

April 8th, 2025

Notice Of Meeting

You are requested to attend the Economy, Regeneration & Tourism Committee meeting to be held on Monday, 14th April 2025 at 6:00 pm in Council Chamber, O' Hagan House, Monaghan Row, Newry.

Committee Membership 2024-2025

Councillor A Lewis **Chairperson**

Councillor W Clarke **Deputy Chairperson**

Councillor T Andrews

Councillor K Feehan

Councillor C Galbraith

Councillor M Gibbons

Councillor G Hanna

Councillor O Hanlon

Councillor V Harte

Councillor G Kearns

Councillor D Lee-Surginor

Councillor S Murphy

Councillor A Quinn

Councillor M Ruane

Councillor J Truesdale

Agenda

1.0 Apologies and Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet : Economy, Regeneration & Tourism Meeting held Monday 10 March 2025

📎 *ERT Historic Actions and March 2025 Action Sheet.pdf*

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Economy Growth & Tourism

4.0 CMAP Advanced Mooring System

For Decision

📎 *ERT Report - CMAP Advanced Mooring System.pdf*

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Exempt Appendices

4.1 Appendix 1 - CMAP Advanced Mooring System

This item is 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.

📎 *Appx. CMAP Advanced Mooring System Business Case (restricted).pdf*

Not included

Economy Growth & Tourism

5.0 Go Succeed Update

For Decision

📎 *ERT Report - Go Succeed Update.pdf*

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6.0 LDP Revised Statement of Community Involvement (SCI)

For Decision

📎 *ERT Report - LDP Revised Statement of Community Involvement (SCI).pdf*

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📎 *Appx. Revised Statement of Community Involvement (SCI) May 2025_v1.pdf*

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Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

7.0 Financial Assistance Call 1

This item is 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.

 <i>ERT Report - FA Call 1 tranche 2.pdf</i>	<i>Not included</i>
 <i>Appx a) FA Call 1 tranche 2 - Arts and Culture.pdf</i>	<i>Not included</i>
 <i>Appx b) FA Call 1 tranche 2 - Community Engagement.pdf</i>	<i>Not included</i>
 <i>Appx c) FA Call 1 tranche 2 - EWAG.pdf</i>	<i>Not included</i>
 <i>Appx d) FA Call 1 tranche 2 - Good Relations.pdf</i>	<i>Not included</i>
 <i>Appx e) FA Call 1 tranche 2 - Minority Communities.pdf</i>	<i>Not included</i>
 <i>Appx f) FA Call 1 tranche 2 - PCSP.pdf</i>	<i>Not included</i>
 <i>Appx g) FA Call 1 tranche 2 - Sports Programmes.pdf</i>	<i>Not included</i>
 <i>Appx h) FA Call 1 tranche 2 - Suicide Prevention.pdf</i>	<i>Not included</i>
 <i>Appx i) FA Call 1 tranche 2 - Irish Language.pdf</i>	<i>Not included</i>

For Noting



8.0 Building Control 6 x monthly report

For Information

 <i>ERT Report - Building Control 6 Monthly Report.pdf</i>	<i>Page 66</i>
 <i>Appx. Building Control Report - April 2025.pdf</i>	<i>Page 69</i>

9.0 Licensing 6 x monthly report

For Information

 <i>ERT Report - Licensing 6 Monthly Report.pdf</i>	<i>Page 75</i>
 <i>Appx. Licensing Report April 2025.pdf</i>	<i>Page 77</i>

10.0 Labour Market Partnership 24-25 Update

For Information

11.0 Peace Plus

12.0 Rural Business Development Scheme

For Information

Invitees

Cllr Terry Andrews

Cllr Callum Bowsie

Ms Michelle Boyle

Fionnuala Branagh

Cllr Jim Brennan

Ms Sonya Burns

Mr Gerard Byrne

Cllr Pete Byrne

Cllr Philip Campbell

Cllr William Clarke

Cllr Laura Devlin

Ms Louise Dillon

Cllr Cadogan Enright

Cllr Killian Feehan

Cllr Doire Finn

Cllr Aoife Finnegan

Ms Joanne Fleming

Cllr Conor Galbraith

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Martin Hearty

Cllr Roisin Howell

Cllr Tiarna Howie

Ms Catherine Hughes

Cllr Jonathan Jackson

Cllr Geraldine Kearns

Miss Veronica Keegan

Mrs Josephine Kelly

Mrs Sheila Kieran

Cllr Cathal King

Cllr Mickey Larkin

Cllr David Lee-Surginor

Cllr Alan Lewis

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Aidan Mathers

Cllr Declan McAteer

Cllr Leeanne McEvoy

Jonathan McGilly

Cllr Andrew McMurray

Ms Aveen McVeigh
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Maureen/Joanne Morgan/Johnston
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Cllr Declan Murphy
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Cllr Kate Murphy
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Cllr Selina Murphy
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Sinead Murphy
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Cllr Siobhan O'Hare
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Mr Andy Patterson
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Cllr Áine Quinn
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Cllr Henry Reilly
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Cllr Michael Rice
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Cllr Michael Ruane
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Cllr Gareth Sharvin
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Mrs Amanda Smyth
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Donna Starkey
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Nicola Stranney
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Sarah Taggart
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr Jill Truesdale
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Mrs Marie Ward
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Cllr Helena Young
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ACTION SHEETECONOMY, REGENERATION & TOURISM COMMITTEE MEETING – MONDAY 12 AUGUST 2024

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/069/2024	Castlewellan Forest Park – Café and mobile vendor provision	it was agreed that the Council undertake a tender process to appoint a suitably experienced operator to deliver catering services at Castlewellan Forest Park as set out in section 2.1 of the officer's report.	A Smyth	Underway	N
END					

ECONOMY, REGENERATION & TOURISM COMMITTEE MEETING – MONDAY 9 SEPTEMBER 2024

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/080/2024	Down County Museum Café	it was agreed that Council undertake a tender process to appoint a suitably experienced operator to deliver catering services at Down County Museum.	A Smyth	In progress	N
ERT/087/2024	Small Settlement Schemes	<p>the following was agreed:</p> <ul style="list-style-type: none"> • Council Officials engage with the Scheme Funding Departments to identify options to utilise the unallocated budget within scheme eligibility criteria. • To agree utilisation of unallocated budget reported back to Economy Regeneration and Tourism Committee. 	A Smyth	Scheme to be completed June 25 & updated to ERT following this.	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/089/2024	Cross Border Teaching Registration	it was agreed for the Council to await the findings from the All-Island Labour Market Mobility and engage with cross border stakeholders to support the progression of recommended actions to harmonise the registration process for teachers.	A Smyth	Centre for Cross Border studies completed research into barriers for CB working which they are now highlighting at regional Gov level. https://crossborder.ie/reports/all-island-labour-market/	Y
END					

ECONOMY, REGENERATION & TOURISM COMMITTEE MEETING – MONDAY 9 DECEMBER 2024

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/122/2024	Lecale Way SLA	It was agreed to enter into a Service Level Agreement with the organisation outlined within the officer's report to deliver key recommendations from the Audit and Development Plan of the Lecale Way by March 2025, as funded by DAERA, and as outlined in Section 2.1 of the Officer's Report and Appendix.	A Smyth	Underway	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/125/2024	Procurement for Tourism & Culture Events	<p>it was agreed to approve a competitive tender process as outlined in Section 2.1 of the Officer’s Report for a period of 3 years, renewed annually for the purpose of appointing suitably qualified and experienced contractors to deliver the 4 following contracts:</p> <ul style="list-style-type: none">• Provide sand to the foreshore at Warrenpoint Beach (by 1st May)• Deliver a Visitor Experience Activation Programme at Forest / Country Parks and Beaches• Videography and photography for tourism and tourism events• Traffic management company for annual tourism events	A Smyth	In Progress	Y
ERT/126/2024	Slieve Gullion Upland Path Erosion Control	<p>it was agreed to approve the Business Case for path repairs on section of Slieve Gullion mountain path, and to approve the procurement and delivery of the project outlined within the Officer’s Report, subject to NIEA funding being secured.</p>	A Smyth	In progress	Y
END					

ECONOMY, REGENERATION & TOURISM COMMITTEE MEETING – MONDAY 20 JANUARY 2025

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/004/2025	BRCD Regional Hub Report	<p>The following was agreed:</p> <ul style="list-style-type: none"> - To approve the attached business case - To approve the procurement of consultancy support for the development of an outline business case for a regional innovation hub within Newry Civic & Regional Hub - To approve the appointment of consultancy support following the BRCD Digital Advisory Board Approval 	A Smyth	In progress	N

ECONOMY, REGENERATION & TOURISM COMMITTEE MEETING – MONDAY 10 FEBRUARY 2025

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/015/2025	Downpatrick Public Realm Schemes	<p>The following was agreed:</p> <ul style="list-style-type: none"> -to accept DfC LoO for Downpatrick Church Street and DeCourcy Place Public Realm Scheme -to reappoint design consultants via framework procurement to take forward RIBA Design Stages 4 – 7 -to approve commencement of the required procurement and appointment of contractor to deliver the capital scheme 	A Smyth	In Progress	Y
ERT/016/2025	Partnership Agreements for 2025/6	It was agreed to approve the list of SLAs, MoUs and LoO Partnership Agreements for 2025/26 as outlined within the Officer's Report	A Smyth	In Progress	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/017/2025	Tourism Events Programme	The following was agreed: -to approve the proposed schedule of Giant Events for 2025/26 as outlined within the Officer's Report -to approve financial assistance awards associated with the delivery of community events, community Christmas events and community Halloween events as outlined within the Officer's Report -to approve the necessary procurements and appointment of suppliers for the delivery of the annual tourism events programme	A Smyth	In Progress	Y

ECONOMY, REGENERATION & TOURISM COMMITTEE MEETING – MONDAY 10 MARCH 2025

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/021/2025	ERT Action Sheet of meeting held 10/02/2025	It was agreed to note the action sheet	C Mallon	Noted	Y
ERT/022/2025	Ballykinlar Hut Removal update	the following was agreed: <ul style="list-style-type: none"> To note the update on the expression of interest process relating to the Ballykinlar Hut To accept the Expression of Interest from Applicant 2 for the Ballykinlar Hut and all physical contents, subject to an agreed work plan To approve the request from Applicant 1 for a copy of the digital information associated with the Ballykinlar Hut project held by the Council 	A Smyth	Underway	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/023/2025	Destination Management System	It was agreed to continue as a partner with Tourism NI for the provision of Destination Management system for provision of Council's Tourism Website, which now includes Arts Services and Museum Services, and to extend the Deed of Agreement which sets out the Terms and Conditions as required.	A Smyth	Underway	N
ERT/024/2025	Financial Assistance Call 1 Revenue	It was agreed to accept the Officer's Recommendations. It was also agreed that the call for the 80 th Commemoration for VJ day be re-opened to utilise the underspend due to the short turnaround time for this call only.	A Smyth	VJ Call to open 28 th April – 19 th May with recommendations presented to June 25 ERT	Y
ERT/025/2025	Food Curator SLA	It was agreed to establish a Service Level Agreement with the organisation named within the Officer's Report for delivery of the Food Curator element of both Wake the Giant and Eats and Beats 2025 Festivals.	A Smyth	Underway	N
ERT/026/2025	Local Economic Partnership	It was agreed to note the update on the establishment of the NMD Local Economic Partnership and the action report from their inaugural meeting of 27 January 2025	A Smyth	Noted	Y

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 th April 2025
Subject:	Peace Plus 5.2 – Coastal Monitoring and Adaptation Plan (CMAP)
Reporting Officer (Including Job Title):	Amanda Smyth Assistant Director, Economy, Growth and Tourism
Contact Officer (Including Job Title):	Darren Rice AONB and Geopark Manager

Confirm how this Report should be treated by placing an x in either:-

For decision	x	For noting only	
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1.0	Purpose and Background
1.1	<p><u>Purpose</u> To note and approve the recommendations on 3.1 of this report.</p> <p><u>Background</u> The Coastal Monitoring and Adaptation Plan project (CMAP) is led by Ulster University and will address the challenges of managing a dynamic more resilient marine environment, in the face of growing pressures attributable to climate change. The project will incorporate a citizen science approach and focus on redressing biodiversity loss and restorative based coastal adaptation. Council is a project partner.</p> <p>Ulster University led on a funding application to Peace Plus Theme 5.2 Marine and Coastal Management, of which NMDDC was a partner, and the lead for Activity 2.5: Intertidal and subtidal blue carbon habitats recovery and planning – Advanced Mooring System</p> <p><u>Project Partners:</u></p> <ol style="list-style-type: none"> 1. Ulster University - Lead 2. Ulster Wildlife 3. University of Galway 4. University College Cork 5. Causeway Coast & Glens Heritage Trust 6. Trinity College Dublin 7. Northern Ireland Environment Link (Climate NI) 8. Royal Society for Protection of Birds (NI) 9. Geological Survey Northern Ireland 10. Louth County Council 11. Newry Mourne Down District Council 12. National Trust

2.0	Key issues
2.1	<p><u>NMMDC - Project outputs summary:</u></p> <p>2.5: Advanced Mooring Systems</p> <ul style="list-style-type: none"> - Replacing traditional mooring systems with advanced mooring systems along Strangford Lough in order to protect the sea grass which is a blue carbon habitat <p><u>Coastal Monitoring and Adaptation Plan project (CMAP): summary</u></p> <ul style="list-style-type: none"> • CMAP will address the challenges of managing a dynamic more resilient marine environment, in the face of growing pressures attributable to climate change. The project will incorporate a citizen approach and focus on redressing biodiversity loss and restorative based coastal adaptation <p><u>Collaboration benefits:</u></p> <ul style="list-style-type: none"> • Local Authorities: Co-creation of adaptation and recovery plans with local communities. • Government Departments: Monitoring protocols evidenced ecological restoration, and baselines. • Civil Society: Enhanced understanding of coastal change and nature-based solutions. • Coastal and Cross-border Communities: Empowerment to monitor changes, reconnect with the natural environment and contribute to all island adaptation plans. <p><u>Strategies and action plans jointly developed</u></p> <ul style="list-style-type: none"> • A nature recovery network approach to saltmarsh recovery and restoration • Intertidal habitats pressures and processes • All Island Tern Forum, Joint Tern Action and Adaptation Plan and contribution to Joint Seabird Conservation Strategy. • Joint Island Biosecurity Action Plan
2.2	<p>Next Steps</p> <ul style="list-style-type: none"> - Partnership agreement between NMMDC and UU - Procurement - Establishment of project resource
3.0	Recommendations
3.1	To note the Coastal Monitoring and Adaptation Plan Project (CMAP) grant award - 1st April 2025 for 48 months.
3.2	To approve completion of required documentation, including partnership agreement with Ulster University, and associated legal agreements to allow the commencement of CMAP.

	<p>3.3 To commence the recruitment process for 1FTE according to the terms and conditions of LoO.</p> <p>3.4 Approve the Business Case for implementation of the Advanced Mooring Systems project which is the identified lead partner for on the Coastal Monitoring and Adaptation Plan Project</p>
4.0	Resource implications
4.1	<p>PEACEPLUS Programme is funding 100% of eligible project costs</p> <p>The CMAP Project is led by Ulster University</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

	NA
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	<p>This item is 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</p> <p>Business Case: Advanced Mooring Systems- Coastal Monitoring and Adaptation Plan Project</p>
8.0	Background Documents
	The Coastal Monitoring and Adaptation Plan Project (CMAP) application and project plan available on request.

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 th April 2025
Subject:	Update - Go Succeed NI
Reporting Officer (Including Job Title):	Amanda Smyth, Assistant Director, Economy, Growth and Tourism.
Contact Officer (Including Job Title):	Aveen McVeigh, Head of Regeneration and Business Development

Confirm how this Report should be treated by placing an x in either:-

For decision	x	For noting only	
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1.0	<p><u>Purpose</u> To note and approve the recommendations in 3.1 of this report.</p> <p><u>Background</u> Go Succeed is the regional approach to helping potential entrepreneurs, new starts and existing businesses to maximise their potential and contribute to Northern Ireland's economy.</p> <p>Belfast City Council (BCC) is the lead Council on Go Succeed. The service was funded by UKSPF from November 2023 – March 2025. Council delivered the service via a Memorandum of Understanding (MoU) and Collaboration agreement with BCC.</p>
2	<p>Key Issues</p> <p><u>2024/2025 Delivery</u></p> <p>Enterprise Northern Ireland manages Engage and Foundation pillars of Go Succeed Start, their partners (Newry and Mourne Enterprise Agency and Down Business Centre) deliver the service on behalf of Council.</p> <p>From April 2024 to March 2025 344 prestart and early entry clients received diagnostic and mentoring. This equated to 206 jobs created, exceeding Council's statutory target of 173.</p> <p>Full Circle deliver the Growth and Scaling element of Go Succeed on behalf of Council. From April 2024 to March 2025 243 businesses received diagnostic and 396 businesses received mentoring.</p>

	<p>Eligible clients on the Foundation and Growth pillars were entitled to apply for a grant of up to £4,000 (70% Go Succeed/30% self-funded). Council received 191 grant applications in 24/25 and they are being processed.</p> <p>A range of in person events workshops and masterclasses took place throughout the District with a focus on a range wide range of topics and sectors including social tourism, hospitality, construction and retail.</p> <p>Tailored mentoring was offered to the Construction and Tourism/Hospitality sectors along with bespoke support for businesses applying to Digital Transformation Flexible Fund.</p>
	<p><u>2025/2026 Delivery</u></p> <p>UKSPF issued Belfast City Council with a MoU for Go Succeed delivery for 25/26 on 1 April 2025.</p> <p>The MoU is currently with BCC Legal dept and will be issued to NMDDC for review and approval.</p> <p>BCC will mobilise contracts with incumbent contractors in the coming weeks. A further report will be brought to Committee on 25/26 targets.</p>
3.0	Recommendations
	<ul style="list-style-type: none"> i. To note the update provided on the implementation of Go Succeed 24/25. ii. To approve Council entering into a MoU/ Collaboration agreement with Belfast City Council (subject to Legal approval) to guarantee implementation of Go Succeed in 2025/2026
4.0	Resource implications
	There is match funding provision in 25/26 revenue budget (SLA approval February 2025 ERT).
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i>

	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	N/A
8.0	Background Documents
	N/A

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Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 April 2025
Subject:	Updated Statement of Community Involvement
Reporting Officer (Including Job Title):	Jonathan McGilly – Assistant Director
Contact Officer (Including Job Title):	Lois Jackson – Development Plan Manager

Confirm how this Report should be treated by placing an x in either:-

For decision	x	For noting only	
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1.0	Purpose and Background
1.1	<p><u>Purpose</u></p> <p>The purpose of this report is to provide Members with an updated draft of the Statement of Community Involvement (SCI). The SCI outlines how the Council proposes to engage the community and stakeholders in exercising its planning functions.</p>
1.2	<p><u>Background</u></p> <p>The current SCI was ratified by Council on 5 June 2017 and agreed by the Department for Infrastructure on the 30 June 2017. It was published alongside a revised LDP Timetable in December 2017.</p> <p>The SCI explains how the community and stakeholders will be involved in the preparation of the Local Development Plan as well as the development management process. The SCI sets out the steps that the Council will take to facilitate community involvement and sets out the vision and strategy for involving the community and stakeholders at various stages of the planning process.</p> <p>The SCI outlines the following:</p> <ul style="list-style-type: none"> • The purpose of the SCI. • Why planning is important and the benefits of community Involvement. • That the LDP must take account of the Community Plan. • How and when the community can engage in: <ul style="list-style-type: none"> ○ The LDP Process. ○ The Development Management Process. ○ Planning Enforcement. • The opportunity for community involvement in other planning functions: <ul style="list-style-type: none"> ○ Preparation of Supplementary Planning Guidance. ○ Conservation Area Designation. ○ Simplified Planning Zone Area designation.

	In relation to the Local Development Plan function the Council has a statutory requirement to keep the SCI under review and updated as is considered necessary. As highlighted the Council's SCI was published in December 2017, and it is now necessary to undertake an update in respect of the LDP aspects of the SCI to reflect changes to the Plan process.
2.0	Key issues
2.1	The Local Development Plan is subject to a test of soundness as part of the Independent Examination process. Soundness involves testing the principles, content and preparation process of the Plan against a list of criteria. The Department for Infrastructure sets out a series of soundness tests within its Development Plan Practice Notes ¹ .
2.2	Within DfI Practice Note 6: Soundness, Procedural Test P1 requires the council to ensure that the LDP has been prepared in accordance with the council's timetable and the <u>Statement of Community Involvement</u> .
2.3	In order to ensure that the Council's SCI and LDP process are fully aligned, our SCI now requires a number of amendments to take account of changes in the LDP process, these include: <ul style="list-style-type: none"> • A revision to allow for the inclusion of a consultation period on proposed changes (following publication and receipt of representations) to ensure that issues impacting on soundness of the draft Plan Strategy/draft Local Policies Plan are addressed before submission to the Department for Infrastructure; • A revision in relation to an extension of the formal consultation period for the Local Development Plan; • A revision to take account of the current time period for the LDP 2020-2035; • Removal of reference to a charge for hard copies of the LDP document;and • Other minor changes as highlighted within the revised document.
2.4	The finalised draft of the SCI must be approved by resolution of the Council prior to submission to the DfI for its agreement.
3.0	Recommendations
3.1	It is recommended that the Committee agree to the following:- <ul style="list-style-type: none"> i. The amendments to the Statement of Community Involvement (SCI) as set out above and within the attached SCI (Appendix 1). ii. The submission of the revised SCI to the Department for Infrastructure for their agreement.

¹ <https://www.infrastructure-ni.gov.uk/publications/development-plan-practice-notes>

4.0	Resource implications
4.1	None
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

	<div>If yes, please complete the following:</div> <div>Rural Needs Impact Assessment completed <input type="checkbox"/></div>
7.0	Appendices
	Appendix 1: Revised Statement of Community Involvement
8.0	Background Documents
	N/A



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

**Newry, Mourne
and Down**
District Council

Statement of Community Involvement

A guide to community engagement in the planning process

Revision 1 May 2025

Newry, Mourne and Down District Council

Statement of Community Involvement

A guide to community engagement in the planning process

The Council's Statement of Community Involvement has been prepared in accordance with the legislative requirements of the Planning Act (Northern Ireland) 2011 and the Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015. In accordance with Section 4 (3) of the Planning Act (Northern Ireland) 2011 and Regulation 6 of the Planning (Statement of Community Involvement) Regulations (Northern Ireland), the Statement of Community Involvement was approved by the Council on 5 June 2017, and agreed by the Department for Infrastructure on 30 June 2017.

This revision 1 to the SCI is in respect of LDP only. Further revisions will be brought forward as necessary.

Getting in touch

You can contact the Council's Planning Department in the following ways:

By email: planning@nmandd.org

By post: Newry, Mourne and Down District Council

Newry Planning Office	or	Downpatrick Planning Office
O'Hagan House		Downshire Civic Centre
Monaghan Row		Downshire Estate, Ardglass Rd
Newry BT35 8DJ		Downpatrick BT30 6GQ

By telephone: 03~~30 137 400000 200 7830~~ (or 03~~30 137 403600 013 2233~~)

Further information on the Council's Planning functions is provided on the Council's website at www.newrymournedown.org/planning from where this and other planning documents can be viewed and downloaded.

To ensure equality of opportunity in accessing information, copies of this document in alternative formats are available on request. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

If you have any queries regarding this document please contact us using the details above.

Advisory Note:

This Statement of Community Involvement in the planning process is not intended to be a source of definitive legal advice. Reference should be made to the actual legislation referred to in this statement and if any discrepancy exists the provisions of the legislation will prevail. The legislation is available to view online at <http://www.legislation.gov.uk/>

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1.0 Introduction

Our Statement of Community Involvement: Background and Purpose

- 1.1 Following the transfer of planning powers to local councils on the 1st April 2015 Newry, Mourne and Down District Council ~~has become~~ became the main decision maker on the majority of planning applications within its dDistrict and ~~is the body~~ assumed responsibility for the production of its local development plan.
- 1.2 The purpose of this statement is to set out policy for involving the community in the production of the Newry, Mourne and Down Local Development Plan and the consideration of planning applications. It describes who, together with how and when the community will be invited to participate in the different stages of both plan formulation and the determination of planning applications.
- 1.3 The term 'community' embraces all the individuals, groups and organisations that make Newry, Mourne and Down what it is and extends to local residents, business, voluntary and community groups and local and national organisations with interests in planning matters.
- 1.4 The requirement to produce a Statement of Community Involvement (SCI) was introduced in the Planning Act (Northern Ireland) 2011. The Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015 came into operation on the 1st April 2015 and set out the process that the Council must follow in preparation of its SCI. The Council do not however see community involvement as just a statutory requirement, it has a positive role to play in helping to identify local issues, inform policy-making, provide feedback on service delivery and create a sense of local ownership.

Why is Planning Important?

- 1.5 The planning system directly affects the environment that we live in, where we live, work, shop and spend our leisure time. Planning decisions determine where new homes, offices, shops and leisure facilities go and what happens to our countryside, open spaces and historic environment. In doing so it influences our quality of life and general well-being.
- 1.6 Planning has to balance competing land uses, shaping places by setting out the vision for how communities will change. For many people planning is something they only get involved with when a development directly affects them, this can sometimes be too late to really influence the process. By getting involved in the early stages of local planning policy formulation as well as the end stage of specific planning applications, you can help to shape the way your local environment looks and works. This document sets out how you can do this.

A Vision of Participation

- 1.7 The Council is committed to ensuring that all council engagement is meaningful, inclusive and fit for purpose and that all its citizens share a sense of effective participation in the decision making process. The Council therefore aims to ensure that:
- (i) Everyone has an early and informed opportunity to express their views on the development of the area and have it considered before decisions are made; and
 - (ii) All groups in our community, regardless of religious belief, political opinion, racial group, age, sex, marital status, physical ability, sexual orientation, and those with and without dependants are enabled and empowered to participate.
- 1.8 It is intended to adopt a proactive and timely approach to community involvement through a process of providing clear information and encouraging participation throughout the planning process. The process must therefore be informative, user friendly, as inclusive as possible, and conducted in an open and transparent way. Every effort is to be made to engage the community, record views and provide feedback throughout the process.

Principles of Community Involvement

- 1.9 The Council's approach to community involvement is based on a number of key principles.
- **Culture of engagement.** People should know that they are encouraged to take part in the planning process, and that decision makers are interested in their views;
 - **Early involvement.** The community should be involved at an early stage in the preparation of local development documents and major development proposals;
 - **Appropriate Consultation Methods.** Methods used to encourage involvement should be appropriate to people's experience and needs. Arrangements for consultation need to be appropriate for the type of document or application being considered and realistic in terms of available resources.
 - **Clarity.** The planning process and timetables for producing or reviewing local development documents should be clear so that people are able to participate in a timely and effective manner.

What are the benefits of community involvement in Planning?

- 1.10 There are many benefits to involving local communities in the consideration of planning applications, and in the development of plans and policies for their local council area, including:
- a greater focus on the priorities identified by local communities;
 - a greater influence on the provision of local services to ensure they are better able to meet local needs;
 - the consideration of new ways and ideas;
 - a shared ownership of key policy documents;
 - an increased support for local planning policies; and
 - an increased understanding of how planning policies are developed and how they are linked to each other and other documents produced by the Council.
- 1.11 Community involvement is important to the Council to ensure that the services being delivered tackle issues identified by local communities. It also helps to set priorities, in the context of limited resources, and to ensure that the Council's services are customer focused.

Alignment to the Community Plan

- 1.12 Sections 8 (5) (aa) and 9 (6) (aa) of the Planning Act (Northern Ireland) 2011 introduce a statutory link between the Council's Community Plan and its Local Development Plan (LDP), in that the preparation of the LDP must take account of the Community Plan.
- 1.13 Community Planning is "a process led by a council in conjunction with partners and communities to develop and implement a shared vision for their area, a long term vision which relates to all aspects of community life and which also involves working together to plan and deliver better services which make a real difference to people's lives."¹
- 1.14 The Council's Community Plan will identify long term objectives for improving:
- (i) the social well-being of the District;
 - (ii) the economic well-being of the District; and
 - (iii) the environmental well-being of the District.

Review of the Council's SCI

- 1.15 This SCI will ~~also~~ be reviewed ~~regularly after 5 years~~ to ensure fitness of purpose. It may also be necessary to review the SCI ~~at an earlier date~~ to take account of major legislative changes.

¹ Extract from Northern Ireland Community Planning Foundation Programme Version 1 October 2013.

2.0 The Local Development Plan

Purpose, Structure and Process

- 2.1 The purpose of the Newry, Mourne and Down LDP, is to inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will guide development decisions within Newry, Mourne and Down District up to 2035~~9~~.
- 2.2 The LDP will be prepared within the context of the Council's Corporate Plan and Community Plan. It will also take account of regional policy context set by the Northern Ireland Executive and Central Government Departments. This includes, amongst others, The Programme for Government, The Everyone's Involved - Sustainable Development Strategy, The Regional Development Strategy (RDS) and The Strategic Planning Policy Statement (SPPS).
- 2.3 At the outset of the plan process a timetable will be prepared and published. The timetable will set out the Council's programme for production of the LDP, and will include key milestones and timelines for plan preparation, covering all elements of the process through to adoption. Revisions to the LDP Timetable will be made as necessary.
- 2.4 The LDP will comprise two separate documents, the Plan Strategy and Local Policies Plan. Prior to development of these documents key planning issues will be identified and a range of options for addressing these issues will be brought forward through a Preferred Options Paper.
- 2.5 The Plan Strategy will be developed first and will define the strategic objectives for the future development of the District. It will include a range of strategic policies to facilitate and manage development and a spatial strategy that will indicate where different types of development will be promoted. Once the Plan Strategy is adopted the Local Policies Plan will be prepared. This will include site specific proposals, policy designations and land use zonings required to deliver the Plan Strategy, objectives, and strategic policies.
- 2.6 The LDP will be subject to a Sustainability Appraisal which will run in parallel with preparation of the Preferred Options Paper, Plan Strategy and Local Policies Plan. The Sustainability Appraisal process aims to promote sustainable development by assessing the extent to which policies and proposals in the LDP, when judged against reasonable alternatives, will help to achieve social, economic and environmental objectives.
- 2.7 The LDP will, on adoption, replace the current development plans for the District (the Ards and Down Area Plan 2015 and the Banbridge, Newry and Mourne Area Plan 2015) and operational planning policies that were produced by the Department of the Environment.

Who can get involved?

- 2.8 Anyone who wishes to get involved in the preparation of the LDP will be encouraged to do so during the public consultation stages. In particular the Council will welcome the views of the following groups:

- people living within the Newry, Mourne and Down District;
- elected representatives;
- voluntary groups;
- community forums / groups / umbrella organisations;
- environmental groups;
- residents groups;
- business interests; and
- developers / landowners.

This list is not intended to be exhaustive nor is it intended to restrict any individual group, or organisation from participating in the plan making process.

- 2.9 Elected members, forums, community and residents groups provide a voice for the local community. Other voluntary and interest groups also bring a special knowledge and can ensure that important concerns are addressed.

Empowering disadvantaged and under-represented groups

- 2.10 Section 75 of the Northern Ireland Act 1998 requires a public authority, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

- 2.11 In addition, without prejudice to the above obligations, public authorities are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or race. The above "Section 75 groups" are important participants within the planning process and include people who traditionally have been under represented or disadvantaged. These groups will be targeted through the consultation process on the local development plan in order to obtain their views and contribute to the consideration of equality issues under Section 75. Their views on any equality screening documents or draft Equality Impact Assessments will also be sought within the specified period for comment along with the draft Plan Strategy and draft Local Policies Plan.

- 2.12 To ensure that LDP and consultation documents are accessible to everyone they will be made available in alternative formats upon request. Where the exact request cannot be met we will ensure a reasonable alternative is provided.

How and when will the Community be involved?

- 2.13 The preparation of a LDP involves a number of key stages each presenting opportunities for community involvement. These stages are: formal notice of LDP (including publication of the Preferred Options Paper); publication and adoption of the Plan Strategy; publication and adoption of the Local Policies Plan and Monitoring and Review. The actions will fulfil and may in some cases exceed the statutory requirements on public consultation, as set out in the Planning Act (Northern Ireland) 2011 and the Planning (Local Development Plan) Regulations (Northern Ireland) 2015.
- 2.14 The LDP Timetable will outline an indicative timeframe for each of the stages. Council will give notice, by local advertisement, of the availability of the timetable, which can be viewed on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate).

Stages in the LDP Process

Stage 1: Data Collection

- 2.15 The purpose of the data collection stage is to establish the key issues to be addressed and the options for addressing them in the preparation of the LDP. This will be undertaken using a topic based approach accompanied with a Countryside Assessment. By the end of this stage a timetable for plan preparation will be agreed. This stage will inform the Preferred Options Paper (POP) which will be prepared together with Scoping Reports for the Sustainability Appraisal including Strategic Environmental Appraisal and Equality Impact Assessment.

What we will do:

- This SCI is prepared at this initial stage, listing the key consultees, Community Groups and under-represented (Section 75) groups who will be actively encouraged to participate in the process. These lists will be kept under review and written requests for inclusion from additional bodies will be considered.
- Following the approval of the LDP Timetable by the Council and the agreement by the Department for Infrastructure (DfI) we will make the LDP Timetable available on our website and publish a public notice in the local newspapers (see Appendix G) for two consecutive weeks. We will also publish the notice on our website. This notice will confirm details of the following:
 - (i) When the LDP Timetable is available for public inspection; and
 - (ii) the locations and times it can be inspected.
- Set up a Steering Group comprising elected members of the Council (Elected Members) and Senior Council Officers (to be determined by the Council). This is the high-level co-ordinating body that will ensure overview and strategic input on behalf of the whole community, as well as from the planning professionals.
- Set up a Project Management Team comprising Senior Council Officers, representatives from the key statutory/government departments will also be invited. The purpose of the Project Management Team is to facilitate key consultee co-operation in the plan making process. The Project Management Team will be consulted on and act as the screening and scoping group for the Sustainability Appraisal, including Strategic Environmental Assessment and Equality Impact Assessment.
- Notify our statutory consultees (see Appendix B) requesting them to participate in the plan making process by providing information on the key strategic issues that the LDP should address.

- Invite under represented (Section 75) groups to identify whether there are any types of planning policies which are likely to have a significant impact on the groups they represent. They will also be provided an opportunity to identify any particular issues or needs which they feel the LDP should address. Where requested this can be done through a face to face meeting with a planning officer. Any comments received will be taken into account when screening and scoping the Equality Impact Assessment.
- Send the Scoping Report of the Sustainability Appraisal incorporating Strategic Environmental Assessment to the Northern Ireland Environment Agency (NIEA) as the statutory consultation body.

Stage 2: Formal Notice of LDP Preparation (including publication of the Preferred Options Paper)

- 2.16 This stage represents the formal commencement of work on the LDP. It commences with the publication of the Preferred Options Paper (POP) which will set out the key plan issues, identify a range of options available to address them and define our preferred options. The POP will be subject to a period of public consultation to promote debate on issues of strategic significance which are likely to influence the shape of future development within the Newry, Mourne and Down District. The intention is to stimulate a wide-ranging, yet focused, debate and encourage feedback from a wide variety of interests. Any representations or views received as a consequence of its publication will be considered whilst formulating the draft Plan Strategy.
- 2.17 The POP is subject to a Sustainability Appraisal (SA). An SA Interim Report, consisting of SA Scoping Report and assessment of alternatives, will be published with the POP. It will be issued for public consultation as a key part of the community involvement and public participation process.

What we will do:

- Issue a public notice in the local newspapers (see appendix G) for two consecutive weeks and on the Council's website. This notice will confirm:
 - (i) the Council's intention to prepare a LDP;
 - (ii) publication of the Sustainability Appraisal Interim Report (consisting of a Scoping Report and assessment of alternatives), and screening reports for Habitats Regulations Assessments (HRA) and Equality Impact Assessments;
 - (iii) publication of the LDP Timetable;
 - (iv) publication of the POP inviting comment within the 12 week consultation period²; and

² Regulation 11(3) of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 states that, in relation to a Preferred Options Paper; this "must be a period of not less than 8 weeks or more than 12 weeks".

- (v) details of public engagement events including a launch event and public exhibitions.
- Make the POP and any other supporting documents the Council considers relevant to the preparation of the POP, available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (at a specified price).
- Issue a Press Release about the intention to prepare a new LDP and drawing attention to the POP and the public consultation.
- Hold a launch event to announce the publication of the POP.
- Hold public exhibitions where planning officers will be available to answer any questions.
- Write to key consultees and Elected Members informing them of:
 - (i) the publication of the POP and providing them a copy;
 - (ii) the dates of the public exhibitions;
 - (iii) the 12 week consultation period; and
 - (iv) the closing date for receipt of representations.
- Write to local community groups and under-represented (Section 75) groups inviting them to; comment within the next 12 weeks; attend a public engagement event; and offering the opportunity of a meeting with a planning officer to record their views.
- Present a Public Consultation Report to Elected Members following the 12 week consultation on the POP. This will contain a summary of each representation and plan team comment, recording where members take a different view and the rationale for that view. This will be taken into account whilst formulating the draft LDP.
- Provide the Project Management Team with the opportunity to comment on emerging policy for inclusion in the draft Plan Strategy, an integral part of testing emerging policy through the Sustainability Appraisal process and Equality Impact Assessment.

Stage 3: Publication of draft Plan Strategy

- 2.18 The Plan Strategy will define the strategic objectives for the future development of the District. It will include a range of strategic policies to facilitate and manage

development together with a spatial strategy that indicates in broad strategic terms the locations where different types of development will be promoted. Under Regulation 11 (4) of the Planning (Local Development Plan) Regulations (Northern Ireland) 2015 the Council must take account of any representations made about the Council's POP before it prepares a development plan document³.

- 2.19 The draft Plan Strategy will provide an indication of our intentions regarding future development of the District. It will be issued for public consultation as a key part of the community involvement and public participation process.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette⁴ and on the Council's website. This notice will confirm:
 - (i) publication of draft Plan Strategy and other supporting documents required under legislation (e.g. Sustainability Appraisal (SA) including the SEA Environmental Report) accompanying Sustainability Appraisal Report (including the SEA Environmental Report) and Equality Impact Report, and how to view or obtain copies;
 - (ii) the dates and locations of public engagement events; ~~and~~
 - ~~(iii)~~ the 8-week period⁵ for public consultation (specified as 8 weeks in legislation which may be extended) and closing date for receipt of representations to the draft Plan Strategy and other supporting documents. accompanying Sustainability Appraisal Report and Equality Impact Assessment.
 - ~~(iii)~~ (iv) notification of the address to which representations can be sent and the closing date for receipt of representations.
- Make the draft Plan Strategy and any other supporting documents which are required under legislation (e.g. SA), or as the Council considers relevant to the preparation of the LDP, available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request ~~(at a specified price)~~.
- Issue a Press Release and hold a launch event to announce the publication of the draft Plan Strategy.

³ Under Regulation 12 (1) (a) a Development Plan Document is either the Plan Strategy or Local Policies Plan.

⁴ The Belfast Gazette is the official Newspaper of Record for Northern Ireland. It consists of legal and official announcements from HM Government, the NI Executive, the Armed Forces, local authorities, churches, companies and private citizens.

⁵ Regulation 16(2)(a) of The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 states that, in relation to a Development Plan Document, "representations must be made with a period of 8 weeks".

- Hold public drop-in sessions ~~public exhibitions~~ where planning officers will be available to answer any questions.
- Write to key consultees, and Elected Members informing them of:
 - (i) the publication of the draft Plan Strategy and providing them a copy;
 - (ii) the dates and locations of the public drop-in sessions ~~exhibitions~~;
 - (iii) the ~~8-week~~ consultation period for receipt of representations; and
 - (iv) the closing date for receipt of representations.
- Report representations to the Elected Members before forwarding these to the DfI prior to the Independent Examination.

Stage 4: Public Inspection of Representations received to the draft Plan Strategy

- 2.20 All representations are to be made available for public inspection as part of the public consultation process. Interested parties may also comment on the representations that have been received, these are known as counter representations.
- 2.21 All representations and counter representations will be fully considered by the Council before it submits the draft Plan Strategy to the DfI prior to the Independent Examination.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette, and on the Council's website. This notice will confirm:
 - (i) the availability of representations for inspection and the places and times at which they can be inspected; and
 - (ii) the 8 week period for public consultation, notification of the address to which counter representations can be sent and the closing date for receipt of counter representations.
- Make representations available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of representations can also be provided upon request (at a specified price).

- Notify any person who has made (and not withdrawn) a representation to the draft Plan Strategy that representations are available for inspection and the places and times at which they can be inspected.
- Write to key consultees and Elected Members informing them that representations are available for inspection and the places and times at which they can be inspected.
- Make the counter representations available for inspection on the Council's website, and at the Council's Planning Offices at Monaghan Row, Newry and Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of counter representations can also be provided upon request (at a specified price).
- Report counter representations to the Elected Members before forwarding them to the DfI prior to the Independent Examination.
- Prior to submission to the Department we may make proposed changes to the draft Plan Strategy. In such instances, we will issue a public notice in the Belfast Gazette, a local advertisement for two consecutive weeks and publish on the Council website, of the availability of the proposed changes for inspection and the consultation period (8 weeks).

Stage 5: Submission of the Plan Strategy (and associated documents) for Independent Examination

- 2.22 The Council will only submit the draft Plan Strategy, associated documents and supporting evidence to the DfI if it considers it has complied with relevant legislation requirements and that the draft Plan Strategy is ready for examination. The DfI will then cause an Independent Examination to be held, by the Planning Appeals Commission (PAC) or a person appointed by the DfI, unless it issues a Direction to the Council to withdraw the draft Plan Strategy, or intervenes to direct the Council to modify it.
- 2.23 If DfI does not intend to cause an Independent Examination it must give reasons for its decision.

What we will do:

- Submit the following documents to DfI:
 - (i) draft Plan Strategy;
 - (ii) Statement of Community Involvement;
 - (iii) evidence of compliance with SCI;
 - (iv) LDP Timetable;

- (v) Sustainability Appraisal;
 - ~~(vi)~~ a statement setting out the main issues raised in representations to the Preferred Options Paper (POP) and made and how these have been taken into account in the preparation of the draft Plan Strategy;
 - ~~(vi)~~(vii)a statement setting out the number of representations and counter representations made (where applicable) to the draft Plan Strategy and a summary of the main issues; and
 - ~~(vii)~~(viii) such other supporting documents that are required or as Council considers relevant to the preparation of the draft Plan Strategy.
- As soon as reasonably practicable after the submission of the draft Plan Strategy and associated documents (see above) to DfI we will:
 - (i) issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website, advising of the fact that the draft Plan Strategy has been submitted to the DfI;
 - (ii) notify the consultation bodies of the fact that the draft Plan Strategy and the accompanying documents are available for inspection and the places and times at which they can be inspected;
 - (iii) notify any person who has made (and not withdrawn) representations or counter representations; and
 - (iv) make the draft Plan Strategy and all associated documentation that are required under legislation, or as the Council considers relevant to the preparation of the draft Plan Strategy, available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request ~~(at a specified price)~~.

Stage 6: Independent Examination of the draft Plan Strategy

- 2.24 The purpose of the Independent Examination is to determine whether the draft Plan Strategy satisfies statutory requirements and whether it is sound, taking into account all representations received.
- 2.25 The Independent Examination will be carried out by either the PAC or a person appointed by DfI. They must consider all representations before they send the recommendations and reasons for recommendations to the DfI.
- 2.26 Under Section 10 (7) of the Planning Act (Northern Ireland) 2011 any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination.

- 2.27 Council Planning Officers will be available at the examination to answer questions and provide comment on representations and counter representations.

What we will do:

- Request key consultees to provide comment on the representations for consideration at the Independent Examination.
- At least 4 weeks before the opening of the Independent Examination we will:
 - (i) Issue a public notice in the local newspapers (see Appendix G), in the Belfast Gazette and on the Council's website advising of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI);
 - (ii) Notify consultation bodies of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI); and
 - (iii) Notify all persons who submitted (and have not withdrawn) representations and counter representations of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI).
- Continue to make the draft Plan Strategy and all associated documentation available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request ~~(at a specified price)~~.

Stage 7: Adoption of the Plan Strategy

- 2.28 Following the Independent Examination, the PAC, or other person appointed by DfI, will send their recommendations and reasoning to DfI.
- 2.29 DfI will issue a Direction to the Council, requiring us to adopt the draft Plan Strategy as originally prepared or with modifications. The DfI may also direct the Council to withdraw the draft Plan Strategy. In either scenario, DfI will be expected to give reasons for its decision.
- 2.30 Council must comply with the Direction within such timeframes as may be prescribed by DfI. The Plan Strategy must be adopted by resolution of the Council.

What we will do:

- Adopt the Plan Strategy, as originally prepared or with modifications, as soon as reasonably practicable after receipt of the Direction from DfI.
- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website. This notice will confirm:
 - (i) the date of adoption of our Plan Strategy; and
 - (ii) where and times to inspect and get copies of the Plan Strategy and any accompanying documents.
- On the date of adoption make the Plan Strategy and any accompanying documents including the DfI Direction and accompanying Independent Examiner's Report available on the Council's website. Hard copies will be available on request for a specified price from the Council's Planning Offices.
- Write to key consultees and those who have submitted and not subsequently withdrawn representations and counter representations advising of the adoption of the Plan Strategy, and where to get hold of copies together with the DfI Direction and the Independent Examiner's Report.
- Send DfI a copy of the Plan Strategy and other necessary documents.
- Notify any person who has asked to be notified of the adoption of the Plan Strategy.

Stage 8: Publication of the draft Local Policies Plan

- 2.31 The Local Policies Plan is the second document comprising the LDP. This must be consistent with the Plan Strategy and will contain the Council's detailed land use policies and proposals regarding the future development of the District. This draft document is a key part of the public participation process.
- 2.32 The draft Local Policies Plan will provide detailed zonings and designations for the District. The Plan Strategy must be adopted before the draft Local Policies Plan is published for consultation, subjected to Independent Examination and adopted.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website. This notice will confirm:
 - (i) publication of draft Local Policies Plan and other supporting documents required under legislation (e.g. Sustainability Appraisal (SA) including SEA

~~Environmental Report accompanying Sustainability Appraisal Report (including the SEA Environmental Report) and Equality Impact Report~~ and how to view or obtain copies;

(ii) the dates and locations of public ~~drop-in sessions~~ engagement events; and

~~(iii) the 8-week period for public consultation (specified as 8 weeks in legislation which may be extended) and closing date for receipt of representations to the draft Local Policies Plan and other supporting documents accompanying Sustainability Appraisal Report and Equality Impact Assessment; and~~

~~(iii)(iv)~~ notification of the address to which representations can be sent and the closing date for receipt of representations.

- Make the draft Local Policies Plan and any other supporting documentation, which are required under legislation (e.g. SA) or as the Council considers relevant to the preparation of the LDP, available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request (~~at a specified price~~).
- Issue a Press Release and hold a launch event to announce the publication of the draft Local Policies Plan.
- Hold public exhibitions where planning officers will be available to answer any questions.
- Write to key consultees, and Elected Members informing them of:
 - (i) the publication of the draft Local Policies Plan and providing them a copy;
 - (ii) the dates ~~and the locations~~ of the public ~~drop-in sessions~~ exhibitions;
 - (iii) the ~~8-week~~ consultation period for receipt of representations; and
 - (iv) the closing date for receipt of representations.
- Report representations to the Elected Members before forwarding these to the DfI prior to the Independent Examination.

Stage 9: Public Inspection of Representations received to the draft Local Policies Plan

- 2.33 All representations to the draft Local Policies Plan will be made available for public inspection as part of the public consultation process. Interested parties may also comment on the representations that have been received, these are known as counter representations.

- 2.34 All representations and counter representations will be fully considered by the Council before it submits the draft Local Policies Plan to the DfI for Independent Examination.

What we will do:

- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette, and on the Council's website. This notice will confirm:
 - (i) the availability of representations for inspection and the places and times at which they can be inspected; and
 - (ii) the 8 week period for public consultation, notification of the address to which counter representations can be sent and the closing date for receipt of counter representations.
- Make representations available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of representations can also be provided upon request (at a specified price).
- Notify any person who has made (and not withdrawn) a representation to the draft Local Policies Plan that representations are available for inspection and the places and times at which they can be inspected.
- Write to key consultees and Elected Members informing them that representations are available for inspection and the places and times at which they can be inspected.
- Make counter representations available for inspection on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies of counter representations can also be provided upon request (at a specified price).
- Report counter representations to the Elected Members before forwarding these to the DfI prior to the Independent Examination.
- Prior to submission to the Department we may make proposed changes to the draft Plan Strategy. In such instances, we will issue a public notice in the Belfast Gazette, a local advertisement for two consecutive weeks and publish on the Council website, of the availability of the proposed changes for inspection and the consultation period (8 weeks).

Stage 10: Submission of the draft Local Policies Plan, and associated documents, for Independent Examination

- 2.35 The Council will only submit the draft Local Policies Plan , associated documents and supporting evidence to the DfI if it considers it has complied with relevant legislation requirements and that the draft Local Policies Plan is ready for Independent Examination. The DfI will then cause an Independent Examination to be held, by the PAC or a person appointed by the DfI, unless it issues a Direction to the Council to withdraw the draft Local Policies Plan, or intervenes to direct the Council to modify it.
- 2.36 If DfI does not intend to cause an Independent Examination it must give reasons for its decision.

What we will do:

- Submit the following documents to DfI:
 - (i) draft Local Policies Plan;
 - (ii) Statement of Community Involvement (SCI);
 - (iii) evidence of compliance with SCI;
 - (iv) LDP Timetable;
 - (v) Sustainability Appraisal;
 - (vi) statement setting out the number of representations and counter representations made (where applicable) to the draft Local Policies Plan and a summary of the main issues ~~raised in representations made and how these have been taken into account in the preparation of the draft Local Policies Plan;~~ and
 - (vii) such other supporting documents that are required or as Council considers relevant to the preparation of the draft Local Policies Plan.
- As soon as reasonably practicable after the submission of the draft Local Policies Plan and associated documents (see above) to DfI we will:
 - (i) issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website, advising of the fact that the draft Local Policies Plan has been submitted to the DfI ;
 - (ii) notify the consultation bodies of the fact that the draft Local Policies Plan and the accompanying documents are available for inspection and the places and times at which they can be inspected;
 - (iii) notify any person who has made (and not withdrawn) representations or counter representations; and
 - (iv) make the draft Local Policies Plan and all associated documentation, that are required under legislation or as the Council considers relevant to the preparation of the draft Local Policies Plan, available on the Council's website and at the Council's Planning Offices at Monaghan Row, Newry

and the Downshire Civic Centre, Downpatrick (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request ~~(at a specified price)~~.

Stage 11: Independent Examination of the draft Local Policies Plan

- 2.37 The purpose of the Independent Examination is to determine whether the draft Local Policies Plan satisfies statutory requirements and whether it is sound, taking into account all representations received.
- 2.38 The Independent Examination will be carried out by either the PAC or a person appointed by DfI. They must consider all representations before they send the recommendations and reasons for recommendations to the Department.
- 2.39 Under Section 10 (7) of the Planning Act (Northern Ireland) 2011 any person who makes representations seeking to change a development plan must (if that person so requests) be given the opportunity to appear before and be heard by the person carrying out the examination.
- 2.40 Council Planning Officers will be available at the examination to answer questions and provide comment on the representations and counter representations.

What we will do:

- Request key consultees to provide comment on the representations for consideration at the Independent Examination.
- At least 4 weeks before the opening of the Independent Examination we will:
 - (i) issue a public notice in the local newspapers (see Appendix G), in the Belfast Gazette and on the Council's website advising the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI);
 - (ii) notify the consultation bodies of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI); and
 - (iii) notify all persons who submitted (and have not withdrawn) representations and counter representations of the arrangements for the Independent Examination (dates, times and venues) and who will carry out the Independent Examination (the PAC or another person appointed by DfI).
- Continue to make the draft Local Policies Plan and all associated documentation available on the Council's website and at the Council's Planning Offices at

Monaghan Row, Newry and the Downshire Civic Centre, Downpatrick during normal working hours (and at any other places within the District that the Council considers appropriate). Hard copies can also be provided upon request ~~(at a specified price)~~.

Stage 12: Adoption of the Local Policies Plan

- 2.41 Following the Independent Examination, the PAC, or other person appointed by DfI, will send their recommendations and reasoning to DfI.
- 2.42 DfI will issue a Direction to the Council, requiring it to adopt the draft Local Policies Plan as originally prepared or with modifications. DfI may also direct the Council to withdraw the draft Local Policies Plan. In either scenario, the DfI will be expected to give reasons for their decisions.
- 2.43 Council must comply with the Direction within such timeframes as may be prescribed by DfI. The Local Policies Plan must be adopted by resolution of the Council.

What we will do:

- Adopt the Local Policies Plan as originally prepared or with modifications, as soon as reasonably practicable after receipt of the Direction from DfI.
- Issue a public notice in the local newspapers (see Appendix G) for two consecutive weeks, in the Belfast Gazette and on the Council's website. This notice will confirm:
 - (i) the date of adoption of the Local Policies Plan ; and
 - (ii) where and times to inspect and get copies of the Local Policies Plan and any accompanying documents
- On the date of adoption make the Local Policies Plan and any accompanying documents including the DfI Direction and accompanying Independent Examiner's Report available on the Council website. Hard copies will be available on request for a specified price from the Council's Planning Offices;
- Write to key consultees and those who have submitted and not subsequently withdrawn representations and counter representations advising of the adoption of the Local Policies Plan, and where to get hold of copies together with the DfI Direction and the Independent Examiners Report;
- Send DfI a copy of the Local Policies Plan and other necessary documents; and
- Notify any person who has asked to be notified of the adoption of the Local Policies Plan.

Next Steps

- 2.44 Following the adoption of the Plan Strategy and Local Policies Plan, the Council will identify its work priorities for the next five years in a new LDP Timetable. It may also issue a new SCI to accompany these if considered appropriate. In addition the Council will engage in monitoring and review which are essential in establishing how the objectives in the LDP are being achieved and whether any changes are required. Any changes will be subject to the same procedural and publicity requirements as previously set out for the Plan Strategy and Local Policies Plan. The Council must carry out a review of its LDP every five years and no later than five years from the date that the Local Policies Plan was first adopted or approved. A report on the findings of the review must be sent to the Department for Infrastructure (DfI).

3.0 Development Management

Purpose

- 3.1 The Council as the local planning authority for the area deals with the majority of planning and Listed Building applications in the district. It also deals with applications for works in conservation areas, works to protected trees, advertising consent and hazardous substances consent.
- 3.2 Development management is the process through which such applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public and statutory consultees on all planning applications. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and general publicity.
- 3.3 All planning applications are now categorised on receipt as local, major or regionally significant, with the Council responsible for determining all local and major applications, unless called-in⁶ by the DfI.
- 3.4 Regionally significant developments are those which are considered to have a critical contribution to make in regard to the economic and social success of Northern Ireland as a whole, or to a substantial part of the region. Such proposals also include developments which have significant effects beyond Northern Ireland or involve substantial departure from a Local Development Plan. Regionally significant applications are processed by the DfI.
- 3.5 Major developments have important economic, social and environmental implications for the Council. Due to the potential of these proposals to deliver important benefits to the community, major applications are prioritised to avoid undue delay and risk to investment decisions. Common examples of major development proposals include:
 - a housing development involving the construction of 50 units or more, or where the area of the site is or exceeds 2 hectares;
 - a retail development involving 1,000 square metres or more of gross floor space outside town centres, or where the area of the site is or exceeds 1 hectare; and
 - industrial development involving 5,000 square metres or more gross floor space or where the area of the site is or exceeds 1 hectare.
- 3.6 Local development proposals are those applications which are not considered to be regionally significant or major. The vast majority of planning applications are likely to

⁶ Further information on the call-in procedure is contained within the DOE's SCI, this can be viewed on the NI Planning Portal : <https://www.planningni.gov.uk/index/policy/departments-sci.htm>

constitute local developments and these will include most commercial and housing proposals as well as minor schemes and householder development.

- 3.7 The Council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application.

This section of the SCI looks at:

- how the public can become involved at the various stages of the application process; and
- how the level of community involvement will depend on the scale of the application.

Pre-Application Stage

Pre-Application Discussions (PADs)

- 3.8 Pre-application discussions are encouraged for a range of types of applications, both major and local. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the council to determine an application. For major applications it will also enable the applicant to discuss with the council details of how the community should be involved in the decision-making process.

Pre-Application Community Consultation (PACC)

- 3.9 The Planning Act (Northern Ireland) 2011 has introduced a requirement for applicants to inform and involve the wider community in planning applications. Greater community engagement from the outset is key to not only creating better quality developments but also improving the process of place making. Applicants submitting major applications to the Council or as the case may be the DfI are, as of the 1 July 2015, required to undertake community consultation before submitting their application.

The Council will require the following actions to be undertaken by the applicant before a major application is submitted-

- (i) notify the Council, at least 12 weeks in advance, that an application for a major planning application is to be submitted. This is referred to as a Proposal of Application Notice (PAN) and will outline the detail of the proposed application and what consultation is to be undertaken;
- (ii) hold at least one public event where the community will be afforded the opportunity to make comment. This is not to be held earlier than 7 days after the notification of the date, time and place of the event;
- (iii) publish details of the proposal in the local press, outlining a description of, and the location of, the proposed development; details as to where further

information can be obtained about the proposed development; the date, time and place of the public event; a statement explaining how, and when, people who want to make comments can; and a statement that comments made to the prospective applicant are not representations to the Council but that representations may be submitted should an application be made to the Council at a later stage; and

- (iv) submit a pre-application community consultation report on submission of the planning application.

- 3.10 The Council will assess the report and determine if the consultation undertaken meets the legislative requirements. The Council may, providing it does so within 21 days of receipt of the PAN, ask the applicant to notify further individuals or organisations or advise that additional consultation is required.
- 3.11 Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to, local communities and work with them to secure development proposals which are acceptable to everyone.
- 3.12 As previously stated the Council would recommend all applicants considering submitting development proposals that fall within the definition of major development to seek a Pre-Application Discussion with planning officers. Where applicants fail to fully meet the pre-application community consultation requirements the Council will decline to determine the application.
- 3.13 Local people are encouraged to participate in the pre-application consultation as this should help applicants better understand local concerns or circumstances and possibly take action to address these concerns before submitting a formal application. Where local concerns and issues are not adequately addressed by the applicant at pre-consultation stage they may be raised by the community again at formal application stage.

Application Stage

- 3.14 When a planning application is submitted for determination the Council will involve the community in the decision making process. If you feel you will be affected by development proposals you will have an opportunity to consider what is proposed and how it will affect you. You will also have the opportunity to make your views known before a final decision is made on the application.

The Council will inform the public of all planning applications through:

- Advertising; and
- Neighbour Notification.

- 3.15 The Council undertakes statutory publicity in accordance with current legislation. If DfI amend or change the statutory publicity requirements then our future approach will reflect any changes that are made.

Advertising

- 3.16 The Council will advertise all new applications on a weekly basis in at least one local newspaper (listed in Appendix G) in accordance with Article 8 of the Planning (General Development Procedure) Order (Northern Ireland) 2015. The weekly list of all new applications received by the Council can also be viewed on the Planning NI web portal.⁷ The notice placed in the local newspapers advises that any representations to be made should be received within 14 days of publication (4 weeks in the case of EIA applications) to assist efficient processing of applications. However, it should be noted that any late representations made on an application, provided they are received before a decision is made, will be considered.

Neighbour Notification

- 3.17 The Planning (General Development Procedure) Order (Northern Ireland) 2015 states that any identified occupier of land neighbouring the land to which the application relates must be notified of the proposed development by serving a notice on them. Under the Council's neighbour notification scheme, the Council will issue neighbour notification letters to occupiers of neighbouring premises which fulfil both of the following criteria:
- (i) the property in question is within 90m of the boundary of the application site;
and
 - (ii) meets the definition of neighbouring land, in that it directly adjoins the boundary of the application site, or would adjoin it but for an entry or road less than 20m in width.
- 3.18 The Planning Officer when carrying out a site inspection will also check the accuracy of the neighbour notification details supplied on the application form and may add details as considered appropriate.
- 3.19 The period for responding following receipt of a neighbour notification letter is also 14 days (4 weeks in the case of applications requiring an Environmental Impact Assessment) , though again any late representations received before a decision is made will still be considered.

EIA Development

- 3.20 Environmental Impact Assessment (EIA) is a method for ensuring that the likely effects of new development on the environment are fully understood and taken into account before consent is given for the development to proceed.

⁷ See http://www.planningni.gov.uk/index/my_council/council_newry_mourne_down.htm

- 3.21 The Environmental Statement (ES) produced as part of an environmental impact assessment, brings together in a single document or series of documents information about a proposed development and its effects on the environment.
- 3.22 In most cases it will fall to the Council to determine if the application is an EIA application. It should be noted that if an application is an EIA application it cannot be processed until the ES is received. When a developer submits an ES in support of a planning application, the Council will publish a notice of its receipt in a local newspaper and indicate where it may be purchased and the address of the Council Office where it may be inspected. The Council will also allow 4 weeks from the date the notice is first published for representation to be made.

Obtaining further information and getting involved in planning applications

- 3.23 The weekly lists of planning applications received within the council area are also available on the Northern Ireland Planning Portal (www.planningni.gov.uk). Planning applications including supporting documents and corresponding plans can be viewed online as well at the Council offices during normal office hours. A duty Planning Officer will be available during normal office hours (9am – 5pm) to give advice on current or proposed applications (you are advised to make an appointment if you wish to speak to a particular officer). You can contact the Council's Planning Department by telephone on 0300 200 7830 or by email on planning@nmandd.org.

Public Register

- 3.24 The Council will make the application, plans and any associated environmental statement available on a public register. Each register will contain the following information:
- a copy (which may be photographic) of each application together with copies of plans and drawings submitted in relation thereto;
 - the decision notice, if any, in respect of the application, including details of any conditions subject to which permission or consent was granted;
 - the reference number, the date and effect of any decision of the PAC in respect of the application; and
 - brief details of any revocation or modification relating to any permission or consent, including date of issue.

File Inspection

- 3.25 Planning application files are open to the public, the Council will make the application file available for inspection, by appointment. The amount of information on the file, will of course, be dependent on the stages the application has completed. Certain information may be withheld on data protection grounds e.g. a person's medical information. Hard copies can also be provided upon request (at a specified price).

Submitting Comments

- 3.26 Individuals, groups and organisations can comment on a planning application even if they have not been neighbour notified by the Council. All comments will be carefully considered. Care should be taken when making comments to the Council to ensure that no personal data is included.
- 3.27 When a decision is made on a planning application only certain issues are taken into account, these are often referred to as 'material planning considerations'. Material considerations must be genuine planning considerations. The basic question is not whether owners and occupiers of neighbouring properties would experience financial or other loss from a particular development, but whether the proposal would unacceptably affect amenities and the existing use of land and buildings that ought to be protected in the public interest. A list of material and non-material considerations is contained in Appendix F.
- 3.28 Generally greater weight is attached to issues which are supported by evidence rather than solely by assertion. If an identified problem can be dealt with by means of a suitable condition the Council is required to consider this as an alternative to refusing an application.

- 3.29 You can make comments in a variety of ways, these are as follows-

By email: planning@nmandd.org (Please quote the application number)

By post: Newry, Mourne and Down District Council

Newry Planning Office	or	Downpatrick Planning Office
O'Hagan House		Downshire Civic Centre
Monaghan Row		Downshire Estate, Ardglass Rd
Newry BT35 8DJ		Downpatrick BT30 6GQ

Online through the Planning Portal. Comments can be submitted by members of the public through Public Access once they have been registered for an account on the Planning Portal.

<http://epicpublic.planningni.gov.uk/publicaccess/>

- 3.30 All written comments on an application will be acknowledged within five working days. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions.
- 3.31 Whilst Planning Officers may not be able to respond to each comment made due to the large numbers received. All comments will be summarised and fully considered within the Planning Officer's report.

- 3.32 The Council will not normally contact the respondent again until after a decision is made unless the application is significantly altered or is withdrawn.
- 3.33 The Council may, if it considers it appropriate to do so, stage public exhibitions, issue press releases or arrange public meetings to provide information about major developments or proposals which are particularly significant or have wide-spread effects on communities.
- 3.34 The Council will consult with a range of Statutory Consultees (see Appendix C) to assist in the determination of an application. If a representation raises issues that are relevant to the responsibilities of the consultee (e.g.road safety) the representative will be copied to the appropriate consultee for consideration and comment. The council will carefully take any comments made into account before a decision is made. All comments are scanned and added to the web site once private email addresses, private telephone numbers and hand written signatures have been removed. Names and addresses will remain visible.
- 3.35 The Council and the applicant may negotiate changes to applications where these are expedient. Re-consultation (for 14 days), re-advertisement and further neighbour notification will take place on minor amendments if the council considers that they raise new issues that could lead to further comment. If any change is considered to be substantive, the Council may decline to treat it as an amendment and a new application may be invited.

Community Involvement at the Planning Committee Stage

- 3.36 The Planning Committee meeting is normally held every fourth week in the Boardroom of the Council offices at O'Hagan House, Monaghan Row, Newry. Additional meetings of the Planning Committee may be scheduled according to business needs. The meeting commences at 10.00am (unless otherwise stated) and is open to the public.

Scheme of Delegation

- 3.37 The majority of planning applications submitted to Council are determined by Council appointed planning officers using delegated powers. The circumstances under which an application can, or cannot, be determined using delegated powers are set out in the Council's Scheme of Delegation. It should be noted that this document will be subject to regular review. The most up to date version of the document can be accessed at : <http://www.newrymournedown.org/planning>. A copy is also available for inspection, during normal working hours, at the Council Planning Offices.

Protocol for the Operation of the Planning Committee

- 3.38 Applications which do not fall within the Scheme of Delegation must be presented to the Council Planning Committee for decision. Council's Protocol for the Operation of the Planning Committee sets out the detailed procedures for this Committee. It should

be noted that this protocol is also subject to change. The most up-to-date version of the document can be viewed on the Council's website. A copy is also available for inspection, during normal office hours, at the Council's Planning Offices.

Pre-determination hearings and speaking at the Planning Committee

- 3.39 There may be occasions when major applications will raise particularly complex planning issues or attract a significant level of objection. In such cases the Planning Committee may decide to hold a pre-determination hearing prior to making its decision at the scheduled monthly Planning Committee meeting.
- 3.40 A pre-determination hearing will provide the opportunity for the applicant and their agent, as well as those who may have made representations, to present their case to the committee and for Members to ask questions and clarify matters. Key consultees may also be invited to report their expert views. When the Planning Committee agrees to such a hearing, the applicant will be advised and the detailed arrangements will be advertised in the local press. Any hearing will take place after the expiry of the period for making representations on the application but before the Committee hears the application.
- 3.41 For any major application that has been notified⁸ to the Department for Infrastructure but is subsequently returned to the Council for determination, the Council is required to afford the applicant the opportunity of appearing before and being heard by the Planning Committee at a Pre-determination hearing.
- 3.42 If a member of the public wishes to speak at the Planning Committee they must contact the Council's Democratic Services by telephone or email (democratic.services@nmandd.org) at least 5 working days before the date of the meeting at which the application will be considered. Only those who have made written submissions in respect of a planning application and registered a request to speak in respect of the application shall be permitted to make oral representations before the Committee as outlined in the Planning Committee Operating Protocol (available to view on the Council's website or at local planning offices).

⁸ Under the Planning (Notification of Applications) (Northern Ireland) Direction 2015 the Council is required to formally notify DfI where the Council is minded to grant planning permission for certain types of major development. The Direction restricts the grant of planning permission and requires the Council to send information to DfI.

Post Application Stage

Community Involvement after a Planning Application has been determined

- 3.43 A notification of decision letter is sent to the applicant/agent and all people who have responded to the consultation on the planning application, informing them of the decision and the reason for that decision. The decision is recorded in the statutory Planning Register. If it is a case that has been considered by the Planning Committee, it can be found either by contacting the Planning Department following the Committee meeting, or by viewing the minutes of the Committee meeting published on Council's website the day after they are formally approved and adopted at the following Planning Committee meeting.

Community Involvement in Planning Appeals

- 3.44 Planning appeals may be made by the applicant against the refusal of planning permission, against conditions placed on a planning approval and against an enforcement notice. Only applicants and those upon whom notices have been served have the right of appeal. There are no third party rights of appeal. Where an applicant is unhappy with the Council's decision on an application or a condition attached to a permission, he/she may appeal to the Planning Appeals Commission (PAC). An applicant may also appeal to the PAC where the Council has not determined an application within the relevant period prescribed by the Planning (General Development Procedure) Order (Northern Ireland) 2015, where such an appeal is lodged, the application is deemed to have been refused. Appeals must be lodged with the PAC within four months from the date of notification of the Council's decision, or expiry of the prescribed period as the case may be.
- 3.45 All those people who responded on the original planning application that is the subject of appeal will be advised that an appeal has been received, and provided with an opportunity to make their views known. Copies of letters already submitted will be forwarded to the PAC. For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the PAC. Guidance on Planning Appeals and the rights of applicants and objectors can be found on the PAC website www.pacni.gov.uk

4.0 Planning Enforcement

4.1 The Council encourages the community to report cases where they believe there has been a breach of planning control. A breach of planning control occurs when development or other certain activities take place without the necessary planning permission or consent from the Council or the Department. This may also include failure to carry out development in accordance with the approved plans or conditions.

4.2 Suspected breaches of planning control can be reported in the following ways:

By email: planning@nmandd.org

By post: Newry, Mourne and Down District Council

Newry Planning Office	or	Downpatrick Planning Office
O'Hagan House		Downshire Civic Centre
Monaghan Row		Downshire Estate, Ardglass Rd
Newry BT35 8DJ		Downpatrick BT30 6GQ

By telephone: 0300 200 7830 (or 0300 013 2233)

4.3 You may also wish to raise the matter with one of the Elected Members who can bring the matter to the attention of the Planning Officers on your behalf.

4.4 All planning enforcement related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this will be publicised in the normal manner and adjoining neighbours and complainants notified.

4.5 In cases where planning enforcement action is taken, complainants are informed of the action. In cases where enforcement action is not taken, a full explanation providing the Council's reasons will be sent to the complainants. Many initial complaints relate to non-enforcement issues in the district, such as householder permitted development type extensions or alterations to a dwelling house.

4.6 The Council's priorities for enforcement action will be set out within our forthcoming Enforcement Strategy. Once published, this strategy will be subject to regular review and a public consultation exercise will form part of this review process.

5.0 Community Involvement in Other Planning Functions

Community Involvement in Supplementary Planning Guidance

- 5.1 The Council may also prepare non-statutory planning guidance to support its development plan. Supplementary planning guidance includes for example design guides and advice notes. These will be published for public consultation and comment prior to the publication of the final draft. Comments received will be published on the Council web site. It is not necessary for Supplementary planning guidance to go through the public examination process.

Community Involvement in Conservation Area Designation

- 5.2 A Conservation Area is an area of special architectural or historic interest, the character of which it is desirable to preserve and enhance. The Council considers that consultation with, and the involvement of local people is important when undertaking work associated with Conservation Areas. This will help encourage greater ownership of the concept and greater co-operation and commitment to achieving the aims of the designation.
- 5.3 The Council will involve the community in the designation or variation or cancellation of a Conservation Area. This will entail formal consultation with the Historic Buildings Council, the Department for Communities, the Department for Infrastructure and any water and sewerage undertaker. Any alterations to existing Conservation Areas or designation of new Conservation Areas will be advertised by way of a public notice in the local press. Where appropriate public meetings will be held to discuss and present proposals. Upon formal designation the Council will publish a public notice in the local press and hold a public launch and exhibition.

Community Involvement in the Designation of a Simplified Planning Zone

- 5.4 If the Council proposes to commence work on a simplified planning zone (see Appendix A Glossary of Planning Terms) it will undertake consultations with the neighbouring district council, the land owner and occupier, the Department for Communities and will notify the Department for Infrastructure.
- 5.5 Once details of a scheme have been prepared the Council will make copies available for inspection at the Council's office, give notice by way of an advertisement in the local press and on the Council's website, and will serve a notice on those it has consulted with.
- 5.6 Following advertising of the proposed planning zone(s) details there will be an 8 week period when representations can be made to the Council. If the Council subsequently decides not to proceed with the proposed planning zone it will publish a further advertisement to that effect and will notify all those have made representations.

- 5.7 The Council may cause an independent examination to be held to consider the representations received. Where it is proposed to hold an independent examination details including the time and place of the examination will be published in the local press. Where it is decided not to hold an independent examination the Council will notify all those who have made representations.
- 5.8 Following the independent examination the Council will produce a report and statement detailing its decision and outlining reasons for its decision. Notice of publication will be advertised in the local press and the report and statement will be available for public inspection in the Council offices.

Appendices

Appendix A – Glossary of Planning Terms

Development Management: The process for a Council to decide on planning applications.

Development Plan: Local Development Plans apply regional policies at the appropriate level and inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will guide development decisions within a specified area.

Environmental Impact Assessment (EIA): A procedure to be followed for certain types of planning application to ensure that decisions are made in the full knowledge of any likely significant effects on the environment.

Equality Impact Assessment (EQIA): An assessment of the likely impact of policies and proposals on the promotion of equality of opportunity. Carried out on all local development plans to fulfil the obligations imposed on the Council by Section 75 of the Northern Ireland Act 1998.

Independent Examination: The independent examination conducted by the Planning Appeals Commission to test the soundness of the Local Development Plan.

Local Policies Plan: This provides detailed plans and policies for the development of specific geographical area.

Major Development: Large scale developed proposals that meet the thresholds contained within The Planning (Development Management) Regulations (Northern Ireland) 2015.

Material Consideration: A material consideration is any planning matter which is relevant to a particular case.

Planning Appeals Commission: The body which provides a Commissioner to carry out an independent assessment of the soundness of a Development Plan Document or Statement of Community Involvement. The Commission also processes planning, listed building consent, advertisement and enforcement appeals.

Planning Committee: the planning committee is responsible for making decisions on the bigger and more sensitive planning applications received by the Council. The planning committee is made up of a number councillors who are responsible for deciding planning applications, listed building and conservation area consents. Which items are considered by the committee is decided through the Council's Scheme of Delegation.

Plan-led System: The principle that decisions upon planning applications should be made in accordance with the adopted development plan, unless there are other material considerations that may indicate otherwise.

Plan Strategy: This is the first part of the development plan and provides a framework or overview to guide the direction of the local plan.

Preferred Options Paper (POP): Ideas, possibilities and alternative proposals produced at any early stage in the production of the Local Plan and issued for public consultation and have not been endorsed by the Council.

Scheme of Delegation: a scheme where decision making on local applications is delegated to an appointed officer rather than through the Council's Planning Committee thereby enabling speedier decisions and improved efficiency. Section 31(1) of the Planning Act (Northern Ireland) 2011 requires the Council to produce such a scheme.

SEA Scoping Report: A report which sets out how the Council will ensure that the likely significant effects of the development plan will be assessed including the environmental effects and alternatives that need to be considered, the assessment methods to be used as well as the scope and level of detail of information that will be included in the final environmental report.

Simplified Planning Zone: An area in which the Council wishes to stimulate development and encourage development. It operates by granting a specified planning permission in the zone without the need for an application for planning permission and the payment of a planning fee.

Soundness: A Development Plan document is likely to be sound if it meets certain tests at the Examination stage. These tests require that a document is prepared according to the correct procedures, that it conforms to other policies, and its proposals are justified, consistent and effective.

Justified means that the document must be

- Founded on a robust and credible evidence base; and
- The most appropriate strategy when considered against the reasonable alternatives.

Effective means that the document must be

- Deliverable;
- Flexible; and
- Able to be monitored.

Stakeholders: Individuals or organisations who have a strong interest in the issue or may be affected directly by any decisions or plans. The term is used mostly to refer to bodies that will affect the delivery of a planning document's policies and proposals.

Strategic Environmental Assessment (SEA): An assessment of the probable environmental impacts of the policies and proposals contained in the LDP. The assessment is carried out to ensure compliance with the European Directive 2001/42/EC on the "assessment of the effects of certain plans and programmes on the environment" and the Environmental Assessment of Plans and Programmes Regulations(Northern Ireland) 2004.

Statutory Requirements: Actions required to be undertaken by the Council as a result of legislation.

Sustainability Appraisal (SA): a sustainability appraisal assesses the likely social, economic and environmental effects of policies in the development plan documents.

Appendix B - Local Development Plan Consultation Bodies⁹

Statutory Consultation Bodies¹⁰

1. Northern Ireland Government Departments:
 - The Executive Office;
 - Department of Agriculture, Environment and Rural Affairs (DAERA);
 - Department for Infrastructure (DfI);
 - Department for the Economy (DfE);
 - Department of Education (DE);
 - Department of Finance (DoF);
 - Department of Health (DoH);
 - Department of Justice (DoJ); and
 - Department for Communities (DfC).
2. Adjoining Councils/Planning Authorities with common boundaries:
 - Armagh City, Banbridge and Craigavon Borough Council;
 - Lisburn and Castlereagh City Council;
 - Ards and North Down Borough Council;
 - Louth County Council; and
 - Monaghan County Council.
3. Water and Sewerage undertakers:
 - NI Water
4. Northern Ireland Housing Executive (NIHE).
5. Civil Aviation Authority (CAA).
6. Any person to whom the electronic communication code applies by virtue of a direction given under section 106(3) of the Communication Act 2003.
7. Any person to whom a license has been granted under Article 10(1) of the Electricity (Northern Ireland) Order 1992.
8. Any person to whom a license has been granted under Article 8 of the Gas (Northern Ireland) Order 1996.

⁹ There may be additional consultations required at specific times throughout the LDP process.

¹⁰ Statutory consultees are those government bodies or other organisations with whom the Council must liaise as part of the development plan process .

Appendix C – Consultation on the Development Management Process

Planning Officers frequently need to obtain specialist advice to enable them to consider the potential impacts of a development proposal before determining an application. This is referred to as the consultation process. Consultation with statutory and non-statutory bodies should be carried out only when considered necessary to inform a planning decision.

Statutory consultees¹¹ (listed below) are those government bodies or other organisations with whom the Council must liaise. The need for consultations will vary between applications depending on the nature and scale of the proposal as well as the provision of standing advice from the consultee.

1. Department for Infrastructure (DfI);
2. Department for Communities;
3. Health and Safety Executive NI (HSENI);
4. The Department for Infrastructure or other water undertaker as defined under Article 13 of The Water and Sewerage Services (NI) Order 2006;
5. Licensed Aerodromes;
6. The Department of Agriculture, Environment and Rural Affairs (DAERA);
7. The Department for the Economy (DfE); and
8. The Northern Ireland Housing Executive (NIHE).

Where the Council undertakes consultations on a planning application the consultee will be required to respond within 21 days, or any other date as agreed in writing, after which time the Council may determine the application whether or not a response has been received. The exception is those developments which are subject to an Environmental Impact Assessment (EIA) where the Council cannot make a determination until 28 days have passed.

Non-Statutory Consultees

Not all information required to process an application will be from statutory consultees. There will be occasions when non-statutory consultees e.g. the Environmental health section of the Council, need to be consulted.

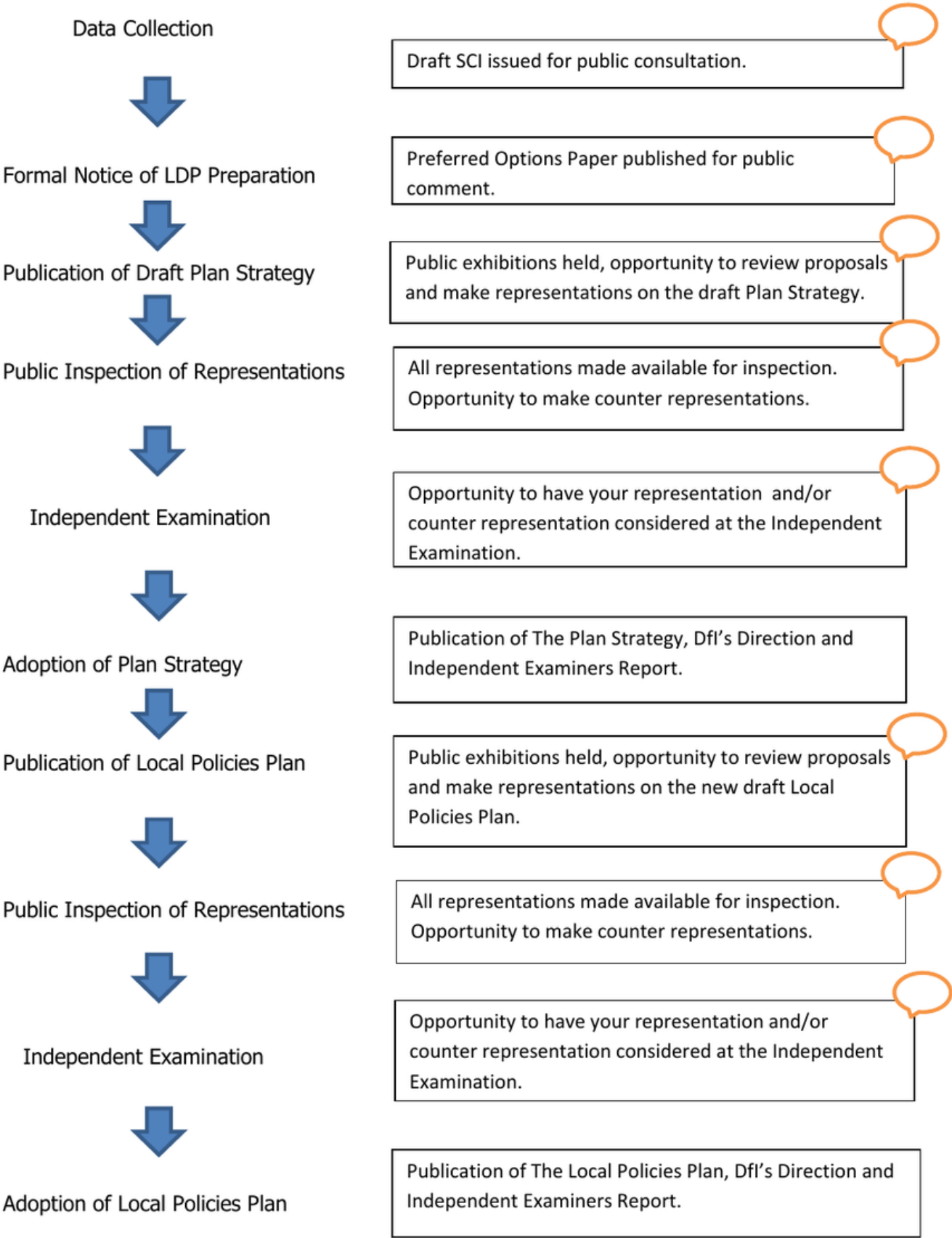
It may also include external organisations and bodies. These consultees are not bound by the 21 day response time, however, they are encouraged to respond in a timely manner so as not to delay the planning process.

Due to the wide range of development proposals submitted to Council, each application will be carefully considered and consultations will be undertaken in line with statutory requirements. The need for consultation will vary between applications depending on the nature and scale of the proposal.

¹¹ Schedule 3 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 defines the statutory consultees and outlines the various circumstances where consultation must be undertaken.

Appendix D – Local Development Plan Process

The speech bubble indicates when you can have your say.



Appendix E – Planning Application Process

The speech bubble indicates when you can have your say.

Pre-application



Application



Advertising &
Neighbour
Notification



Application
Review



Officer Report



Decision



Decision Notice
Issued

The Council encourages applicants to undertake pre-application community consultation with the community. In the case of major applications community consultation is mandatory.

The Council will accept or decline the application based on validation criteria.

Plans published online on the Planning Portal.
Neighbours notified.
Statutory consultees and other relevant bodies invited to make comments.
Press advert in local newspapers.

Written and emailed comments can be submitted both during the advertising/neighbour notification period and during the consultation period.

When responding it is important that your response relates to planning matters known as material considerations. Some examples of material and non-material considerations can be found in Appendix F.

Consultee comments and any comments from third parties can be viewed online via the planning portal

The case officer prepares a report on the application and provides a recommendation.

The decision will be made by the Chief Planning Officer or the Planning Committee .

If the application is decided by the Planning Committee the applicant and those who have made representations will be afforded the opportunity to speak at the Planning Committee in line with the Planning Committee Operating Protocol.

The decision will be sent to the applicant or agent. It will then be published on the planning portal

Appendix F - Material and Non-Material considerations

There is no legal definition for material definitions, however they are held to include all the fundamental factors involved in land-use planning. Essentially a material consideration is one which is relevant to making a planning decision as to whether to grant or refuse an application for planning permission. Material considerations will vary depending on the specific circumstances of each case.

Generally greater weight is attached to issues raised which are supported by evidence rather than solely by assertion.

The lists below provide some examples of material and non-material considerations however it should be noted that these are not exhaustive lists.

Material considerations	Non-material considerations
Can be taken into account <ul style="list-style-type: none">• Regional and local Planning Policies.• Adopted and emerging Development Plans.• Planning history on the site• Case law.• Loss of sunlight and overshadowing.• Overlooking and loss of privacy.• Roads issues (e.g. increased traffic movements).• Layout, density, design/appearance, character.• Effect on a listed building or conservation area.• Noise, smell or other disturbances.• Cumulative impact.• Capacity of infrastructure.	Cannot be taken into account <ul style="list-style-type: none">• Private issues between neighbours.• Opposition to business competition.• Loss of property value.• Loss of view.• Moral objection.• History of the applicant.• Matters covered by other legislation.• Restrictive covenants.• Opposition to the principle of development if permission has been granted by an outline application or on appeal.

Appendix G – List of Local Newspapers for Advertisement

Local Newspapers which the Council currently advertises planning applications in (weekly):

- Crossmaglen Examiner
- Down Recorder
- Mourne Observer
- Newry Reporter

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 April 2025
Subject:	6 Monthly Building Control Report
Reporting Officer (Including Job Title):	Jonathan McGilly, Assistant Director Regeneration
Contact Officer (Including Job Title):	Edwin Newell Head of Building Control and Licensing

Confirm how this Report should be treated by placing an x in either:

For decision	For noting only	X
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1.0	Purpose and Background
1.1	<p><u>Purpose</u> Provide the members with a 6 monthly update on the Building Control Service.</p> <p>Building Control:</p> <ol style="list-style-type: none"> 1. Enforce Building Regulations, Energy Performance of Buildings Regulations and Dangerous Structures Legislation within the Council District. 2. Carry out Annual Fire Risk Assessments on all Council buildings.
2.0	Key issues
2.1	<ul style="list-style-type: none"> • Application numbers and inspections carried out remain at a similar level to the same period last year. • There is a 10% increase in fee income due to a number of applications received for high value works. • All performance indicators have been exceeded which is a testament to the hard work and effort of the Building Control staff. • Effective work continues across the district to resolve unauthorised works and make safe dangerous structures with building owners. • 20% increase in Property Certificate enquires processed by Building Control. • Building Control continue to carry out Fire Risk Assessments on Council buildings to help ensure the safety of the building users access the district. • Effective work continues across the district to ensure compliance with Energy Performance of Buildings Regulations for domestic and non-domestic properties with Estate Agents and building owners.
3.0	Recommendations
3.1	To note the content of the report.
4.0	Resource implications
4.1	n/a

5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations. <input type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision:</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened. <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation. <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>

7.0	Appendices
	Building Control 6 Monthly Report – 1 st September 2024 to 28 th February 2025
8.0	Background documents
	N/A

6 Monthly Report for ERT Committee Meeting

1.0 Building Regulations Report – Matters for Noting

1.1 Number of Building Regulation Applications Received

1 Sept 2024 – 28 Feb 2025
1276

1 Sept 2023 – 29 Feb 2024
1249

1.2 Fees Received

1 Sept 2024 – 28 Feb 2025
Plan Fee £121,663.64
Inspection Fee £325,506.72
Other Fee £1,311.66
Total £448,482.02

1 Sept 2023 – 29 Feb 2024
Plan Fee £91,482.23
Inspection Fee £312,524.90
Other Fee £1,074.50
Total £405,081.63

1.3 Site Inspections carried out

1 Sept 2024 – 28 Feb 2025
4607

1 Sept 2023 – 29 Feb 2024
4677

1.4 Performance

Current performance indicators:-

Domestic Plan Assessments assessed within 21 days (Target 80%) 94%

Non Domestic Plan Assessments assessed within 35 days (Target 80%) 80%

BR3 Returns assessed within 14 days (Target 85%) 96%

2.0 Enforcement

Number of premises visited to assess extent of unauthorised works between September 2024 and February 2025 = 5

Unit 9 Carnbane Industrial Estate, Newry	2 metal framed storage units	Resolved
71 Lord Moira Park, Ballynahinch	Installation of a central heating boiler and flue	Resolved
40 Moneyscalp Road, Newcastle	Detached double garage	Unresolved
35 Central Promenade, Newcastle	2 timber frame structures containing take away food outlets	Unresolved
73 Lord Moira Park, Newry	Detached domestic storage building	Resolved

3.0 Dangerous Structures

Number of premises identified as dangerous structures between September 2024 and February 2025 = 13

17 Seaview, Warrenpoint	Loose guttering to the front of no. 18 and loose slates on the outbuilding to the rear of no. 17	Resolved
Osborne Promenade, Warrenpoint	Broken glass caused by high winds	Resolved
39c and 39d Church Street, Warrenpoint	Scaffold and hoarding blown over in storm	Resolved
105 Central Promenade, Newcastle	Slipped/loose slates on roof	Resolved
3 Bryansford Road, Newcastle	Loose render over ground floor doorway and damaged guttering on a roof	Resolved
4 Irish Street, Killyleagh	Unstable external wall	Resolved
31 Carran Road, Crossmaglen	Loose roof coverings	Resolved
3 Sugarhouse Quay, Newry	Dangerous site hoarding	Resolved
12 Edward Street, Newry	Loose roof material and possible loose roof slates	Resolved
2-6 Irish Street, Downpatrick	Clock tower (loose clock faces)	Resolved
99-101 Main Street, Dundrum	Loose eaves boarding and loose slates	Unresolved

119-121 Main Street, Dundrum	Loose slates	Unresolved
43 Castle Street, Killough	Loose slates	Unresolved

4.0 **Property Certificates**

Property certificates responded to date.

1 Sept 2024 – 28 Feb 2025
1275

1 Sept 2023 – 29 Feb 2024
1028

5.0 Fire Risk Assessments

Number of Fire Risk Assessments carried out during the past 6 months = 25.

- Newry Town Hall
- Greenbank Offices
- Bagenals Castle
- Warrenpoint Town Hall
- Cabra Community Centre
- Loanda Community Centre
- Forkhill Community Centre
- Annalong Cornmill
- Crossmaglen Community Centre
- McGrath Centre
- Three Ways Community Centre
- Annalong Community Centre
- Barnmeen Community Centre
- Hilltown Community Centre
- Cloughreagh Community Centre
- Kilbroney Park Buildings
- Newry Leisure Centre
- Kittys Road Community Centre
- Newry Tennis Bubble
- Bloody Bridge Public Convenience
- Fish Market, Kilkeel
- Kilkeel Public Convenience
- Newcastle Centre & Tropicana
- Newcastle Bowling Pavilion
- Dan Rice Hall

6.0 Energy Performance of Buildings (EPB) Checks and LPS Vacant Rating 1 September 2024 – 28 February 2025

ESTATE AGENTS

- ❖ Total no of agents checked (on site/ website) - 48
- ❖ Total number of properties not compliant – 24
- ❖ Number of first warning letters issued – 12
- ❖ Number of successful first warning letters – 12

DISPLAY ENERGY CERTIFICATES (DEC's)

- ❖ Number of buildings checked on Landmark - 216
- ❖ Number of buildings compliant on Landmark - 182
- ❖ Number of first warning letters issued - 37
- ❖ Number of successful first warning letters - 3

AIR CONDITIONING

- ❖ Number of air con buildings checked on landmark – 111
- ❖ Number of air con buildings compliant – 103
- ❖ Number of first warning letters issued - 9
- ❖ Number of successful first warning letters – 1

EPCs RECEIVED (ON CONSTRUCTION)

- ❖ Number of new dwelling EPCs checked on Landmark – 27
- ❖ Number of new dwellings complaint – 27
- ❖ Number of dwellings now compliant after Letter -1

LPS VACANT RATING

- ❖ Currently suspended by Land and Property Services

**Recommendation:
For Noting**

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 th April 2025
Subject:	Licensing 6 Monthly Report
Reporting Officer (Including Job Title):	Jonathan McGilly, Assistant Director Regeneration
Contact Officer (Including Job Title):	Paula Hughes, Senior Licensing Officer

Confirm how this Report should be treated by placing an x in either:-

For decision	For noting only	x
1.0	Purpose and Background	
1.1	<p><u>Purpose</u> To note the contents contained within the Licensing 6 monthly report.</p> <p><u>Background</u> The Licensing Section is responsible for administering the Entertainment, Cinema, Petroleum, Amusement, Marriage, Street Trading, Lotteries, Road Closures, Pavement Café and Shops Sunday Trading, Postal Numbering, Street/Road naming and Street Nameplate functions.</p>	
	Key issues	
2.1	n/a	
3.0	Recommendations	
3.1	To note the contents contained within the Licensing 6 monthly report.	
4.0	Resource implications	
4.1	n/a	
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)	
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>	

5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Licensing 6 Monthly Report – 1 st September 2024 to 28 th February 2025
	Background Documents
8.0	N/A

Licensing Report: Matters for Noting

1 September 2024 – 28 February 2025

1.0	Application Information	
1.1	Number of Licensing Applications Received and Validated (Entertainment, Cinema, Petroleum, Amusement, Marriage, Street Trading, Lotteries, Road Closures, Pavement Café and Shops Sunday Trading)	222
1.2	Number of Licences Granted (Entertainment, Cinema, Petroleum, Amusement, Marriage, Street Trading, Lotteries, Road Closures, Pavement Café and Shops Sunday Trading)	213
1.3	Number of Annual Inspections Carried out (Amusement, Cinema, Entertainment, Marriage, Petroleum and During Performance Inspections)	193

2.0 List of Entertainment Licences Issued

Name of Premises (Entertainment)	Address	Town	Postcode
Ma Kearneys	20 Newry Road	Crossmaglen	BT35 9HH
Doyle's Bar	22 Main Street	Camlough	BT35 7JG
Castleward Estate – Front Lawn, Deepark, Courtyard and Stableyard	Park Road	Strangford	BT30 7LS
St Patricks GFC	Tullynavall Road	Cullyhanna	BT35 0PZ
Square 4	4 The Square	Kilkeel	BT34 4AA
Kilbroney Bar	31-33 Church Street	Rostrevor	BT34 3BA
Loughinisland GAC	7 Tecononnaught Road	Loughinisland	BT30 8QE
INF Social Club Ballyholland	46 Lower Ballyholland Road	Newry	BT34 2LU
The Primrose	30 Main Street	Ballynahinch	BT34 8DN
Warrenpoint Golf Club	Lower Dromore Road	Warrenpoint	BT34 3LN
The Carriage Rooms at Montalto	Spa Road	Ballynahinch	BT24 8PT
Bryansford Social Club (GAC)	Castle Road	Newcastle	
Mullans Bar	48 Church Street	Downpatrick	BT30 6EJ
Ballymartin Inn Ltd	17 Ballymartin Village	Ballymartin	BT34 4PA
Central Bar	1 Cross Street	Killyleagh	BT30 9QG
Annesley Hall	3 South Promenade	Newcastle	BT33 0EX
The Lobster Pot	7-11 The Square	Strangford	BT30 7ND
Slieve Gullion Forest Park – External Performance Space	89 Drumintee Road	Meigh	BT35 8SW
Down Arts Centre	2-6 Irish Street	Downpatrick	BT30 6BP
Cobbles Bar	15 The Mall	Newry	BT34 1XA
Keenan's Bar	42-43 The Square	Crossmaglen	BT35 9HQ
Saddle or Sail Inn	55-57 Castle Street	Downpatrick	BT30 7QQ

Jack Kay's Bar	124 Concession Road	Crossmaglen	BT35 9JE
Kings Bar	136 Rathfriland Road	Dromara	BT25 2EE
The Arkle Bar	17 Irish Street	Downpatrick	BT30 6BW
Atticall GAC Social Club	4 Sandy Brae	Kilkeel	BT34 4SS
Round House Bar	28 Stream Street	Downpatrick	BT30 6DE
Atticall Community Centre	140 Tullyframe Road	Kilkeel	BT34 4RZ
Patrician Youth Centre	John Street	Downpatrick	BT30 6HS
The Whistledown Hotel	6 Seaview	Warrenpoint	BT34 3NH
Newcastle Centre (Meanwhile Use Space)	10-14 Central Promenade	Newcastle	BT33 0AA
Doran's Bar	22 Kilkeel Road	Hilltown	BT34 5XZ
O'Hares Lounge Bars	119-121 Central Promenade	Newcastle	BT33 0EU
St Joseph's Independent Club	32 Kilmorey Street	Newry	BT34 2DE
Lowry's Bar (Clonduff Bar Ltd)	29 Main Street	Hilltown	BT34 5UJ
St Patricks Parish Centre	24 Church Street	Ballynahinch	BT34 8LP
Millbrook Lodge Hotel	5 Drumaness Road	Ballynahinch	BT24 8LS
The Maghera Inn	86 Ballyloughlin Road	Castlewellan	BT31 9HE
Down County Museum – Function Room	The Mall, English Street	Downpatrick	BT30 6AH
Hunter Moore Social Club	60 Belfast Road	Newry	BT34 1QH
Mulhollands Bar	18-20 Main Street	Castlewellan	BT31 9DG
St John Bosco GFC Social Club	10 Upper Water Street	Newry	BT34 1DJ
Mিনny Doyles' Bar	13-15 Main Street	Hilltown	BT34 5UH
Killeavy Castle Estate	12 Ballintemple Road	Killeavy	BT35 8LQ
Quinns Bar	62-64 Main Street	Newcastle	BT33 0AE
Victoria Hotel	1 Dock Street	Warrenpoint	BT34 3LZ
St Michael's Parochial Hall	Rathfriland Road	Dromara	BT25 2EE
Kent Amusements	17 Church Street	Warrenpoint	BT34 3HN
Irwins Public House	1 Castleblayney Street	Newtownhamilton	BT35 0PD
Thierafurth Inn	83 Dublin Road	Kilcoo	BT34 5HT
Slieve Donard Resort and Spa	Downs Road	Newcastle	BT33 0AH
Rowallane Garden, National Trust	Crossgar Road	Saintfield	BT24 7LH
Royal County Down Golf Club	36 Golf Links Road	Newcastle	BT33 0AN
Boley Inn	19 Main Street	Hilltown	BT34 5UH
Gormans Bar	2C Bavan Road	Mayobridge	BT34 2EP
Castlewellan GAC	21 Circular Road	Castlewellan	BT31 9ED
Ballyhornan Family Centre	15 Rourkes Link	Bishopcourt	BT30 7DQ
Killeavy GAC	Forkhill Road	Newry	BT35 8QX
Castleward Estate – Mansion House, Tea Room and Theatre	Castleward Estate, Park Road	Strangford	BT30 7LS
Old Court Barn	60A Old Court	Strangford	BT30 7NG
Savages Bar	15-19 Main Street	Castlewellan	BT31 9DF
Rowallane Community Hub	35 Main Street	Saintfield	BT24 7AB
Royal British Legion	5 Derrymore Road	Bessbrook	BT35 7DY

St Bronaghs GAA Club	Mary Street	Rostrevor	BT34 3AY
The Rostrevor Inn	33-35 Bridge Street	Rostrevor	BT34 3BG
Crossgar War Memorial Community Hall	5 John Street	Crossgar	BT30 9EG
Rademon Non-Subscribing Presbyterian Church Hall	19 Listoder Road	Crossgar	BT30 9JE
R L Mitchell Memorial Orange Hall	Downshire Road	Newry	BT34 1EJ
St Johns GAA	Ballywillwill Road	Castlewellan	BT31 9NR
Dufferin Arms	35 High Street	Killyleagh	BT30 9AF
Great Hall	Downshire Hospital, Ardglass Road	Downpatrick	BT30 6RA
Gallaghers	59-61 Main Street	Newcastle	BT33 0AE
Fitzpatricks Bar	7 Church Street	Downpatrick	BT30 6RA
Turleys Bar	5-7 Scotch Street	Downpatrick	BT30 6AQ
Warrenpoint Town Hall	Church Street	Warrenpoint	BT34 3HN
Ardglass Golf Club	4 Castle Place	Ardglass	BT30 7TP
Newry Town Hall	Bank Parade	Newry	BT34 6HP
Donard Bar	Main Street	Newcastle	BT33 0AD
Dufferin Coaching Inn	33 High Street	Killyleagh	BT30 9QF
Ti Chulainn Cultural Centre	2 Bog Road	Mullaghbawn	BT35 9TT
Ballyholland Harps GAC	Bettyshill Road	Newry	BT34 2LY
Mourne Stimulus Day Centre	1 Council Road	Kilkeel	BT34 4NP
Ballyward Church Hall	Ballyward Road	Ballyward	BT31 9RL
The Yellow Heifer	16 Main Street	Camlough	BT35 7JG
Arnold Hall	66-68 Spa Road	Ballynahinch	BT24 8PT
St Peters GAA	17-19 Mary Street	Warrenpoint	BT34 3NT
Kilkeel Golf Club	Mourne Park	Kilkeel	BT34 4LB
Lislea Community Association	7 Mountain Road	Lislea	BT35 9UG
An Cuan (Youth with a Mission NI LTD)	Shore Road	Rostrevor	BT34 3ET
Whitecross Lounge	176B Tullyah Road	Whitecross	BT60 2SN
Irish National Foresters (INF) Club	15A William Street	Newry	BT34 2EQ
Canal Court Hotel	29-32 Merchants Quay	Newry	BT35 8HF
Second Saintfield Prebyterian Church Hall	Ballynahinch Road	Saintfield	BT24 7AD
The White Horse Inn	49-53 Main Street	Saintfield	BT24 7AB
Montalto House	Dromore Road	Ballynahinch	BT24 8AY
Green Heights	2-4 Strangford Road	Ardglass	BT30 7SF
Minerstown Tavern	86 Minerstown Road	Downpatrick	BT30 8SU
The Mariner	59 Central Promenade	Newcastle	BT33 0HH
Irish National Foresters (INF) Club	9 Havelock Place	Warrenpoint	BT34 3NE

3.0 List of Petroleum Licences Issued

Name of Premises (Petroleum)	Address	Town	Postcode
S McConnell & Sons Ltd	184 Carrigenagh Road	Kilkeel	BT34 4QA
Newry Filling Station	16 Belfast Road	Newry	BT34 1QA
Gregory's Service Station	109 Camlough Road	Bessbrook	BT35 7EE
Barbican Annalong	35 Kilkeel Road	Annalong	Bt34 4TJ
O'Neills Filling Station	207 Concession Road	Crossmaglen	BT35 9JD
Casey's Filling Station	60 Concession Road	Crossmaglen	BT35 9AB
Clarnew Limited	30A Newry Road	Crossmaglen	BT35 9BW
Pointside Service Station	11 Old Warrenpoint Road	Newry	BT34 2PF
Save Oils Ltd	186 Glassdrumman Road	Annalong	BT34 4QL
Donnelly's Service Station	236 Dublin Road	Newry	BT35 8RL
Kellys Point Hire Limited	Milltown Industrial Estate	Warrenpoint	BT34 3PN
Coole Oils Ltd	71 New Road	Silverbridge	BT35 9LR
Casey's Supermarket Ltd	8 Newry Road	Crossmaglen	BT35 9HH
Gaboto Limited	124 Concession Road	Crossmaglen	BT35 9JE
Spar Crossgar Service Station	7 Saintfield Road	Crossgar	BT30 8HY
Downpatrick Service Station	New Bridge Street	Downpatrick	BT30 6EY
Henry J McVeigh	33 Clanvaraghan Road	Castlewellan	BT31 9JX
Eurospar	14 Castlewellan Road	Newcastle	BT33 0DB
GO Ballynahinch	26 Belfast Road	Ballynahinch	BT24 8DZ
Narrow Water Service Station	58 Newry Road	Warrenpoint	BT34 3LD
Clonalig Stores Ltd	200 Concession Road	Crossmaglen	BT35 9JD
O'Hare's Warrenpoint Ltd	61A Upper Dromore Road	Warrenpoint	BT34 3PN
Bells Supervalu	1A Downpatrick Road	Crossgar	BT30 9EQ
McKevitt Services Ltd (Barneys SS)	261 Dublin Road	Newry	BT35 8RL
Safe Ltd	8 Newry Road	Camlough	BT35 7JP
Greenbank Service Station	7 Warrenpoint Road	Newry	BT34 2PS
PSNI	3 Ballyhornan Road	Downpatrick	BT30 6RB
Central Garages	21 Killyleagh Street	Crossgar	BT30 9DG
Henderson Retail – Spar	74-78 Newcastle Road	Kilkeel	BT34 4NJ
Spar Castlewellan	1 Newcastle Road	Castlewellan	BT31 9DP

4.0 List of Amusement Permits Issued

Name of Premises (Entertainment)	Address	Town	Postcode
Boyle Gaming	45-51 Mill Street	Newry	BT34 1AG
Funland	90-94 Main Street	Newcastle	BT33 0AE
Boyle Bingo and Amusements	29 and 31 Church Street	Warrenpoint	BT34 3HN
Kent Amusements	79 Central Promenade	Newcastle	BT33 0AE
Boyle Bingo	36a Merchants Quay	Newry	BT35 8HF

5.0 Street Nameplates

81

Nameplates Requests Received	41
Nameplates Ordered	54
Nameplates confirmed as being erected	69

6.0 List of Single Language Nameplates erected from 1 September 2024 – 28 February 2025

Street Name	
Quoile Brae, Downpatrick	
Tullywest Road, Saintfield	
Ballynahinch Road, Castlewellan	
Dromore Terrace, Warrenpoint	
The Oaks, Ballynahinch	
334, 334a And 336 -350 (evens) Newry Road, Kilkeel	
Narrows View, Kilclief	
Cargagh Road, Downpatrick	
Kilnhill Road, Dromara	
1-4 Cloughreagh Bungalows, Bessbrook	
23, 24, 25, 25A, 27, 31, 31A, 35 Old Road, Camlough	
19, 19a, 20, 21, 22, 22a Old Road, Camlough	
Kennel Road, Seaforde	
Benagh Road, Mayobridge	
Ardkivrin, Newry	
Robin Hill, Dundrum	
Carnalroe Road, Castlewellan	
Tullyhappy Lane, Newry	
Moor Meadows, Kilkeel	
The Tower, Castlewellan	
Nos 163 -177 King Street, Newcastle	
Old Belfast Road, Saintfield	
Quoile Crescent, Downpatrick	

7.0 Requests for Dual Language Nameplates

7.1 Marguerite Avenue, Newcastle

It was approved to not erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 38 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.2 Carrogs Road, Warrenpoint

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 68 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.3 Dundalk Street, Newtownhamilton

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 65 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.4 Kiltybane Road, Cullyhanna

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 46 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.5 Roxborough Road, Cullyhanna

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 32 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.6 Woodvale, Bessbrook

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 50 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.7 Johns Court, Downpatrick

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 8 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

7.8 Carricknagavna Road, Mullaghbawn

It was approved to erect a dual-language street nameplate following a request from an occupant. A postal survey was initiated by the Licensing Section to each occupier with 28 questionnaires posted (figure stated to be amount of houses in given area according to Pointer and Royal Mail).

8.0 Postal Numbering

8.1	Allocation of New Postal Address	229
8.2	Postal queries received	103

Postal queries are address queries from Pointer, Land and Property Services and queries from members of the public.

9.0 Property Certificates

9.1	Number of Property Certificates responded to	1278
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10.0 Requests for Development Naming (Approved)

10.1 "Canal View" Newry

By Developer: Kelly Brothers

The proposal of "**Canal View**" meets with the Street Naming Criteria under criterion No 2 - "Reflect the local townland name, or a local geographical/topographical feature or social, or historical feature" and criteria No. 4 "The prefix of the name can only be the same as an existing street or road name prefix in the locality if it is accessed from that street or road".

The development has a view over Newry Canal and is located beside Canal Street, Newry.

10.2 "Merchants Close" Newry

By Developer: Kelly Brothers

The proposal of "**Merchants Close**" meets with the Street Naming Criteria under criterion No.4 "The prefix of the name can only be the same as an existing street or road name prefix in the locality if it is accessed from that street or road".

The development is accessed off Merchants Quay and the development is in a close style, hence Merchants Close.

10.3 "Rathview Close" Whitecross

By Developer: Eugene Casey

The proposal of "**Rathview Close**" meets with the Street Naming Criteria No. 4 - "The prefix of the name can only be the same as an existing street or road name prefix in the locality if it is accessed from that street or road".

The development is situated beside Rathview Gardens and the development is in a 'close' style.

10.4 "Strangford Meadows" Downpatrick

By Developer: MG Developments

The proposal of "**Strangford Meadows**" meets with the Street Naming Criteria under criterion No 2 - "Reflect the local townland name, or a local geographical/topographical feature or social, or historical feature"

The development is overlooking Strangford Lough and surrounded by green meadows, hence Strangford Meadows.

10.5 "Cashellone Heights" Newry
By Developer EBD Construction

The proposal of "**Cashellone Heights**" meets with the Street Naming Criteria under criterion No.2 " "Reflect the local townland name, or a local geographical/topographical feature or social, or historical feature".".

The development is situated in the townland of `Drumcashellone and is located on a height, hence Cashellone Heights.

10.6 "Slieve Gullion Court" Meigh
By Developer: DPJ Developments

The proposal of "**Slieve Gullion Court**" meets with the Street Naming Criteria under criterion No. 2 - "Reflect the local townland name, or a local geographical/ topographical feature or social, or historical feature".

The development is in a court style layout and is overlooked by the Slieve Gullion mountains, hence the name Slieve Gullion Court.

Recommendation:

For Noting:

Signed: -

Jonathan McGilly
Assistant Director Regeneration

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14th April 2025
Subject:	Labour Market Partnership (LMP) Action Plan 2024/2025
Reporting Officer (Including Job Title):	Amanda Smyth, Assistant Director Economy, Growth and Tourism
Contact Officer (Including Job Title):	Aveen McVeigh Head of Regeneration & Business Development Patricia McPolin, Skills and Employability Manager

Confirm how this Report should be treated by placing an x in either:-

For decision	For noting only	X
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1.0	Purpose and Background															
1.1	<p><u>Purpose</u></p> <p>To provide an update on the initiatives delivered by NMD Labour Market Partnership against 24/25 Action Plan regarding Employability and Skills programmes.</p> <p><u>Background</u></p> <p>NMD Labour Market Partnership aims to deliver initiatives that assist those identified as unemployed/economically inactive into employment/self-employment or closer to employment.</p> <p>Council received funding for administration and operational spend from DfC on 28 August 2024 to implement the 24/25 LMP Action Plan. Council provides the administrative support and governance for NMD LMP.</p>															
2.0	Key issues															
2.1	<p>Summary of delivery regarding NMD LMP Action Plan in 24/25 in outlined below. As per the Letter of Offer, operational delivery concludes on 30 June 2025, therefore some initiatives are currently live.</p> <table><tr><th colspan="3">2024/2025 Action Plan Summary of delivery</th></tr><tr><th colspan="3">SP1</th></tr><tr><td>1.1 Effective delivery of the LMP</td><td>Ensure the delivery of the 2024/25 Action Plan and respond to new challenges of the labour market.</td><td>Delivered</td></tr><tr><td>1.2 Strategic Assessment for 25/26 Action Plan</td><td>Consultation exercise to research, identify and inform current and future employability and skills supply, to aid in the scoping of interventions to meet skill gaps, vacancies and recruitment challenges for a future 2025-2026 Action Plan.</td><td>Delivered</td></tr><tr><th colspan="3">SP2</th></tr></table>	2024/2025 Action Plan Summary of delivery			SP1			1.1 Effective delivery of the LMP	Ensure the delivery of the 2024/25 Action Plan and respond to new challenges of the labour market.	Delivered	1.2 Strategic Assessment for 25/26 Action Plan	Consultation exercise to research, identify and inform current and future employability and skills supply, to aid in the scoping of interventions to meet skill gaps, vacancies and recruitment challenges for a future 2025-2026 Action Plan.	Delivered	SP2		
2024/2025 Action Plan Summary of delivery																
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SP2																

2.1 Get Work Ready: pre-employment support programme	Personalised employment pathway programme, supporting participants into employment, education or training.	48/48 participants registered against target Procured and delivered
2.2 Enterprise Pathways Programme – Go Succeed	Specialised, mentoring and business support between 'Go Succeed' participation (the creation of a business plan) and establishing a trading business which offers either PT or FT self-employment for the business owner.	28/38 participants registered against target Delivery ongoing into Q5
2.3 Employability Academies	Identify, design and deliver a range of employment academies for skill interventions in sectors and occupations where opportunities for employment are identified with local employers. Academies delivered include: <ul style="list-style-type: none"> • Warehousing & Forklift Truck Driving • Transport • Childminding • Digital Skills • Hospitality • Manufacturing 	68/81 participants registered against target Delivery ongoing into Q5
2.4 A Place to Work	Promoting NMD as a good place to work with opportunities for career progression with improved information on local employers, employment opportunities and career pathways by building linkages with schools; job seekers and local businesses to promote the district as a leading employment location, creating awareness of key sectors, employment and upskilling opportunities.	251/250 participants registered against target One employer engagement event due to be delivered in Q5
2.5 Employer Disability Advice Workshop	Employer engagement workshop to provide advice and update on legislation regarding disability and employment issues and outline potential supports available to employers when employing those with physical or cognitive disability.	Q5 delivery
2.6 Upskilling for Growth	Employee upskilling: Meeting employer needs and supporting career progression. Provide support to employers to upskill staff to enable career progression for those in employment and open up vacancies and opportunities for those entering the labour market. Initiatives include: <ul style="list-style-type: none"> • Leadership and Management (Certificate & Award) • Project Management • Professional Counselling • Classroom Assistant • Retrofit • Reducing Carbon Footprints • Childcare** 	106/90 participants registered against target Delivery on going

	2.7 Skills Conference	Host a Skills Conference for businesses, careers teachers, school principals, training providers, recruitment consultants and academics from across Newry Mourne and Down District Council area and further afield, to work towards a cohesive strategy to identify current and future skills gaps across all sectors and to develop short, medium and long-term solutions to meet local skills and staff shortages.	220/250 participants registered against target
	SP3		
	3.1 Employment Pathway Events	Support delivery of one Jobs Fairs and two Career fairs. Transportation was provided all schools in attendance at the careers fairs***.	2177/1500 participants registered against target
	3.2 Promote apprenticeships, traineeships and placements as pathways to employment	Promote the benefits of recruiting through opportunity pathways, such as Apprenticeships, Traineeships, and work experience placements to employers.	985/500 participants registered against target
	3.3 Increased awareness of employability and skills programmes	Increase awareness among job seekers and those who wish to upskill of the range of employability and training support there are available.	242/200 participants engaged with against target
3.0	Recommendations		
3.1	Note the outputs to date against targets per initiative delivered by NMD Labour Market Partnership against 24/25 Action Plan regarding Employability and Skills programmes.		
4.0	Resource implications		
4.1	<p>NMD LMP Activity is 100% funded by DfC and reflected in Council's budget for 24/25.</p> <p>*Additional funding received from Department of Education to the value of £26,880</p> <p>**Additional funding received from Department for Economy to the value of £23,500</p> <p>***Additional funding received from Department for Communities to the value of £7,525</p> <p>Budget: £665,589.00 plus additional funding as outlined above of £57,905</p> <p>Total Budget: £723,494.00</p>		
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)		
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>		

	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	N/A
8.0	Background Documents
	N/A

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 April 2025
Subject:	PEACEPLUS Theme 1.1
Reporting Officer (Including Job Title):	Amanda Smyth Assistant Director Economy, Growth and Tourism
Contact Officer (Including Job Title):	Sonya Stephenson – Head of Programmes Sarah McClory – Project Coordinator

<table> <tr> <td>For decision</td><td></td><td>For noting only</td><td>X</td></tr> </table>				For decision		For noting only	X
For decision		For noting only	X				
1.0	Purpose and Background						
1.1	<p><u>Purpose</u> To note the minutes of the PEACEPLUS Partnership on 23rd January 2025 and 27th March 2025 as attached and outlined at section 2.2 of this report</p> <p><u>Background</u> The PEACEPLUS Partnership met on 23rd January 2025 and 27th March 2025. The recommendations arising from these meetings require ERT Committee approval. Minutes are attached and recommendations outlined in Section 3 below both of which have been ratified by the Partnership.</p>						
2.0	Key issues						
2.1	<p><u>Local Action Plan – Letter of Offer</u></p> <ul style="list-style-type: none"> Letter of Offer from SEUPB was received on 13th February 2025 with a formal launch of PEACEPLUS local action plan taking place on 25th February 2025. <p><u>Local Action Plan – Implementation</u></p> <ul style="list-style-type: none"> SEUPB have advised that contract period can commence on receipt of the signed Partnership Board Agreement It is envisaged that implementation of the Action Plan will begin May 2025 when pre-contract requirements are met. 						
2.2	<p>Actions arising from meeting on 23rd January 2025</p> <ul style="list-style-type: none"> Conflict of Interest forms to be reissued and completed by Partnership Board members on a yearly basis. <p>Actions arising from meeting on 27th March 2025</p> <ul style="list-style-type: none"> Conflict of Interest forms to be reissued and completed by Partnership Board members. 						

	<ul style="list-style-type: none"> • Partnership Agreement to be signed off by all members. • Invite Co-Operation Ireland to the next Partnership meeting. • Email minutes of the Partnership Board meeting to members shortly after the meeting for approval. • Double check notes and suggestions received during the development of the Action Plan with suggestions received via the online link. • To procure the following elements of the Action Plan on receipt of the Letter of Offer: <ul style="list-style-type: none"> - Strand 2.3 Collaborative Interaction Programme – 7 Market Ready Programmes - Strand 2.8 Community Justice Interventions Programme – 7 programmes – - Strand 3.2 Minority Community Support Programmes – 14 minority communities social support projects, 14 minority community integration projects and 1 language school support programme. - Strand 3.3 Progressive Conflict Resolution Programmes –7 Programmes. - Strand 3.6 Responsive Peace Building Programmes –7 Programmes.
2.3	<p><u>Information on the €40m PEACEPLUS - Change Maker Funding Programme by SEUPB and Pobal</u></p> <p>The Special EU Programmes Body (SEUPB) and Pobal are currently preparing to open two new PEACEPLUS grants schemes aimed at grassroots communities.</p> <p>Support for Applicants to the Change Maker Funding Programme Co-operation Ireland, in partnership with Rural Action and East Border Region are providing support to applicants to the programme.</p> <p>Groups or organisations can register online to access support at: https://cooperationireland.org/projects/peace-plus-change-maker-funding-programme/</p> <p>Information about the Change Maker Funding Programme is also accessible via the Special EU Programmes Body website at: https://www.seupb.eu/peaceplus/change-maker-funding-programme</p> <p>For support enquiries our helpdesk is available at changemakers@cooperationireland.org</p> <p>'Be Ready' community information events are now scheduled to take place across the PEACEPLUS Programme Area, for community, voluntary and target sector organisations.</p> <p>Newry, Mourne and Down District Council area 10th April - Downpatrick: 11:00 am - The St Patricks Centre book via https://www.eventbrite.co.uk/o/co-operation-ireland-18306095908</p>

3.0	Recommendations
3.1	To note the minutes of the PEACEPLUS Partnership on 23 rd January 2025 and 27 th March 2025 as attached and outlined at section 2.2 of this report
4.0	Resource implications
4.1	Revenue/Payroll: Project 85% funded by the EU and 15% by the two Governments
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>

	Rural Needs Impact Assessment completed <input type="checkbox"/>
7.0	Appendices
	Appx. 1 PEACEPLUS Partnership Board minutes 23 rd January 2025 (ratified 27.03.25) Appx. 2 PEACEPLUS Partnership Board minutes 27 th March 2025 (ratified 02.04.25)
8.0	Background Documents
	N/A

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

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**MINUTES OF PEACEPLUS PARTNERSHIP MEETING
Thursday 23rd January 2025 @ 12pm
Via Teams**

CHAIRPERSON: Cllr Declan McAteer

Others Present:

Cllr Declan Murphy, NMDDC
Paul Yam, Social Partner
Gerard Rocks, SHSCT
Nicholas McCrickard, CDRCN
Gareth Morgan, NIHE
Emma Finney, SERC
Lynda Vladeanu, SEHSCT
Teresa Nugent, Social Partner
Sarah McClory, NMDDC
Sonya Stephenson, NMDDC
Elaine Carr, NMDDC
Caroline Gray, NMDDC

Apologies:

Cllr Terry Andrews, NMDDC
Cllr Cathal King, NMDDC
Cllr David Lee-Surginor, NMDDC
Brian Beattie, SHSCT
Claire Crainey, NIHE
Breige Jennings, Social Partner
Martina Flynn, NMDDC
Theresa McLaverty, NMDDC
Julie-Anne Harte, NMDDC

1. WELCOME AND APOLOGIES:

Cllr Declan McAteer chaired the meeting and welcomed everyone in attendance. Apologies noted.

2. CONFLICT OF INTEREST:

None declared.

3. MINUTES OF PREVIOUS MEETING 19th December 2024

Minutes of previous meeting were accepted as a true and accurate record of proceedings.

Proposed: Gerard Rock

Seconded: Nicolas McCrickard

4. MANAGEMENT REPORT

Sarah McClory presented the management report.

Further clarification has been sought from SEUPB regarding the composition of the Project Partnership which comprises of the lead partner (Council), Project Partners (SERC) and Associate Partners. SEUPB have clarified that the Association Partners are the projects that have been identified under the Expression of Interest process that was carried out for the capital projects under Strand 1 of our Action Plan. Therefore, any organisation that has been selected will be unable to sit on the Partnership Board.

To address the potential time delay between Partnership Board approval and full Council approval of the Action Plan activities, we propose issuing the minutes of the Partnership Board meeting shortly thereafter via email for approval if any actions require approval.

All members of the Partnership Board are required to complete a conflict-of-interest declaration form annually. We will be reissuing the declaration form to the Partnership Board and kindly request that these forms be completed at your earliest convenience.

The reports have been updated to include the projects identified under each objective to date. Additionally, a section has been added at the end of the report to facilitate the provision of updates during the project delivery phase. Project Suggestion questionnaires have been issued to all DEA Forum members and the feedback from these will be presented at the next Board meeting.

The official launch of the PEACEPLUS Action Plan will take place on Tuesday 25th February from 11am – 2pm at Millbrook Lodge in Ballynahinch. Registration will be from 10.30am and lunch will be provided. Official invites to follow.

The following dates for Partnership Board meetings were proposed going forward into delivery phase of the programme:

20th March 2025, 6pm – Downpatrick Civic Centre
 22nd May 2025, 6pm – Monaghan Row, boardroom, Newry
 24th July 2025, 6pm – Downpatrick Civic Centre
 18th September 2025, 6pm – Monaghan Row, boardroom, Newry
 20th November 2025, 6pm – Downpatrick Civic Centre
 22nd January 2026, 6pm – Newry

In the interim months the PEACEPLUS team will attend Project Partnership, DEA Forum and Community Planning meetings.

Recommendations

- Conflict of Interest forms to be reissued and completed by Partnership Board members on a yearly basis.

Proposed: Cllr Declan Murphy

Seconded: Paul Yam

5. DELIVERY REPORT (STRAND 1, 2 and 3)

Elaine Carr presented the delivery report for Strand 1, 2 and 3 with a breakdown of project suggestions to date. Elaine advised all projects suggestions will be sought and added throughout the cycle of the programme. Elaine noted that SEUPB recently awarded €7.7 million funding towards youth mental health and wellbeing to build resilience in young people. Clarification will be sought from SEUPB to ensure there

will be no duplication of activities for proposed project under strand 2 of the Action Plan. Gerard Rock expressed interest in the community navigation and community place making plans as this would be of particular interest to the Health and Social Care Trust. Elaine explained that his input under these activities would be welcome and we will be engaging with all relevant stakeholders during the development of these projects.

6. AOB

None Noted

7. DATES AND VENUES OF NEXT MEETING

Next meeting: Thursday 20th March 2025, 6pm at Downpatrick Civic Centre

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

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MINUTES OF PEACEPLUS PARTNERSHIP MEETING Thursday 27th March 2025 @ 2pm Via MS Teams

CHAIRPERSON: Nicholas McCrickard, CDRCN

Others Present:

Cllr David Lee-Surginor, NMDDC
Cllr Phillip Campbell, NMDDC
Cllr Declan McAteer, NMDDC
Cllr David Taylor, NMDDC
Lynda Vladeanu, SEHSCT
Catherine Shipman, SERC
Teresa Nugent, Social Partner
Paul Yam, Social Partner
Breige Jennings, Social Partner
Sarah McClory, NMDDC
Elaine Carr, NMDDC
Julie-Anne Harte, NMDDC

Apologies:

Cllr Terry Andrews, NMDDC
Gerard Rocks, SHSCT
Claire Crainey, NIHE
Ernie Richie, Social Partner

1. WELCOME AND APOLOGIES:

Nicholas McCrickard chaired the meeting and welcomed everyone in attendance. Apologies noted.

2. CONFLICT OF INTEREST:

Cllr Taylor noted potential COI regarding a suggested project for St Patricks Parish Church.

Members were reminded to return their completed Conflict of Interest forms. Even if a NIL return, these must be completed on a yearly basis and electronic signatures are sufficient.

3. MINUTES OF PREVIOUS MEETING 23rd JANUARY 2025

Minutes of previous meeting accepted as a true and accurate record of proceedings.

Proposed: Cllr Declan McAteer
Seconded: Paul Yam

No matters arising.

4. MANAGEMENT REPORT

Sarah McClory presented the management report.

The official launch of the PEACEPLUS Action Plan took place on Tuesday 25th February in Millbrook Lodge, Ballynahinch and was very well received by SEUPB.

On receipt of the Letter of Offer there are several actions still to be completed, SEUPB requires a copy of the Partnership Board Agreement signed off by all Board members, electronic signatures will not be accepted. Members are asked to forward a copy of the signed document or copy signature to Julie-Anne Harte as soon as possible.

Information on the €40m PEACEPLUS - Change Maker Funding Programme by SEUPB and Pobal was shared with members. Members are encouraged to visit the links and share information with their contacts. It was proposed and agreed by all those in attendance to invite Co-Operation Ireland to the next Partnership meeting.

To address the potential time delay between Partnership Board approval and full Council approval of the Action Plan activities, it was agreed to email the minutes of the Partnership Board meeting to members shortly after the meeting if any actions require approval.

An updated Project Suggestions Report with the additional suggestions provided by DEA Forum members to date was shared with members. Members expressed concern some areas within the district appeared to have a low response rate and were assured engagement will continue throughout the lifetime of the programme. The PEACEPLUS team will seek feedback from all stakeholders and will attend Project Partnership, DEA Forum and Community Planning meetings. Members were also advised the link to the google docs for project suggestions was live and could be shared with their contact lists for further engagement.

Partnership Board meeting dates going forward.

The following dates and venues are proposed for the year going forward:

22nd May 2025, 6pm – Monaghan Row, boardroom, Newry

24th July 2025, 6pm – Downpatrick Civic Centre

18th September 2025, 6pm - Monaghan Row, boardroom, Newry

20th November 2025, 6pm – Downpatrick Civic Centre

22nd January 2025, 6pm – Newry

Future Partnership meetings would offer a hybrid option for members to attend.

RECOMMENDATIONS:

- Conflict of Interest forms to be reissued and completed by Partnership Board members.
- Partnership Agreement to be signed off by all members.
- Invite Co-Operation Ireland to the next Partnership meeting.
- Email minutes of the Partnership Board meeting to members shortly after the meeting for approval.
- Double check notes and suggestions received during the development of the Action Plan with suggestions received via the online link.

All members in agreement.

5. DELIVERY REPORT (STRAND 1, 2 and 3)

Sarah McClory presented an overview of Strand 1. The NMDDC Estates Team will project manage the 25 Capital Projects previously identified and prior to procurement, will conduct site visits over the upcoming weeks, engage with the projects and give an idea on the expected timeline.

Elaine Carr presented an overview of Strand 2 and Strand 3.

All suggestions received have been reviewed by the PEACEPLUS team but the areas for projects still need to be clarified. Some suggestions may be moved to a different strand where they best meet the criteria, but none have been approved or finalised to date. The PEACEPLUS team will continue to engage with the DEA Forums, community and Stakeholder groups.

STRAND 2 RECOMMENDATIONS:

Approval to procure the following elements of the Action Plan: -

- Collaborative Interaction Programme – 7 x Market Ready Programmes - Budget £93,920.40
- Community Justice Interventions Programme – 7 x programmes - Budget £93,170.00

Proposed: Cllr Philip Campbell

Seconded: Teresa Nugent

STRAND 3 RECOMMENDATIONS:

Approval to procure the following elements of the Action Plan: -

- Minority Community Support Programmes – Full Budget Approval Sought £485,914.00
 - 14 x minority community social support
 - 14 x minority community integration
 - 1 x language school support programme.
- Progressive Conflict Resolution Programmes – x 7 Programmes – Full Budget Approval Sought £53,900.00
- Responsive Peace Building Programmes – x 7 Programmes – Full Budget Approval Sought £53,900.00

Proposed: Cllr Declan McAteer

Seconded: Paul Yam

6. AOB

SERC will be starting delivery of projects in May. Members will be encouraged to share information with community groups and contact lists to help with engagement and recruitment.

7. DATES AND VENUES OF NEXT MEETING

Next meeting: 22nd May 2025, 6pm – Monaghan Row, boardroom, Newry/Hybrid.

Report to:	Economy, Regeneration and Tourism Committee
Date of Meeting:	Monday 14 April 2025
Subject:	Rural Business Development Scheme 2024/25
Reporting Officer (Including Job Title):	Amanda Smyth Assistant Director, Economy, Growth & Tourism
Contact Officer (Including Job Title):	Sonya Burns – Head of Programmes Paul Jordan – Project Coordinator

For decision		For noting only	X
1.0	Purpose and Background		
1.1	<p><u>Purpose</u></p> <p>To provide an update regarding the administration of the 2024 Rural Business Development Grant Scheme.</p> <p><u>Background</u></p> <p>This Scheme is funded under the Department of Agriculture, Environment and Rural Affairs’s Tackling Rural Poverty and Social Isolation (TRPSI) Programme, administered by Council.</p> <p>The scheme will support eligible private sector or social economy sector businesses based in a rural area, employing less than 10 FTE people.</p> <p>The Scheme provides funding of up to 50% of costs for capital items up to a maximum of £4,999. The minimum grant awarded is £500. The total cost of the capital project must be a minimum of £1,000 and must not exceed £20,000. Applicants must provide the remaining match funding towards the project</p>		
2.0	Key issues		
2.1	<ul style="list-style-type: none">• The Rural Business Development Grant Scheme opened on the 16th October 2024 with a closing date of the 8th November 2024 (as directed by DAERA).• A total of 140 applications by the 8th November 2024 deadline.• Staff have completed basic eligibility checks and scored applications against the criteria as set by DAERA. A total of 81 Letters of Offer to the value of just over £280,000 were issued to successful applicants in January 2025.• Staff have been assisting applicants with the submission of their claims prior to the deadline for returns which was 31 March 2025. By this deadline a		

	total of 76 applicants completed their project and submitted claims for grant drawdown. Claims are currently being vouched and subsequent payments are being issued by DAERA.
3.0	Recommendations
3.1	To note the updated provided on the 2024 Rural Business Development Grant Scheme
4.0	Resource implications
4.1	<ul style="list-style-type: none"> 100% funded by DAERA
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

	If yes, please complete the following: Rural Needs Impact Assessment completed <input type="checkbox"/>
7.0	Appendices
	n/a
8.0	Background Documents
	n/a