relationship(s) to councillor: .....

Name of carer: .....

National Insurance Number of carer: .....

**Declaration:**

*I declare that the above named provided a childcare/carer service to me as detailed above, in order that I could perform the approved duty stated.*

Name of claimant: .....

Signature of claimant: .....

Date of claim: .....

**NB – A claim form should be completed and submitted for each relevant occurrence of approved duty. – an original invoice from the carer must be presented with this claim form**

## RULES WITH RESPECT TO THE PAYMENT OF TRAVEL ALLOWANCES

**1.** The rate for travel by public service shall not exceed the amount of the ordinary first class fare or any available cheap first class fare, provided that the sum paid shall not exceed the actual amount disbursed by the councillor or committee member.

**2.** The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred—

- (a) on special supplements, reservation of seats and deposits or portage of luggage; and
- (b) on sleeping accommodation engaged by the councillor or committee member for an overnight journey subject, however, to reduction by one third of any subsistence allowance payable for that night.

**3.** The rate for travel by taxi shall not exceed—

- (a) in cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- (b) in any other case, the amount of the fare which the councillor or committee member would have been entitled to claim if travelling by appropriate public service.

**4.** The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor or committee member who hired it, provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of the hiring.

**5.** Fares for travel by air shall be payable if either—

- (a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or
- (b) the council resolves, either generally or specially, that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—
  - (i) the ordinary or any available cheap fare for travel by regular air service; or
  - (ii) where no such service is available, or in any case of urgency, the fare actually paid by the councillor or committee member.

**6.—(1)** If a councillor or committee member uses a private motor vehicle in preference to a public service, or where a public service is not available, the rates per mile payable shall be determined by the council within the maximum rates determined by the Department in respect of the types of vehicles specified in subparagraph (2).

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- (2) The types of vehicles specified for the purposes of sub-paragraph (1) are—
- (a) a pedal cycle;
  - (b) a solo motor cycle of cylinder capacity not exceeding 149cc;
  - (c) a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc;
  - (d) a solo motor cycle exceeding 499cc cylinder capacity or a motor cycle with a sidecar;
  - (e) a motor car or tri-car of cylinder capacity not exceeding 450cc;
  - (f) a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc;
  - (g) a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc; and
  - (h) a motor car or tri-car of cylinder capacity exceeding 1,199cc.
- (3) The rates payable under sub-paragraph (1) may be increased—
- (a) where other councillors or committee members are conveyed in the same vehicle on the business of the council, by an additional rate per mile determined by the council for the carriage of each additional passenger;
  - (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; or
  - (c) in the case of an absence overnight from the usual place of residence, by an amount determined by the council for garaging a motor car, tri-car, or a motor vehicle of any other type, but not exceeding the amount actually paid by the councillor or committee member.
- (4) For the purpose of this paragraph, cylinder capacity shall be calculated in the manner prescribed by regulation 43 of the Road Vehicles (Registration and Licensing) Regulations 2002<sup>(1)</sup>, provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.

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<sup>(1)</sup> S.I. 2002/2742

## **RULES WITH RESPECT TO THE PAYMENT OF SUBSISTENCE ALLOWANCES**

7. Subsistence allowances shall be payable in respect of both an absence involving an absence overnight from the usual place of residence and an absence not involving an absence overnight from the usual place of residence.

8. The rates determined in respect of an absence overnight from the usual place of residence shall cover a continuous period of absence of twenty-four hours.

9. For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.

10. Any rate determined shall be reduced by an appropriate amount in respect of any meal provided free of charge by any body during the period to which the allowance relates.

11.—(1) For an absence from the usual place of residence overnight in London or exceptionally in any other place in the British Isles approved by the Department, the rates may be increased by a supplementary allowance of such amount as the council may determine.

(2) For the purpose of this paragraph London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

Legal and Civic Services Department  
Democratic Services Section



**Belfast**  
City Council

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Your reference

Being dealt with by Mrs. L. McLornan

Our reference LM/MO

Ext. 6077

Date 12th September, 2019

(By email)

**FAO: Ms. Marie Ward, Chief Executive**

Dear Ms. Ward,

**Equal Protection for Children Legislation**

Belfast City Council, at its meeting on 2nd September, passed the following motion which had been proposed by Councillor Heading and seconded by Councillor Lyons:

"This Council notes and welcomes the work of the Northern Ireland Commissioner for Children and Young People's work in promoting positive parenting and Equal Protection for Children.

In recognition of this work by the NICCY and in support of other agencies such as the Northern Ireland Human Rights Commission, this Council will write to Assembly Party Leaders, the Executive Office and other NI Councils to champion the inclusion of Equal Protection for Children legislation in the Programme for Government, which would remove the defence of reasonable chastisement for parents who physically punish their child and provide more support and guidance for parents to promote constructive and effective ways to encourage better behaviour and development for their children."

I would welcome any comments which you may wish to make in relation to the motion.

Yours faithfully,

*Louise McLornan*

Democratic Services Officer

**Belfast City Council**, Legal and Civic Services Department  
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Dx No.: 383 NR Belfast



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