

November 11th, 2020

Notice Of Meeting

You are invited to attend the Strategy Policy and Resources Committee Meeting to be held on **Thursday, 12th November 2020 at 6:00 pm** in **Microsoft Teams**.

The Members of the Strategy Policy and Resources Committee are:-

Chair: Councillor G Sharvin

Vice Chair: Councillor O Hanlon

Members: Councillor P Brown

Councillor P Byrne

Councillor S Doran

Councillor C Enright

Councillor H Gallagher

Councillor R Howell

Councillor A Lewis

Councillor H McKee

Councillor O Magennis

Councillor D Murphy

Councillor B Ó Muirí

Councillor M Savage

Councillor W Walker

Agenda

1.0 Apologies & Chairperson's Remarks

2.0 Declarations of Interest

3.0 Action Sheet arising from SPR Committee Meeting held on Thursday 15 October 2020 & Special SPR Committee Meeting held on Friday 23 October 2020

📎 *SPR-Action Sheet arising from 15 October 2020.pdf*

Page 1

📎 *Special SPR-Action Sheet arising from 23 October 2020.pdf*

Page 6

Corporate Services

4.0 Notice of Motion referred from Council meeting held on 2 November 2020.

The following Notice of Motion came forward for consideration in the name of Councillor Mason.

"That this Council establishes a stand-alone 'Women's sub-committee' made up of female representatives of this council to discuss and promote women's issues, to build the skills and confidence of female representatives and to promote women getting involved in local politics to aim to achieve proportionality."

Councillor Magennis seconded the Motion.

📎 *Officers Report on Notice of Motion that Council establishes a stand-alone Womens sub-committee_.pdf*

Page 7

Corporate Planning and Policy

5.0 Draft Policies - Naming Council Facilities/Artworks & Sculptures/ Tree Planting

📎 *Report on three draft policies on requests re Naming facilities Planting a tree and New artworks-sculptures on Council property.pdf*

Page 10

📎 *Appendix I - Draft Policy on naming Council facilities V2 (reviewed).pdf*

Page 14

📎 *Appendix II - Draft Guidelines and associated procedure on Naming of facilities.pdf*

Page 18

📎 *Appendix III - Draft Application form re Request to Name a Council Facility.pdf*

Page 20

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|---|---------|
| Appendix IV - Draft Policy on new artworks - sculptures on Council property.pdf | Page 22 |
| Appendix V - Draft Guidelines and associated procedure on new artworks - sculptures on Council property.pdf | Page 26 |
| Appendix VI - Draft Application form re new artwork - sculpture on Council property.pdf | Page 29 |
| Appendix VII - Draft Policy on requests to plant a tree on Council property.pdf | Page 31 |
| Appendix VIII - Draft Guidelines and associated procedure in relation to requests to plant a tree on Council property.pdf | Page 35 |
| Appendix IX - Draft Application form re Request to plant a tree on Council property.pdf | Page 38 |

6.0 Council's Statutory Advertising

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| Statutory Advertisement Report Nov 2020 SPR_.pdf | Page 40 |
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For Consideration and/or Decision

7.0 Request from PHA for National Testing Partnership Venue in Newry (walk-in testing facility)

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| Request from PHA - Covid-19 Testing Facility Nov 20 SPR.pdf | Page 43 |
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For Noting

8.0 Minutes of Newry CCR PB Meeting - 20.10.2020

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| Minutes of Newry CCR PB Meeting - 20.10.2020.pdf | Page 46 |
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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

9.0 Emergency Business Plans October 2020-March 2021

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.

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| Report Emergency Business Plans Oct-Mar 2021 (002).pdf | Not included |
| Appendix 1 CX Emergency Business Plan Oct 2020-Mar 2021.pdf | Not included |

10.0 Office for Product Safety and Standards Funding offer

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.

 **SPR NOV20 OPSS Funding.pdf**

Not included

11.0 Stage 2 Traffic, Transport & Car Parking

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.

 **Stage 2 Traffic Transport Car Parking.pdf**

Not included

12.0 Proposed Planning Department Structure

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.

 **12 Nov 2020 - Planning Department Structure.pdf**

Not included

 **Appendix 1 Planning Department Structure.pdf**

Not included

13.0 Surplus Assets Update

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.

 **Sale of Surplus Assets.pdf**

Not included

 **Appendix A - The Clock Recreation Area Shrigley.pdf**

Not included

 **Appendix B - Mourne Esplanade Kilkeel.pdf**

Not included

14.0 Albert Basin City Park – Governance Structures

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.

 ***Albert Basin Park - Project Governance.pdf***

Not included

 ***Appendix 1 - Newry City Centre Regeneration Governance Structures.pdf***

Not included

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

15.0 Management Accounts to 30th September 2020


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.

 ***Management Accounts September 2020.pdf***

Not included

 ***Appendix 1 - Copy of Income Expend.(By Director) at 30.9.2020 - ALL.pdf***

Not included

 ***Appendix 2 - Copy of Income Expend.(By Directorate Assistant Directorate) at 30.9.2020 - ALL.pdf***

Not included

 ***Copy of Appendix 3 - Copy of Revised v Original Budget.xlsx***

Not included

16.0 Update on Council Finances

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.

 ***Update on Council Finances.pdf***

Not included

 ***AQW 8543-17-22.pdf***

Not included

17.0 Update on Brexit Planning

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.

 ***12.11.20 Update on Brexit Planning.pdf***

Not included

18.0 Strategic Finance Working Group Action Sheet - 9 November

2020

 *SFWG - Action Sheet 9 11 2020.pdf*

Not included

19.0 Bann Road Playing Fields, Castlewellan - lease issue Reporting Officer

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.

 *SPR - Nov 2020 - Bann Road Playing Fields Castlewellan.pdf*

Not included

 *SPR - Nov 2020 - Bann Road Playing Fields Castlewellan - map.docx.pdf*

Not included

20.0 Judicial Review costs – McCreesh Pk, Newry

 *Judicial Review costs - McCreesh Pk.pdf*

Not included

Invitees

Cllr Terry Andrews

Mr Alan Beggs

Ms Kate Bingham

Cllr Patrick Brown

Cllr Robert Burgess

Cllr Pete Byrne

Mr Gerard Byrne

Mrs Dorinnia Carville

Cllr charlie casey

Cllr William Clarke

Cllr Dermot Curran

Cllr Laura Devlin

Mr Eoin Devlin

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Aoife Finnegan

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Mrs Janine Hillen

Cllr Roisin Howell

Mr Colum Jackson

Miss Veronica Keegan

Mrs Sheila Kieran

Cllr Mickey Larkin

Cllr Alan Lewis

Mr Michael Lipsett

Mrs Regina Mackin

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Mr Johnny Mc Bride

Colette McAteer

Cllr Declan McAteer

Cllr Leeanne McEvoy

Jonathan McGilly

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt
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Cllr Andrew McMurray
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Catrina Miskelly
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Mr Colin Moffett
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Mr Ken Montgomery
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Cllr Roisin Mulgrew
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Cllr Declan Murphy
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Cllr Barra Ó Muirí
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Mr Fearghal O'Connor
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Linda O'Hare
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Cllr Gerry O'Hare
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Cllr Kathryn Owen
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Mr Andy Patterson
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Colin Quinn
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Cllr Henry Reilly
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Ms Alison Robb
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Cllr Michael Ruane
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Cllr Michael Savage
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Mr Kevin Scullion
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Cllr Gareth Sharvin
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Donna Starkey
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Cllr Gary Stokes
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Sarah Taggart
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Paul Tamati
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Cllr David Taylor
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Cllr Jarlath Tinnelly
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Cllr John Trainor
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Cllr William Walker
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Mrs Marie Ward
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ACTION SHEET – STRATEGY, POLICY AND RESOURCES COMMITTEE MEETING (SPR) – T H U R S D A Y 15 OCTOBER 2020

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|---|--|---|--------------|---------------------------------------|------------------------------------|
| SPR/144/2020 | Action Sheet of the Strategy, Policy and Resources Committee Meetings held on 17 September 2020. | It was agreed that the action sheet from the Strategy, Policy and Resources Committee Meetings held on 17 September 2020, be noted, and actions removed as marked. | D Carville | Noted | Y |
| <u>ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014 (THIS ITEM ONLY)</u> | | | | | |
| SPR/145/2020 | Newry City Centre Regeneration Business Case | That Members approve the following recommendations from the NCCR Programme Board: a) That Option 7 is the preferred option for the NCCR Programme subject to ongoing council approvals at key stages as summarised at annexe A. b) That design development continues alongside costs forecasts and value engineering options. c) That Council submit the full OBC to the Belfast Region City Deal programme management office to support Councils claim for £8m funding. d) That the Programme Board develop and implement the next stage of the stakeholder engagement and communication strategy. | C Mallon | Approved | Y |
| SPR/146/2020 | NOM – Referred from Council Meeting held on 7 September 2020 – Social Value Strategy | It was agreed that Members agree to explore the development of a social value strategy, and that Officers research this further and bring proposals and implications back to Elected Members for consideration. | D Carville | On-going | N |

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| SPR/147/2020 | Terms of Reference – Strategic Finance Working Group | It was agreed that Members approve the Terms of Reference – Strategic Finance Working Group (SFWG) | D Carville | Approved | Y |
| SPR/148/2020 | Annual Assessment of Directorate Business Plans 2019-2020 | It was agreed to approve the: <ul style="list-style-type: none"> • Annual assessment of the Chief Executive's Departmental Business Plan 2019 – 2020; • Annual assessment of the Corporate Services Directorate Business Plan 2019 – 2020. | M Ward/ D Carville | Approved | Y |
| SPR/149/2020 | Draft Irish Language Strategy 2020 -2023 | It was agreed that Members approve the draft Irish Language Strategy 2020–2023. | R Mackin | Approved | Y |
| SPR/150/2020 | Irish Language Bursary Scheme 2021 – 2022 | It was agreed that there be no change to the scheme and that Council proceed to open the Irish Language Bursary Scheme 2021 – 2022 in March 2021. | R Mackin | Approved | Y |
| SPR/151/2020 | Report on Notice of Motion – 100th Anniversary of the Creation of Northern Ireland. | It was agreed that officers try to secure funding from Westminster, Stormont or elsewhere that becomes available in the current year, or in 2021, to support events in the Council area. | R Mackin | Approved | Y |
| SPR/152/2020 | Quarterly report for period July – September 2020 | It was agreed to note the content of the report. | R Mackin | Noted | Y |
| SPR/153/2020 | Minutes of Newry City Centre Regeneration Programme Board Meeting – 22 June 2022 and 17 September 2022 | It was agreed to note the content of the report. | C Mallon | Noted | Y |

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| SPR154/2020 | Domestics Abuse and Sexual Violence Policy | It was agreed to note the content of the report. | C Miskelly | Noted | Y |
| ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014 | | | | | |
| SPR/155/2020 | Lands at Windmill Business Park, Saintfield | It was agreed that members approve the grant by Council, subject to all necessary statutory approvals being obtained, of a pedestrian right of way across Council lands at Windmill Business Park, Saintfield, as marked on the appended map, in favour of the registered owner of the lands to the rear of the Council properties at no cost or at a peppercorn rate. The right shall be exercised solely in keeping with the intended use of these lands as a community park, and Saintfield Development Association shall be responsible for Council's associated legal and valuation costs. It was also agreed that the Minister's approval to be sought in parallel with an offer of a meeting of all stakeholders to discuss their concerns in relation to the easement. | D Carville/ F O'Connor | Approved | Y |
| SPR/156/2020 | Regularisation of Boundary Issue – Ballyhornan | It was agreed to approve the regularisation of the boundary between the premises at 12 Rocks Road, Ballyhornan, and the Council lands contained within folio 2783 County Down, by agreeing to the incorporation of the area highlighted in green on the map in Appendix 3 within the legal boundary of the adjacent property. | F O'Connor | Approved | Y |

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| SPR/157/2020 | Boundary Issue at Church Street Car Park, Downpatrick | It was agreed to approve a rectification of folio DN8837, Council's title map relating to Church Street car-park, Downpatrick, in accordance with the position as outlined herein, in order to transfer the area to the legal title of 10-12 Scotch Street, Downpatrick. | F O'Connor | Approved | Y |
| SPR/158/2020 | Bell's Lane, Newry | It was agreed to approve the following recommendations: <ul style="list-style-type: none"> • to pursue a retrospective public path diversion order under Article 15 of the Access to the Countryside (NI) Order 1983 to legally divert the path onto the new line of the route; • to engage with the personal representatives of the deceased land-owner with a view to regularising land ownership issues in respect of Bell's Lane on the best terms possible. This will include seeking to recoup valuation costs and costs payable by Council in respect of the above. | F O'Connor | Approved | Y |
| SPR/159/2020 | Bann Road, Castlewellan | It was agreed to approve the following recommendations: <ul style="list-style-type: none"> • Approval of an additional £38,850.39 for additional spend on the New Changing Pavilion at Bann Road, primarily due to need for a foul treatment plant, entrance steps and ramp and costs associated with site closure due to Covid-19. The additional cost will be added to the budget for this project and will be funded as part of the overall capital programme. | C Quinn | Approved | Y |
| SPR/160/2020 | Request to use Monaghan Row | It was agreed to proceed with reviewing the accommodation at Monaghan Row to determine if there is any current/future office space that could be used the Trust and for officers to continue to liaise with the Trust on the assumption of receiving a commercial rent for the letting of office space. | C Quinn | Approved | Y |

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| SPR/161/2020 | Debt write off at 31 March 2020 | It was agreed to approve the officer's recommendations as outlined in the report, namely to write off debt totaling £59,821.18 deemed irrecoverable. | K Montgomery | Approved | Y |
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| SPR/162/2020 | Strategic Finance Working Group Action Sheet – 12 October 2020. | It was agreed to note the contents of the Strategic Finance Working Group Action Sheet – 12 October 2020. | D Carville | Noted | Y |
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END

| Minute Ref | Subject | Decision | Lead Officer | Actions taken/ Progress to date | Remove from Action Sheet Y/N |
|---|------------------|---|---------------------------|---|------------------------------|
| ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014 | | | | | |
| SPR/165/2020 | Severance Scheme | <p>Members agreed to introduce a new Severance Scheme to be applied across Newry Mourne and Down District Council. In doing so, Members agreed:</p> <ul style="list-style-type: none"> • To calculate redundancy payments on actual contracted weekly pay; • Apply enhanced severance payment by way of a multiplier; • Members agreed a payback period to be applied of three years; and • In principle, with officers to present further to Members in advance of full Council, that if the total cost of the severance payment plus the capital cost of paying unreduced pension benefits early exceeds the payback period determined, then the balance should be deducted from the employee's severance lump sum. | D Carville/ C Miskelly | <p>Tabled at Council Meeting held on 2 November 2020 it was agreed:</p> <p>It was agreed to approve SPR/165/2020 with a minor amendment as follows:</p> <p>The cap at bullet point 4 of the minute was approved with the additional wording of "this will apply on a voluntary basis, in the event that the necessary reduction in headcount/costs savings cannot be achieved through an entirely voluntary redundancy scheme or in the event that further reductions are required as a result of the ongoing pandemic, the Council recognises its duty to consult with its TUs in relation to any compulsory redundancy proposals. Consultation will take place in good time and will be undertaken in a meaningful way, with a view to reaching agreement on ways and means of avoiding the dismissals, reducing the number of dismissals and mitigating their consequences".</p> | |

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| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 November 2020 |
| Subject: | Officers Report on Notice of Motion that Council establishes a stand-alone 'Women's sub-committee' |
| Reporting Officer (Including Job Title): | Dorinnia Carville, Director of Corporate Services |
| Contact Officer (Including Job Title): | Sarah-Louise Taggart, Democratic Services Manager Colin Moffett, Head of Corporate Policy |

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

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| For decision | X | For noting only | |
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| 1.0 | Purpose and Background |
| 1.1 | <p>The following Notice of Motion, in the names of Councillor Mason and Councillor Magennis, was referred by the Monthly Council meeting in November 2020 to be heard at a Strategy, Policy and Resources meeting.</p> <p>Notice of Motion:</p> <p><i>"That this Council establishes a stand-alone 'Women's sub-committee' made up of female representatives of this council to discuss and promote women's issues, to build the skills and confidence of female representatives and to promote women getting involved in local politics to aim to achieve proportionality."</i></p> |
| 2.0 | Key issues |
| 2.1 | <p>The following are key issues identified in relation to the notice of motion:</p> <p>I. What is to be established:</p> <p>The Notice of Motion makes reference to establishing a stand-alone 'Women's sub-committee'.</p> <p>As Sub-Committees of Council are bound by Standing Orders and impact upon special responsibility allowances, it would be recommended this should be a working group of Council.</p> <p>II. Scope and purpose:</p> <p>The Notice of Motion makes reference to discussing and promoting women's issues, to build the skills and confidence of female representatives and to promote women getting involved in local politics to aim to achieve proportionality.</p> |

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| | <p>Establishing a Women's Working Group to discuss and promote women's issues and further develop skills and confidence of Council's female Elected Members would be designated as a positive action which could directly complement and contribute to the Council's Councillors' Elected Member Development Programme.</p> <p>Enabling Elected Members to fulfil and balance their party political and civic leadership roles, insofar as it is appropriate to do so, is essential for Council. However, should Council establish a working group it must ensure the proposed actions are appropriate and relevant to the role of an Elected Representative on behalf of Council and not actions which are specifically a Political Party role, responsibility and function.</p> <p>III. Membership:</p> <p>While the Notice of Motion refers to a 'Women's sub-committee' made up of female representatives, Council should consider the importance and value of inclusion and cross-party representation, that not all political parties on Council have female Elected Members and be mindful of the impact of applying this membership criterion.</p> <p>Should Council be minded to establish a working group a Terms of Reference must be prepared which clearly sets out its Scope, Purpose and Membership.</p> |
| 3.0 | Recommendations |
| 3.1 | <p>Should Council be minded to agree to the substantive context of the Notice of Motion it is recommended Council agree:</p> <ul style="list-style-type: none"> I. To establish a 'Women's Working Group'; and II. Officers prepare a Terms of Reference which sets out the working group's scope, purpose and proposed membership. |
| 4.0 | Resource implications |
| 4.1 | As this is an Officer report on a notice of motion which has not yet been heard, resource implications have not been determined. |
| 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 checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> |

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| | <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: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 November 2020 |
| Subject: | <ol style="list-style-type: none"> 1. Draft Policy on naming Council facilities V2 (reviewed) 2. Draft Policy on new Artworks/Sculptures on Council property 3. Draft Policy on requests to plant a tree on Council property |
| Reporting Officer (Including Job Title): | Regina Mackin, Assistant Director Corporate Planning & Policy |
| Contact Officer (Including Job Title): | Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer |

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

| | | | |
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| For decision | <input checked="checked" type="checkbox"/> | For noting only | <input type="checkbox"/> |
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| 1.0 | Purpose and Background | | | | |
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| 1.1 | <p>Members are asked to give consideration to, and approve the draft policies, associated guidelines and procedures and application forms.</p> <p>The draft policies, associated guidelines and procedures and application forms were considered at a CMT meeting on 15 September 2020, a SMT meeting on 7 October 2020 and Councillors' Equality & Good Relations Reference Group meeting on 23 October 2020.</p> | | | | |
| 1.2 | <p>Re: Draft Policy on naming Council facilities V2 (reviewed)</p> <p>The current Council Policy on Naming Council facilities has been amended to reflect the scope of the new draft policies in relation to new Artworks/Sculptures and requests to plant a tree on Council property.</p> <p>The Draft Policy on Naming Council facilities V2 (reviewed) is set out on the updated policy template and the substantive amendments relate to sections 4.1 and 4.2 within the the scope of the policy as follows:</p> <table border="1"> <thead> <tr> <th>Wording of current Policy on Naming Council facilities</th><th>Wording of Draft Policy on naming Council facilities V2 (reviewed)</th></tr> </thead> <tbody> <tr> <td> <p>4.1. The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding memorials, park benches, planting of trees and plaques. </td><td> <p>4.1. The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding park benches and plaques. </td></tr> </tbody> </table> | Wording of current Policy on Naming Council facilities | Wording of Draft Policy on naming Council facilities V2 (reviewed) | <p>4.1. The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding memorials, park benches, planting of trees and plaques. | <p>4.1. The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding park benches and plaques. |
| Wording of current Policy on Naming Council facilities | Wording of Draft Policy on naming Council facilities V2 (reviewed) | | | | |
| <p>4.1. The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding memorials, park benches, planting of trees and plaques. | <p>4.1. The policy will apply to:</p> <ul style="list-style-type: none"> • Council owned property only. • Naming of facilities, buildings and rooms. • Naming of new facilities. • Requests to re-name facilities, buildings and rooms. • Requests regarding park benches and plaques. | | | | |

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| | <div> <div>4.2. The scope of the policy does not extend to facilitating requests to memorialise a deceased person (or family).</div> <div>4.2. Council will not accept requests to memorialise a deceased person (or family).</div> </div> |
| 1.3 | <p>Re: Draft Policy on new Artworks/Sculptures on Council property</p> <p>Emanating from discussions at the Councillors' Equality and Good Relations Reference Group, the policy relates specifically to requests made for the installation of new public artworks/sculpture on Council property.</p> <p>Applications will only be approved after agreement by Council on the rationale for the new artwork/sculpture; the nature of the design of the new artwork/sculpture; and the identification and availability of the preferred site.</p> <p>Applicants shall be responsible for the associated cost of all aspects including the design, planning application (where applicable), implementation and installation of the new artwork/sculpture.</p> |
| 1.4 | <p>Re: Draft Policy on requests to plant a tree on Council property</p> <p>This emanates from the following Notice of motion re Planting trees of remembrance (C/117/2019) raised at Monthly Council meeting 5 August 2019, referred for discussion to the Councillors' Equality and Good Relations Reference Group:</p> <p><i>'The Council undertakes a review of the policy that refuses to allow the planting of trees in our parks to remember deceased relatives and friends. There should be a flexible policy to allow families and friends to plant a tree in council owned parks, to honour loved ones who have passed away'.</i></p> <p>Applications will only be approved after agreement on the species and suitable available site for the tree has been identified as determined by the Council.</p> <p>While the applicant can request a specific location, this will be at the discretion and approval of the Council. If no suitable site exists at the desired location an alternative will be offered, where possible. The Council does not commit to providing a site for all requests and may refuse applications on the basis that no suitable site exists.</p> <p>While the trees will be supplied by the Council, applicants shall be responsible for the cost of the tree.</p> |
| 2.0 | Key issues |
| 2.1 | <p>Re: Draft Policy on new Artworks/Sculpture on Council property</p> <p>As outlined in the Draft Guidelines and associated procedure (Appendix V), requests which meet basic eligibility criteria will be forwarded to members of the Councillors' Equality & Good Relations Reference Group.</p> |

| | |
|------------|--|
| | <p>Further to a request being forwarded to members of the Councillors' Equality & Good Relations Working Group:</p> <ul style="list-style-type: none"> Should a member of the Councillors' Equality & Good Relations Reference Group believe the request merits discussion the application will proceed to Stage 2 of the assessment process i.e. Consideration by Councillors' Equality & Good Relations Reference Group. Should the members believe it does not merit discussion the application will proceed directly to Stage 3 of the assessment process i.e. Full appraisal and assessment. <p>During Stage 2, the request must receive unanimous approval from the Councillors present at the Councillors' Equality & Good Relations Reference Group meeting to progress to Stage 3 for appraisal and assessment.</p> |
| 3.0 | Recommendations |
| 3.1 | Members of the Strategy, Policy and Resources Committee are asked to give consideration and approve the draft policies, associated guidelines and procedures and application forms. |
| 4.0 | Resource implications |
| 4.1 | No specific additional resource implications have been identified in relation to implementation of the draft policies. |
| 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 checked="" 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 checked="" 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>Proposal initiating consultation</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 | <p>Due regard to Rural Needs (please tick all that apply)</p> |
| 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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p> |
| 7.0 | <p>Appendices</p> |
| | <p>Appendix I: Draft Policy on naming Council facilities V2 (reviewed) Appendix II: Draft Guidelines and associated procedure on naming of facilities Appendix III: Draft Application form re Request to Name a Council facility Appendix IV: Draft Policy on new Artworks/Sculptures on Council property Appendix V: Draft Guidelines and associated procedure in relation to requests for new artworks/sculptures on Council property Appendix VI: Draft Application form to erect a new artwork-sculpture on Council property Appendix VII: Draft Policy on requests to plant a tree on Council property Appendix VIII: Draft Guidelines and associated procedure in relation to requests to plant a tree on Council property Appendix IX: Draft Application form re Request to plant a tree on Council property</p> |
| 8.0 | <p>Background Documents</p> |
| | <p>N/A</p> |

Policy title: Policy on naming Council facilities**Policy Control**

| | |
|---|---|
| Policy reference: | <i>TBC - Contact Corporate Policy & Equality Officer for a policy reference</i> |
| Title of Policy: | Policy on naming Council facilities |
| Version: | 2 |
| Directorate / Departmental ownership: | Corporate Services / Corporate Planning & Policy |
| Officer responsible: | Dorinnia Carville, Director of Corporate Services |
| Date of ratification: | |
| Review date: | |
| Equality screening and Rural Needs Impact Assessment completed by: | Suzanne Rice, Corporate Policy & Equality Officer |
| Equality screening and Rural Needs Impact Assessment date: | 25 August 2020 |
| Location where document is held and referenced: | Responsible Department <input type="checkbox"/> Corporate Policy repository <input type="checkbox"/> |

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1. Title

Policy on naming Council facilities.

2. Statement

Council approves this policy and any associated procedure in relation to naming of facilities and how to manage requests regarding re-naming. The policy also addresses requests regarding park benches and plaques.

3. Aim

Assigning a name can be a powerful and permanent identity for a public space and facility, and Council must demonstrate strong civic leadership as a public authority when naming Council facilities. The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to this.

4. Scope

- 4.1. The policy will apply to:
 - Council owned property only.
 - Naming of facilities, buildings and rooms.
 - Naming of new facilities.
 - Requests to re-name facilities, buildings and rooms.
 - Requests regarding park benches and plaques.
- 4.2. Council will not accept requests to memorialise a deceased person (or family).
- 4.3. Council will consider naming of facilities:
 - To recognise a specific unique geographic location.
- 4.4. The principles of the process are as follows:
 - Specific criteria
 - Application form
 - Assessment
 - Consultation (if required)
 - Decision-making
 - Appeal mechanism

5. Related Policies

External policy context:

There are a number of relevant policy frameworks in place in Northern Ireland which relate to, and inform, the issue of (re)naming facilities including:

- Section 75 of the NI Act 1998.
- Equality Commission for Northern Ireland advice on Good Relations in Local Councils.
- Equality Commission for Northern Ireland Guidance on Promoting a good and harmonious working environment.

Internal policy context:

Within Council there are relevant policy strands which relate to or inform the issue of (re)naming facilities including:

- Equality Scheme re: Section 75 of the NI Act 1998
- Good Relations Action Plan (Section 75 (2))
- Naming, Postal numbering and Erection of Nameplates Policy and Procedures. This policy and associated procedures outline guidance on new development names, new names for existing roads and dual language street signage.

6. Department and Officer responsible

| | |
|---|---|
| Directorate / Department | Corporate Services / Corporate Planning & Policy |
| Officer(s) responsible for developing the policy | Dorinnia Carville, Director of Corporate Services Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer |

7. Policy approval process

| Meeting | Date |
|--|-----------------------------|
| CMT | 15 September 2020 |
| SMT | 7 October 2020 |
| Councillors' Equality & Good Relations Reference Group | 23 October 2020 |
| Strategy, Policy and Resources Committee | 12 November 2020 |
| Monthly Council Meeting | <i>Date of ratification</i> |

8. Policy review date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31).

9. Procedures and arrangements for monitoring the implementation and impact of the policy

Implementation, guided as per the scope of the policy outlined in section 4, is set out within the Guidelines and Associated Procedure document.

The Council's Corporate Policy Section will monitor and review the implementation of the policy, guidelines and associated procedure, and maintain a list of requests and outcomes.

10. Equality Screening

The policy has been equality screened and is not required to be subject to an equality impact assessment (with no mitigating measures required).

11. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

DRAFT

Newry, Mourne and Down District Council

Guidelines and associated procedure in relation to (re)naming of facilities

Guidelines and procedure

The following procedures and guidelines have been established to ensure a consistent approach is applied to the (re)naming of facilities.

1. Initial requests for (re)naming of Council facilities

All requests for the naming or renaming of a Council facility must be made in writing to the Director of Corporate Services.

The relevant application form must be completed and accompany all requests.

2. Criteria

2.1 Requests must relate to Council owned property only, with respect to one of the following:

- Naming of facilities, buildings and rooms.
- Naming of new facilities.
- Requests to re-name facilities, buildings and rooms.
- Requests regarding park benches and plaques.

2.2 Council will not accept requests to memorialise a deceased person (or family).

2.3 Where the request relates to a specific unique location:

- The name should provide a sense of place, reflecting the geographic location, community, neighbourhood or street where the Council facility is located.
- The name should reflect the historical significance of the area or reflect unique characteristics of the site.

2.3 Names should not be considered which:

- Cause confusion duplication or names sound similar to existing named facilities / locations.
- Have the potential to cause offence to some within the meaning and scopes of the provision of the Council's Equality Scheme and Good Relations policies.
- Are party-political in intention or use.

2.4 Additional considerations:

- Existing names will not be changed without consideration of the existing name, the cost and impact of changing existing signs, rebuilding community recognition and updating records (i.e. letterhead, databases, and promotional materials).
- Each application will be considered on a case-by-case basis.
- All signs shall comply with the Council's Corporate branding guidelines in relation to signage. Specialised naming signage should not be permitted.

Newry, Mourne and Down District Council

Guidelines and associated procedure in relation to (re)naming of facilities

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3. Assessment procedure

The assessment of applications will be undertaken by an internal working group comprising the Director of Corporate Services or their representative and two other officers of Council.

3.1 Stage 1 – Basic Eligibility Check

- Initial request is submitted to the Director of Corporate Services.
- An initial assessment is carried out to determine request meets the basic eligibility criteria outlined in section 2.1.
- Requests which meet basic eligibility criteria detailed in section 2.1 will proceed to Stage 2 of the assessment process.
- Requests which do not meet the basic eligibility criteria will not proceed to Stage 2 assessment.
- Applicants whose requests do not meet the basic eligibility will be informed in writing of Council's decision outlining the reason.

3.2 Stage 2 – Full appraisal and assessment

- Assessment conducted by internal working group.

3.3 Stage 3 – Decision-making

- Decision of internal working group communicated to applicant (review process offered to unsuccessful applicants).

3.4 Review Process

Following the decision to reject an application, applicants will be informed in writing stating the reasons for the decision.

The review procedure will be implemented in the event that an applicant wishes to appeal against Newry, Mourne and Down Council's decision to reject an application to name a facility.

The procedure will be administered by an Officer Review Panel which will be independent of the Council's internal working group.

The purpose of the Review Procedure is to ensure that the decisions taken, and procedures followed, by the Council for individual applications are applied fairly and consistently. The review will provide an independent process through which an applicant will have an opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable; or
- that the proper procedures were not followed.

Appeals on any other ground will not be considered.

3.5 An annual report detailing requests and outcomes will be tabled at the Council's Strategy, Policy and Resources Committee.

Application to (re)name a Council Facility

1. Applicant information:

| | |
|---|--|
| Name: | |
| Organisation (if applicable): | |
| Contact address (including post code): | |
| Phone number: | |
| Email address: | |

2. Details of request:

3. All requests must relate to Council owned property:

I confirm the request relates to Council property ☐

4. Nature of request¹ (please tick the appropriate box):

- Naming of facilities, buildings and rooms ☐
- Naming of new Council facility ☐
- Requests to re-name Council facilities, buildings and rooms ☐
- Requests regarding park benches and plaques ☐

¹ Please note the scope of Council’s policy does not extend to facilitating requests to memorialise a deceased person (or family)

5. Please indicate how the request provides a sense of place, reflecting the geographic location, community, neighbourhood or street where the Council facility is located.

6. Please indicate how the request reflects the historical significance of the area or reflects unique characteristics of the site.

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

Please forward the completed application to:

Director of Corporate Services
 Newry, Mourne and Down District Council
 Downpatrick Office
 Downshire Civic Centre
 Downshire Estate,
 Ardglass Road
 Downpatrick
 BT30 6GQ

Policy title: Policy on new Artworks/Sculptures on Council property**Policy Control**

| | |
|---|---|
| Policy reference: | <i>TBC - Contact Corporate Policy & Equality Officer for a policy reference</i> |
| Title of Policy: | Policy on new Artworks/Sculptures on Council property |
| Version: | 1 |
| Directorate / Departmental ownership: | Corporate Services / Corporate Planning & Policy |
| Officer responsible: | Dorinnia Carville, Director of Corporate Services |
| Date of ratification: | |
| Review date: | |
| Equality screening and Rural Needs Impact Assessment completed by: | Suzanne Rice, Corporate Policy & Equality Officer |
| Equality screening and Rural Needs Impact Assessment date: | 27 August 2020 |
| Location where document is held and referenced: | Responsible Department <input type="checkbox"/> Corporate Policy repository <input type="checkbox"/> |

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1. Title

Policy on new Artworks/Sculptures on Council property.

2. Statement

The purpose of the policy is to provide guidance on new requests related to the installation of new public artworks/sculptures on council property.

3. Aim

The aim of this policy is to provide the framework for a consistent approach to consideration and decision-making in relation to requests for the installation of new public artworks/sculptures on council property.

4. Scope

- 4.1. The policy relates specifically to requests made for the installation of new public artworks/sculpture on Council property.
- 4.2. The principles of the process will be as follows:
 - Specific criteria
 - Application form
 - A '4-stage' assessment process
 - Consultation (if required)
 - Decision-making and notification of the outcome
 - Agreement to Council's terms and conditions
 - An appeal mechanism for unsuccessful applications
- 4.3 In considering requests the following will apply:
 - 1) Applications will only be approved after agreement by Newry, Mourne and Down District Council on the following:
 - rationale for the new artwork/sculpture;
 - the nature of the design of the new artwork/sculpture;
 - the identification and availability of the preferred site.
 - 2) When considering the application, Council will be mindful of its obligations to have due regard to the need to promote equality of opportunity for all section 75 categories and to have regard to the desirability of promoting good relations.
 - 3) Applicants shall be responsible for the associated cost of all aspects including the design, planning application (where applicable), implementation and installation of the new artwork/sculpture.
 - 4) No other adornment for example, flowers, artefacts will be allowed to be placed with the artwork/sculpture. Any adornments will be promptly removed and disposed of by Council.

- 5) An accompanying information panel is permitted. Its purpose will be to provide background detail on the artwork/sculpture. The wording on an information panel must be agreed in advance and be in line with the Council's branding guidelines.
- 6) All costs associated with the maintenance of the new artwork/sculpture will be the responsibility of the applicant.
- 7) A standard agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to the initiation of the process.

5. Related Policies

External policy context:

- Section 75 of the NI Act 1998.
- Equality Commission for Northern Ireland advice on Good Relations in Local Councils.
- Equality Commission for Northern Ireland Guidance on Promoting a good and harmonious working environment.

Internal policy context:

- Equality Scheme re: Section 75 of the NI Act 1998
- Good Relations Action Plan (Section 75 (2))

6. Department and Officer responsible

| | |
|---|---|
| Directorate / Department | Corporate Services / Corporate Planning & Policy |
| Officer(s) responsible for developing the policy | Dorinnia Carville, Director of Corporate Services Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer |

7. Policy approval process

| Meeting | Date |
|--|-----------------------------|
| Councillors' Equality & Good Relations Reference Group | 10 August 2020 |
| CMT | 15 September 2020 |
| SMT | 7 October 2020 |
| Councillors' Equality & Good Relations Reference Group | 23 October 2020 |
| Strategy, Policy and Resources Committee | 12 November 2020 |
| Monthly Council Meeting | <i>Date of ratification</i> |

8. Policy review date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31).

9. Procedures and arrangements for monitoring the implementation and impact of the policy

Implementation, guided as per the scope of the policy outlined in section 4, is set out within the Guidelines and Associated Procedure document.

The Council's Corporate Policy Section will monitor and review the implementation of the policy, guidelines and associated procedure, and maintain a list of requests and outcomes.

10. Equality Screening

The policy has been equality screened and is not required to be subject to an equality impact assessment (with no mitigating measures required).

11. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

Newry, Mourne and Down District Council Guidelines and associated procedure in relation to requests for new Artworks/Sculptures on Council property

The following procedure and guidelines have been established to ensure a consistent approach is applied to requests for new artworks / sculptures on Council property.

1. Initial requests for new artworks / sculptures on Council property

All requests for new artworks / sculptures on Council property must be made in writing to the Director of Corporate Services.

The relevant application form must be completed and accompany all requests.

2. Criteria

- 2.1 Requests must relate to Council owned property only, with respect to a new artwork / sculpture.
- 2.2 In considering requests the following will apply:
 - 1) Applications will only be approved after agreement by Newry, Mourne and Down District Council on the following:
 - rationale for the new artwork/sculpture;
 - the nature of the design of the new artwork/sculpture;
 - the identification and availability of the preferred site.
 - 2) When considering the application, Council will be mindful of its obligations to have due regard to the need to promote equality of opportunity for all section 75 categories and to have regard to the desirability of promoting good relations.
 - 3) Applicants shall be responsible for the associated cost of all aspects including the design, planning application (where applicable), implementation and installation of the new artwork/sculpture.
 - 4) No other adornment for example, flowers, artefacts will be allowed to be placed with the artwork/sculpture. Any adornments will be promptly removed and disposed of by Council.
 - 5) An accompanying information panel is permitted. Its purpose will be to provide background detail on the artwork/sculpture. The wording on an information panel must be agreed in advance and be in line with the Council's branding guidelines.
 - 6) All costs associated with the maintenance of the new artwork/sculpture will be the responsibility of the applicant.
 - 7) A standard agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to the initiation of the process.

3. Assessment

The assessment process is as follows:

Stage One – Basic eligibility check

- Application form submitted to the Director of Corporate Services.
- An initial assessment is carried out to determine request meets the basic eligibility criteria.
- Requests which meet basic eligibility criteria will be forwarded to members of the Councillors' Equality & Good Relations Reference Group.
 - Should a member of the Councillors' Equality & Good Relations Reference Group believe the request merits discussion the application will proceed to Stage 2 of the assessment process i.e. Consideration by Councillors' Equality & Good Relations Reference Group.
 - Should the members believe it does not merit discussion the application will proceed to Stage 3 of the assessment process i.e. Full appraisal and assessment.
- Requests which do not meet the basic eligibility criteria will not proceed to Stage 2 or Stage 3.
- Applicants whose requests do not meet the basic eligibility will be informed in writing of Council's decision outlining the reason.

Stage Two – Consideration by Councillors' Equality & Good Relations Reference Group

- Request tabled for consideration at the Councillors' Equality & Good Relations Reference Group.
- Request must receive unanimous approval from the Councillors present at the Councillors' Equality & Good Relations Reference Group meeting to progress to Stage 3 for appraisal and assessment.
- Applicants whose requests do not receive unanimous approval will not progress to Stage 3 and will be informed in writing of Council's decision outlining the reason.

Stage Three – Full appraisal and assessment

- Appraisal and assessment of application by 3-Officer panel comprising the Director of Corporate Services or their representative and two other officers of Council.

Stage Four – Decision-making

- Decision of 3-Officer panel communicated to applicant (review process offered to unsuccessful applicants).

Review Process

Following the decision to reject an application, applicants will be informed in writing stating the reasons for the decision.

The Review procedure will be implemented in the event that an applicant wishes to appeal against Newry, Mourne and Down District Council's decision to reject an application.

The procedure will be administered by an Officer Review Panel which will be independent of the Stage Three 3-Officer panel.

The purpose of the Review Procedure is to ensure that the decisions taken, and procedures followed, by the Council for individual applications are applied fairly and consistently. The

Review will provide an independent process through which an applicant will have an opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable; or
- that the proper procedures were not followed.

Appeals on any other ground will not be considered.

Application to erect a new artwork / sculpture

1. Applicant information:

| | |
|---|--|
| Name: | |
| Organisation (if applicable): | |
| Contact address (including post code): | |
| Phone number: | |
| Email address: | |

2. All requests must relate to Council owned property:

I confirm the request relates to Council property

☐

3. Details of the request:

3.1 Proposed location for artwork / sculpture:

3.2 Please outline the context / rationale to the artwork / sculpture:

3.3 Please outline how you established a need for the artwork / sculpture:

3.4 Please detail the proposed design, size and material of the artwork / sculpture:

3.5 Please indicate how the artwork / sculpture reflects the historical significance of the area or reflects unique characteristics of the site.

3.6 Will there be an accompanying information panel?

Yes ☐ No ☐

If yes, please provide the proposed wording of the information panel:

| | | | |
|----------------|--|--------------|--|
| Signed: | | Date: | |
|----------------|--|--------------|--|

Please forward the completed application to:

Director of Corporate Services
Newry, Mourne and Down District Council
Downpatrick Office
Downshire Civic Centre
Downshire Estate,
Ardglass Road
Downpatrick
BT30 6GQ

Policy title: Policy on requests to plant a tree on Council property**Policy Control**

| | |
|---|---|
| Policy reference: | <i>TBC - Contact Corporate Policy & Equality Officer for a policy reference</i> |
| Title of Policy: | Policy on requests to plant a tree on Council property |
| Version: | 1 |
| Directorate / Departmental ownership: | Corporate Services / Corporate Planning & Policy |
| Officer responsible: | Dorinnia Carville, Director of Corporate Services |
| Date of ratification: | |
| Review date: | |
| Equality screening and Rural Needs Impact Assessment completed by: | Suzanne Rice, Corporate Policy & Equality Officer |
| Equality screening and Rural Needs Impact Assessment date: | 1 September 2020 |
| Location where document is held and referenced: | Responsible Department <input type="checkbox"/> Corporate Policy repository <input type="checkbox"/> |

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| 10. Equality screening | 4 |
| 11. Rural Needs Impact Assessment | 4 |

1. Title

Policy on requests to plant a tree on Council property.

2. Statement

The purpose of the policy is to provide members of the public or organisations with a means to request a tree to be planted at a suitable Council venue.

3. Aim

The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to requests to plant a tree on Council property.

4. Scope

4.1. The policy will apply to requests to plant a tree on Council owned property.

4.2 The principles of the process are as follows:

- Specific criteria / terms and conditions
- Application form
- Assessment
- Consultation (if required)
- Decision-making
- Appeal mechanism

4.3 In considering requests the following terms and conditions will apply:

- 1) Applications will only be approved after agreement on the species and suitable available site for the tree has been identified as determined by Newry, Mourne and Down District Council.
 - a) The applicant can request a specific location, but this will be at the discretion and approval of the Council.
 - b) If no suitable site exists at the desired location an alternative will be offered, where possible. The Council does not commit to providing a site for all requests and may refuse applications on the basis that no suitable site exists.
 - c) When considering the application Council will be mindful of its obligations to have due regard to the need to promote equality of opportunity and to have regard to the desirability of promoting good relations.
- 2) Trees are supplied by the Council. Applicants shall be responsible for the cost of the tree.
 - a) The charge for a tree does not confer ownership onto the applicant - it remains with the Council.
- 3) No other adornment for example a plaque, flowers, sculpture or artefacts will be allowed to be placed with the tree. Any adornments will be promptly removed and disposed of by Council.

- 4) The Council reserves the right to remove/relocate trees should the need arise following consultation with the applicant. Should removal be required, within 5 years of its planting, the Council will fully reimburse the applicant for the cost of the tree.
- 5) A standard agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form should be returned to Council in advance of the tree being planted.

5. Related Policies

External policy context:

- Section 75 of the NI Act 1998.
- Equality Commission for Northern Ireland advice on Good Relations in Local Councils.
- Equality Commission for Northern Ireland Guidance on Promoting a good and harmonious working environment.

Internal policy context:

- Equality Scheme re: Section 75 of the NI Act 1998
- Good Relations Action Plan (Section 75 (2))

6. Department and Officer responsible

| | |
|---|---|
| Directorate / Department | Corporate Services / Corporate Planning & Policy |
| Officer(s) responsible for developing the policy | Dorinnia Carville, Director of Corporate Services Colin Moffett, Head of Corporate Policy Suzanne Rice, Corporate Policy & Equality Officer |

7. Policy approval process

| Meeting | Date |
|--|-----------------------------|
| Councillors' Equality & Good Relations Reference Group | 30 January 2020 |
| CMT | 15 September 2020 |
| SMT | 7 October 2020 |
| Councillors' Equality & Good Relations Reference Group | 23 October 2020 |
| Strategy, Policy and Resources Committee | 12 November 2020 |
| Monthly Council Meeting | <i>Date of ratification</i> |

8. Policy review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31).

9. Procedures and arrangements for monitoring the implementation and impact of the policy

Implementation, guided as per the scope of the policy outlined in section 4, is set out within the Guidelines and Associated Procedure document.

The Council's Corporate Policy Section will monitor and review the implementation of the policy, guidelines and associated procedure, and maintain a list of requests and outcomes.

10. Equality Screening

The policy has been equality screened and is not required to be subject to an equality impact assessment (with no mitigating measures required).

11. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

Newry, Mourne and Down District Council

Guidelines and associated procedure in relation to requests to plant a tree on Council property

Guidelines and procedure

The following procedures and guidelines have been established to ensure a consistent approach is applied to requests related to planting a tree on Council property.

1. Initial requests for (re)naming of Council facilities

All requests to plant a tree must be made in writing to the Director of Corporate Services.

The relevant application form must be completed and accompany all requests.

2. Criteria

- 2.1 Requests must relate to planting a tree on Council property.
- 2.2 In considering requests the following will apply:
 - 1) Applications will only be approved after agreement on the species and suitable available site for the tree has been identified as determined by Newry, Mourne and Down District Council.
 - a) The applicant can request a specific location, but this will be at the discretion and approval of the Council.
 - b) If no suitable site exists at the desired location an alternative will be offered, where possible. The Council does not commit to providing a site for all requests and may refuse applications on the basis that no suitable site exists.
 - c) When considering the application Council will be mindful of its obligations to have due regard to the need to promote equality of opportunity and to have regard to the desirability of promoting good relations.
 - 2) Trees are supplied by the Council. Applicants shall be responsible for the cost of the tree and a maintenance fee.
 - a) The charge for a memorial tree does not confer ownership onto the applicant - it remains with the Council.
 - 3) No other adornment for example a plaque, flowers, sculpture or artefacts will be allowed to be placed with the tree. Any adornments will be promptly removed and disposed of by Council.

- 4) The Council reserves the right to remove/relocate trees should the need arise following consultation with the applicant. Should removal be required, within 5 years of its planting, the Council will fully reimburse the applicant for the cost of the tree.
- 5) A standard agreement will be sent by the Council to the applicant to ensure all terms and conditions are clearly understood prior to purchase. The form should be returned to Council in advance of the tree being planted.

3. Assessment procedure

The assessment of applications will be undertaken by a 3-Officer panel comprising the Director of Corporate Services or their representative and two other officers of Council.

3.1 Stage 1 – Basic Eligibility Check

- Initial request is submitted to the Director of Corporate Services.
- An initial assessment is carried out to determine request meets the basic eligibility criteria outlined in section 2.1.
- Requests which meet basic eligibility criteria detailed in section 2.1 will proceed to Stage 2 of the assessment process.
- Requests which do not meet the basic eligibility criteria will not proceed to Stage 2 assessment.
- Applicants whose requests do not meet the basic eligibility will be informed in writing of Council's decision outlining the reason.

3.2 Stage 2 – Full appraisal and assessment

- Appraisal and assessment conducted by 3-Officer panel.

3.3 Stage 3 – Decision-making

- Decision of 3-Officer panel communicated to applicant (review process offered to unsuccessful applicants).

3.4 Review Process

Following the decision to reject an application, applicants will be informed in writing stating the reasons for the decision.

The Review procedure will be implemented in the event that an applicant wishes to appeal against Newry, Mourne and Down Council's decision to reject an application to name a facility.

The procedure will be administered by an Officer Review Panel which will be independent of the Council's Stage 2 assessment panel.

The purpose of the Review Procedure is to ensure that the decisions taken, and procedures followed, by the Council for individual applications are applied fairly and

consistently. The Review will provide an independent process through which an applicant will have an opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable; or
- that the proper procedures were not followed.

Appeals on any other ground will not be considered.

- 3.5 An annual report detailing requests and outcomes will be tabled at the Council's Strategy, Policy and Resources Committee.

Application to plant a tree on Council property

1. Applicant information:

| | |
|---|--|
| Name: | |
| Organisation (if applicable): | |
| Contact address (including post code): | |
| Phone number: | |
| Email address: | |

2. All requests must relate to Council owned property:

I confirm the request relates to Council property ☐

3. Details of the request:

4. Proposed location:

| | | | |
|----------------|--|--------------|--|
| Signed: | | Date: | |
|----------------|--|--------------|--|

Please forward the completed application to:

**Director of Corporate Services
Newry, Mourne and Down District Council
Downpatrick Office
Downshire Civic Centre
Downshire Estate,
Ardglass Road
Downpatrick
BT30 6GQ**

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| Report to: | Strategy, Policy and Resources Committee |
| Date of Meeting: | 12 November 2020 |
| Subject: | Council's Statutory Advertising |
| Reporting Officer (Including Job Title): | Regina Mackin Assistant Director, Corporate Planning and Policy |
| Contact Officer (Including Job Title): | Regina Mackin Assistant Director, Corporate Planning and Policy |

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

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|---------------------|----------|------------------------|--|
| For decision | X | For noting only | |
|---------------------|----------|------------------------|--|

Members are asked to consider the contents of the report and to approve the recommendation in Section 3.

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| 1.0 | Purpose and Background |
| 1.1 | Newry, Mourne and Down District Council is committed to communicating with its many stakeholders in an open, transparent and accessible manner and in doing so the Council wishes to advertise its functions and services effectively. |
| 1.2 | The Council is legally obliged to keep its stakeholders informed on activities and procedures and one means of doing so is through placing statutory notices in relevant newspapers. The majority of this statutory advertising incorporates notice of: recruitment, public, statutory and Planning notice advertising. The statutory advertising function is managed through Corporate Marketing and Communications. This process is now subject to review. |
| 1.3 | The Council is obliged to adhere to legislation regarding advertising specific functions, e.g. Planning i.e. Article 8 of the Planning (General Development Procedure) Order (NI) 2015, whereby Council is required to " <i>publish notice of the application in at least one newspaper circulating in the locality in which the land to which the application relates is situated</i> ". |
| 1.4 | The Council must comply with the corporate Equality Scheme requirements under S75 NI Act in terms of access to information and services. |
| 1.5 | The Council is required to advertise statutory notices in one newspaper circulating in its district. However, in discharging its duty, the Council wishes to ensure that any statutory advertising takes account of the geographic spread of the Newry, Mourne and Down District Council area and also of reach, and therefore seeks to advertise in appropriate geographic regions. |
| 1.6 | The Council took the decision at its September 2020 Meeting to approve the recommendation to Tender for the Council's Statutory Advertising. |
| 2.0 | Key issues |

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| 2.1 | When Officers began to action the previous report (Tender for the Council's Statutory Advertising) tabled at the SPR Committee on 18 August 2020 and they had further conversations with the Corporate Advertising Agency regarding the procurement and placement of statutory advertisements, Council Officers were confident that the Advertising Agency was delivering its advertising solutions and media advice in full accordance with the ESPO Framework Agreement under which its services are employed. |
| 2.2 | Therefore, in accordance with the ESPO Framework Agreement for Advertising Solutions which expires in November 2023, it is the responsibility of the Corporate Advertising Agency to implement day to day advertising solutions for Council, procuring advertising space at the most economical rate for Council. The Corporate Advertising Agency is required to develop, procure and implement the individual advertisements and advertising campaigns for Council. Based on their market intelligence they will secure the local media publication which offers the best opportunity in terms of geographical spread, reach and monetary value for Council. |
| 2.3 | Council officers will continue to performance manage this contract effectively to ensure that the requirements under the ESPO Framework Agreement for Advertising Solutions are fully implemented. |
| 3.0 | Recommendations |
| 3.1 | At the SPR Committee meeting on 18 August 2020, Members recommended that Council goes through a tender process so that the Council's statutory advertising is undertaken to ensure that value for money for this statutory advertising is obtained across the district's printed weekly newspapers. Council Officers have looked at this matter further and agreed that the existing contract with the Corporate Advertising Agency under the ESPO Framework Agreement for Advertising Solutions delivers what was recommended by Council. Therefore, the recommendation is to continue to use the services of the Council's appointed Advertisement Agency under the current ESPO Framework Agreement for Advertising Solutions to produce, manage and place advertisements in the local weekly press titles on behalf of the Council thus ensuring the Council's corporate identity is protected and geographical spread, reach and value for money can be achieved. |
| 4.0 | Resource implications |
| 4. 1 | Costs attributed to the Council's statutory advertising will be financed through the Council's Directorate Revenue Budgets; additional funding is not required. |
| 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"/> |

| | |
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| 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 | <p>Due regard to Rural Needs (please tick all that apply)</p> |
| 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 | <p>Appendices</p> |
| | <p>N/A</p> |
| 8.0 | <p>Background Documents</p> |
| | <p>N/A</p> |

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|---|--|
| Report to: | Strategy, Policy & Resources Committee |
| Date of Meeting: | 12 th November 2020 |
| Subject: | Request from PHA for National Testing Partnership Venue in Newry (walk-in testing facility) |
| Reporting Officer (Including Job Title): | Colin Quinn - Assistant Director, Estates and Project Management |
| Contact Officer (Including Job Title): | Colin Quinn - Assistant Director, Estates and Project Management |

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 | <ul style="list-style-type: none"> The purpose of this report is to inform members of a recent request received from the Public Health Agency for a 'walk-in' Covid-19 Testing Facility in Newry and seek approval to offer a location for consideration. |
| 2.0 | Key issues |
| 2.1 | <ul style="list-style-type: none"> Since the outbreak of the Covid-19 pandemic, Council officers have provided support and assistance to the Public Health Agency (PHA), by providing suitable locations in Newry, Downpatrick and Newcastle for mobile testing units. These testing facilities, which are 'drive-through' have proven to be very successful. This facility continues to be provided at our Albert Basin site in Newry. However, the National Testing Partnership, which is led by DHCS London and Dept of Health, wish to alter their approach to increase the overall testing programme, by offering numerous 'walk-in' testing facilities across Northern Ireland. Council officers have been informed of the need for a facility within our district and Newry has been identified as their preferred location. PHA has approached officers to gauge if a Council facility could be made available. PHA has provided guidance on the size of building required or the size of site required for a temporary structure (marquee, portable building). PHA has advised that the testing facility would be open seven days per week, 8am – 8pm, for a minimum of 3 months. As such, PHA would wish to enter into a lease arrangement for any building or site provided. Permission would only be granted to PHA once all our requirements have been satisfied, such as: lease arrangement, confirmation that all relevant insurances are |

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| | <p>in place (public, employers liability, all-risks), risk assessments, design proposals for a temporary building, site management and security.</p> <ul style="list-style-type: none"> Having undertaken a review of available buildings and sites within the greater Newry area, it is proposed to offer PHA additional space at Albert Basin to place a temporary structure/s. |
| 3.0 | Recommendations |
| 3.1 | <ul style="list-style-type: none"> That members consider the content of this report. Members confirm their agreement to offer PHA additional space at Albert Basin for a temporary structure/s. |
| 4.0 | Resource implications |
| 4.1 | <ul style="list-style-type: none"> Staff time and costs to liaise with the PHA, draw up legal agreements and review submitted documentation from PHA. |
| 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> |

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| 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 | <p>Due regard to Rural Needs (please tick all that apply)</p> |
| 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 | <p>Appendices</p> |
| | <p>None</p> |
| 8.0 | <p>Background Documents</p> |
| | <p>None</p> |

In Attendance:

Councillor Pete Byrne - Chair
Councillor Roisin Mulgrew
Councillor Charlie Casey
Councillor Gavin Malone

Conor Mallon, Director of Enterprise Regeneration and Tourism
Adrian Grimshaw, Project Director
Anthony McKay, Chief Planner
Andy Patterson, Assistant Director Tourism, Culture and Events
Colin Quinn, Assistant Director, Estates and Capital Projects
Tracie McLoughlin, PA

Damian Mulholland, Dept for Communities.
Gerard Murray, Dept for Communities

Cllr Walker
Dorinnia Carville
Jonathan McGilly

Conor Mallon welcomed Gerard Murray, Department for Communities to the Meeting.

NCCR/28:- Minutes of Previous Meeting of Newry City Centre Regeneration Project Board held on 17th Sept 2020

Conor Mallon advised the minutes had been considered and approved at the Strategy, Policy and Resources Committee Meeting on 15th October 2020.

On the proposal of Cllr R Mulgrew, seconded by Cllr C Casey the Minutes were approved as a true and accurate account.

Conor Mallon recommended that future minutes of the Project Board be circulated after the Meeting to members for comment and brought to the next available Strategy Policy & Resources Committee Meeting for approval to avoid delays.

On the proposal of Cllr R Mulgrew, seconded by Cllr C Casey it was agreed that the Minutes of the Newry City Centre Project Board Meeting be considered at the next available monthly meeting of Strategy, Policy and Resources Committee.

NCCR/29:- Stage 2 Traffic, Transport and Car Parking

Adrian Grimshaw advised a Transportation and Car Parking Strategy report was taken to the Strategy, Policy and Resources Committee Meeting on 17th October 2019 outlining the need for a strategy in response to the emerging development and the report related to proposed next steps of the strategy's development.

Studies undertaken in 2017 and 2018 provided insight into the usage of existing car parking capacity within Newry City core. These studies identified a need to reduce demand for long-stay parking in the City core through pricing strategies and the provision of park and ride facilities on the city's periphery. The studies also pointed towards promotion of sustainable transport alternatives to reduce demand for short stay City core parking which are necessary to support local enterprises.

The proposed strategy presented to SPR in October 2019 noted the intent to assess the current capacity and configuration of car parking and road infrastructure in Newry against the emerging needs for increased vehicle movements and parking, and how to promote multi modal and sustainable transport alternatives.

Since March 2020, the Covid-19 pandemic has impacted traffic and car parking patterns and DFI Roads do not consider traffic volume and car parking use as 'typical'. At this stage therefore, it is not possible to conduct the necessary surveys for traffic and transportation and in the interim it was proposed Council focus on the multi modal and sustainable transport alternatives as a first stage of the strategy development.

Engagement is a critical element of the strategy development, and will include engagement with local stakeholders, transport operators and interest groups. Engagement will extend to the Department for Communities and DFI Roads in relation to their Newry enabling plan and Newry road model respectively.

Programme Board Members are asked to consider the contents of this report, and it is recommended the Programme Board approve the submission of this report to the Strategic Policy & Resources Committee seeking approval to;

- a) the appointment of White Young Green via the Councils Multi-Disciplinary Framework in the sum of £15k to undertake a desk top analysis of walking, cycling and public transport arrangements that exist within Newry, to identify opportunities to improve multimodal transport, and to undertake consultation with key stakeholders in regards same.

Cllr Mulgrew commended Mr Grimshaw, Mr Mallon and the team on the work to date and suggested that existing underused facilities such as football carparks on the outskirts of the city centre could be used to accommodate parking during the day/week. She said some sort of arrangement could be agreed with the clubs who

would welcome the financial assistance in these trying times as opposed to developing new sites.

The Chairman Cllr Byrne agreed with Cllr Mulgrew and recommended that local clubs be included in the public engagement process.

Cllr Casey concurred and added that an extensive review of transport in the city centre is required to include upgrade and additional cycle lanes, review of double yellow lines etc and this should be incorporated into one.

The Chairman agreed with Cllr Casey and said he was aware that officers are working on this as part of the Active Travel initiatives.

Damian Mulholland advised that DFC have requested a full transport/ traffic review from DFI and were currently working on an active travel and improved cycle initiatives. He said he will report back to the Project Board on these schemes for the next meeting.

Conor Mallon confirmed that he also is currently working with the Walking and Cycling champion in DFI who is developing concepts and proposals. The Chairman asked that a report on this be brought to the next meeting of the project board and an update on the DFI Newry road model and delays due to Covid-19.

The Chairman asked for clarification on the selection process for White Young Green. Mr Mallon confirmed that WYG had been selected through the Council Multi Disciplinary consultant Framework.

RECOMMENDATIONS:

On the proposal of Councillor R Mulgrew, seconded by Councillor C Casey and unanimously agreed by the members of the Project Board in attendance it was agreed:

- a) to appoint White Young Green via the Councils Multi-Disciplinary Framework in the sum of £15k to undertake a desk top analysis of walking, cycling and public transport arrangements that exist within Newry, to identify opportunities to improve multimodal transport, and to undertake consultation with key stakeholders in regards same.**
- b) Local clubs be included in the public engagement with a view to consider utilising their grounds for parking during the day/week.**
- c) Damian Mulholland to report to the next Project Board meeting on DFCs active travel and cycle initiatives.**
- d) Conor Mallon to provide report to the next Project Board meeting on progress with DFI Active Travel concepts and proposals.**
- e) Adrian Grimshaw to provide an update on the DFI Newry road model and delays due to Covid-19.**

NCCR/30:- COMMUNICATIONS STRATEGY

Conor Mallon outlined short term proposals and long term proposals for the Project Board to consider:

Short Term:

- Full page article in all local papers w/c 9th Nov on the Newry City Centre Regeneration Project and the Gateway to the Mournes project containing graphics on key objectives and quotes from:
 - Chair of Council;
 - Co Chairs of Project Board
 - CEO of Council
 - TNI (for Gateway to Mournes project)
 - DFC (for Newry City Centre Regeneration)

Long Term: (post SPR Nov 2020)

- Develop the stakeholder communication and engagement strategy for discussion at the next project board, including timeline for communication and engagement at each stage of the design and development of the project.

RECOMMENDATIONS:

On the proposal of Councillor R Mulgrew, seconded by Councillor C Casey and unanimously agreed by the members of the Project Board in attendance it was agreed:

- a) **To proceed with the full page press article in all local papers w/c 9th Nov on the Newry City Centre Regeneration Project and the Gateway to the Mournes Project.**
- b) **To further develop the stakeholder communications and engagement strategy including timeline and present proposals at November Board Meeting.**
- c) **Co Chairs consider further public engagement event after November SPR Committee meeting.**

This concluded the business of the Meeting. The Meeting ended at 11.35pm

**For consideration at
Newry City Centre Regeneration Project Board Meeting on 12th November 2020
(12noon),
thereafter at
Strategy Policy & Resources Committee Meeting 12th November 2020 (6pm)**

DRAFT