



May 5th, 2020

Notice Of Meeting

You are invited to attend the Enterprise Regeneration & Tourism Committee Meeting to be held on **Monday, 10th February 2020 at 5:00 pm** in **Boardroom District Council Offices Monaghan Row Newry.**

Councillor R Mulgrew

Councillor D Curran

Councillor T Andrews

Councillor R Burgess

Councillor W Clarke

Councillor C Enright

Councillor O Hanlon

Councillor G Hanna

Councillor V Harte

Councillor M Larkin

Councillor D McAteer

Councillor A McMurray

Councillor H Reilly

Councillor M Ruane

Councillor G Stokes

Agenda

1.0 Apologies and Chairperson's remarks.

2.0 Declarations of Interest.

3.0 Action Sheet: Enterprise Regeneration & Tourism Committee Meeting Monday 13 January 2020. (Attached)

 *ERT Action Sheet JANUARY 2020.pdf*

Page 1

Enterprise, Employment and Regeneration Items

4.0 2020 Agenda NI Economic Conference. (Attached)

 *ERT Report - Agenda NI - NI Economic Conference.pdf*


Page 4

5.0 Newry Chamber Cross Border Conference. (Attached)

 *ERT Report - Newry Chamber Conference.pdf*

Page 7

6.0 BRCD - Digital Innovation Project. (Attached)

 *ERT Report - BRCD Digital.pdf*

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Tourism, Culture and Events Items

7.0 Tourism Promotion Events. (Attached)

 *ERT Report - Tourism Promotion Events 2020.pdf*

Page 12

8.0 Financial Assistance Grant Fund - Tourism Events & Tourism Partnership Marketing. (Attached)

 *ERT Report - Financial Assistance Programme.pdf*

Page 16

9.0 Newry & Mourne Museum Forward Plan. (Attached)

 *ERT Report - Newry & Mourne Museum Forward Plan.pdf*

Page 22

10.0 Tourism Accommodation Fund. (Attached).

 *ERT Report - Tourism Accommodation Fund.pdf*

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Exempt Information Items

11.0 Lease: Down Arts Centre. (Attached)

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) and the Council may, by resolution, be excluded during this item of business.

 *ERT Report - Down Arts Centre lease.pdf*

Not included

Notices of Motion

12.0 To consider the following Notice of Motion in the name of Councillor C Mason re Rural Development Funding:

"This Council recognises the transformational impact that rural development funding has had on many of our local rural communities throughout the district; notes the negative impact that the loss of this funding opportunity will have for many isolated rural communities who would have availed of such funding opportunities; and therefore agrees to source ways in which this Council can continue to help invest in our rural communities".

For Noting

13.0 Planning Performance Figures. (Attached)

 *ERT for Noting - Planning Committee Performance figures Jan 2020.pdf*

Page 46

14.0 Castlewellan Forest Park Task & Finish. (Attached)

 *ERT Report - Castlewellan Forest Park Task & Finish.pdf*

Page 54

15.0 Downpatrick Regeneration Project. (Attached)

 *ERT Report - Downpatrick Regeneration Project.pdf*

Page 79

16.0 Historic Action Tracker Sheet. (Attached)

 *ERT Historic Action Tracker Sheet for FEBRUARY Mtg 2020.pdf*

Page 90

17.0 Scheme of Delegation. (Attached)

 *Scheme of Delegation for Feb 2020 ERT.pdf*

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Invitees

Cllr Terry Andrews

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

Ms Louise Dillon

Cllr Sean Doran

Cllr Cadogan Enright

Cllr Hugh Gallagher

Cllr Mark Gibbons

Cllr Oonagh Hanlon

Cllr Glyn Hanna

Cllr Valerie Harte

Cllr Terry Hearty

Cllr Roisin Howell

Mr Colum Jackson

Mrs Sheila Kieran

Cllr Mickey Larkin

Miss Mary Lennon

Cllr Alan Lewis

Mr Michael Lipsett

Sandra Magee

Cllr Oonagh Magennis

Mr Conor Mallon

Cllr Gavin Malone

Cllr Cathy Mason

Colette McAteer

Cllr Declan McAteer

Aoife McCreesh

Cllr Leeanne McEvoy

Jonathan McGilly

Cllr Harold McKee

Patricia McKeever

Cllr Karen McKevitt

Cllr Andrew McMurray

Mr Roland Moore

Margaret Morrow

Cllr Roisin Mulgrew
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Cllr Barra Ó Muirí
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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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Cllr Henry Reilly
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Cllr Michael Ruane
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Cllr Michael Savage
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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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Cllr David Taylor
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Cllr Jarlath Tinnelly
.....
Cllr John Trainor
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Central Support Unit
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Cllr William Walker
.....
Mrs Marie Ward
.....

ACTION SHEETENTERPRISE REGENERATION & TOURISM COMMITTEE MEETINGMONDAY 13 JANUARY 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
ERT/004/2020	ALL IRELAND SMART CITIES FORUM MEMBERSHIP	<p>(a) Newry, Mourne and Down District Council continues to avail of the expertise from the All-Ireland Smart Cities Forum and renew membership for 2020 at a cost of €3,333 per annum.</p> <p>(b) An officer from ERT and a representative from East Border Region attend the meetings and feed back into digital projects including BRCD, FFNI and ERT digital projects.</p>	J McGilly	In progress	N
ERT/005/2020	DRAGONS IN THE HILLS PROJECT	<p>a) To sign and accept the Joint Letter of Offer from National Heritage Lottery to Amphibian and Reptile Groups of UK (ARG UK), Newry, Mourne and Down District Council and Herpetological Society of Ireland (HIS) (subject to satisfaction of all Letter of Offer terms and conditions).</p> <p>(b) To establish a MOU with the lead partner, establishing roles and</p>	J McGilly	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		responsibilities for project management and delivery. (c) To host the part time staff member, fully funded by the programme, employed by Amphibian and Reptile Groups of UK, but located in the AONB office to facilitate programme delivery.			
ERT/006/2020	INCREASE IN NON STATUTORY FEES SCHEDULE	To grant approval to increase the non-statutory Building Control fee schedule in line with inflation from the previous schedule agreed in 2015. The implementation date would be 1 April 2020 and to carry out a further review in 2023. It was noted all Building Control sections with the 11 Councils implement the same fee schedule.	C Jackson	New fees to be implemented on 1 April 2020.	Y
ERT/007/2020	TENDER FOR MANUFACTURE AND SUPPLY OF STEET NAMEPLATES	The Council authorise the commencement of the tendering process with a view to putting in place a new contract for the provisions of new street nameplates effective from 1 st March 2020 until 28 th February 2023.	C Jackson	In Progress	N
ERT/008/2020	REPAIRS TO LOCKS - LOCK 9 NEWRY CANAL	(a) To contribute £41,189 to Armagh City, Banbridge and Craigavon Borough Council to undertake repairs to Lock No. 9 on Newry Canal which was jointly owned by	A Patterson	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		both Councils. (b) To appoint relevant expertise to undertake assessment and seek necessary approvals of work essential to maintain the structure of Lock No. 6 which is in Council ownership, at an estimated cost of £8,500.			
ERT/009/2020	(Closed Session) INTERNATIONAL MOUNTAIN BIKE EVENT / PIPE BAND CHAMPIONSHIPS (NEWCASTLE)	Officers write to the promoters of the proposed Mournes International MTB Event and Newcastle Pipe Band Championship to confirm Council would support each event in principle; and funding would be allocated subject to budget being available following the assessment of applications in the 2020/2021 financial assistance call for Tourism Events; and that each event promoter submit updated business cases for the respective events.	A Patterson	In progress	N

Report to:	Enterprise Regeneration and Tourism
Date of Meeting:	10 th February 2020
Subject:	Sponsorship for NI Economic Conference (delivered by Agenda NI)
Reporting Officer (Including Job Title):	Jonathan McGilly Assistant Director for Enterprise, Employment and Regeneration
Contact Officer (Including Job Title):	Amanda Smyth Head of Regeneration and Business Development

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

For decision	X	For noting only
1.0	Purpose and Background	
1.1	<p><u>Purpose</u> Seeking approval to support the 2020 NI Economic Conference delivered by Agenda NI, through a lead sponsorship at a cost of £10,000.</p> <p><u>Background</u> Northern Ireland Economic Conference is Northern Ireland's premier economic analysis event and is unique in being the only forum which takes a high level look at the performance of, and prospects for the local economy. Now in its 25th year, the conference is firmly established as the annual autumn 'summit' for Northern Ireland's economic community, including policy-makers and business leaders.</p> <p><u>The Northern Ireland Economic Conference 2020</u> In line with the established format, the conference will open with a presentation of the Northern Ireland regional economic forecast, which looks ahead across a range of economic indicators to assess exactly how well the local economy is performing, behind the headline figures. Other proposed agenda discussions are as follows:</p> <ul style="list-style-type: none"> • New Decade, New Approach: Economic priorities; • The Northern Ireland economy post Brexit; • Investing in key infrastructure projects to drive growth; • Advanced manufacturing; • Growing the potential for tourism; • Looking at the all island economy; • Education and training: Addressing the skills gap; • Promoting innovation and fostering entrepreneurship; • Northern Ireland's productivity challenge; • Increasing exports; • Tackling economic inactivity; • Northern Ireland's digital future; • Sectoral / industry updates: agri-food, financial services, manufacturing, construction, technology. 	

	The Conference takes place in the autumn, attracting 300 senior industry and economic representatives
2.0	Key issues
2.1	<p><u>Opportunity for Newry, Mourne and Down District Council</u></p> <p>Council was the headline sponsor for 2019 NI Economic Conference, held in Slieve Donard Hotel, Newcastle. Conference organisers, Agenda NI have approached Council to also host and be the headline sponsor for the 2020 Northern Ireland Economic Conference. By hosting the 2020 Northern Ireland Economic Conference, Council will position itself as the driving force behind the local economy, demonstrating economic leadership and a vision for the future of the area. Association with Northern Ireland's major annual economic conference is a valuable opportunity to reinforce the Council's identity and highlight its economic development activities with a key audience of economic policy-makers and decision-makers from across Northern Ireland and further afield.</p> <p>Sponsorship benefits</p> <ul style="list-style-type: none"> • Newry, Mourne and Down District Council to act as the host for the 2020 Northern Ireland Economic Conference • Council logo on all marketing and promotional materials, including high profile corporate brochure direct-mailed to 6,000 individuals on specialist database and distributed via agendaNi magazine (circulation 7,000) • Council Chairperson to 'open' the conference • Opportunity to provide a keynote speaker – opportunity to influence key players and highlight Council's economic leadership and vision • Ten complimentary delegate places and additional places at significant discount • Opportunity to provide branded banner/pull-up stands for display during conference • Council logo projected onto conference screen on official event slide, to be displayed during all breaks • Council logo on all conference documentation • Council may provide appropriate insert for inclusion in the delegate documentation packs (A4, maximum 4 pages) • Council may provide corporate gift for distribution to delegates • Council logo featured on conference website and on all digital / online marketing and will be included in social media promotion <p>The venue of the conference is still to be confirmed, however if Council is the headline sponsor it will take place in the District.</p>
3.0	Recommendations
3.1	To support the 2020 NI Economic Conference delivered by Agenda NI, through a lead sponsorship at a cost of £10,000.
4.0	Resource implications
4.1	£10,000 which is available in forecast budgets

5.0	Equality and good relations implications
5.1	All necessary considerations has been taken care of
6.0	Rural Proofing implications
6.1	All necessary considerations has been taken care of
7.0	Appendices
	n/a
8.0	Background Documents
	n/a

Report to:	Enterprise Regeneration & Tourism Committee
Date of Meeting:	10 February 2020
Subject:	Newry Chamber – Building the Cross Border Economy post Brexit
Reporting Officer (Including Job Title):	Jonathan McGilly – Assistant Director, Enterprise Employment & Regeneration
Contact Officer (Including Job Title):	Jonathan McGilly – Assistant Director, Enterprise Employment & Regeneration

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p><u>Purpose</u> To seek Committee approval for Council to contribute £5000 towards the costs associated with running the event.</p> <p><u>Background</u> Newry Chamber of Commerce and Trade has partnered Dundalk Chamber and a number of key stakeholders in the region from the public and private sector to organise a cross border conference to highlight the importance of the cross-border economy, its contribution to the All Island economy and the need to sustain and develop that cross border economy.</p> <p>Newry Chamber represent the broad interest of a wide range of businesses across the Greater Newry area. Throughout the year the Chamber run a series of events to highlight and promote the region as an area to do business and invest.</p>
2.0	Key issues
2.1	The UKs exit from the EU will present new challenges for businesses operating within the cross-border economy. Through a series of key note speakers, panel discussions and case studies attendees will hear from key government agencies, policy makers and advisors the latest thinking on the future pathway for cross border business and trade. Key areas of focus will be practical advice on business support, growing the border economy, skills agenda and access to finance for business group.
3.0	Recommendations
3.1	Council contribute £5000 towards the costs associated with running this event
4.0	Resource implications

4.1	Budget is available in current revenue budget to support this initiative.
5.0	Equality and good relations implications
5.1	All implications fully considered
6.0	Rural Proofing implications
6.1	All implications fully considered
7.0	Appendices
	NA
8.0	Background Documents
	NA

Report to:	Enterprise Regeneration and Tourism Committee
Date of Meeting:	Monday 10 th February 2020
Subject:	Belfast Regional City Deal Digital Innovation Pillar.
Reporting Officer (Including Job Title):	Jonathan McGilly – Assistant Director of Enterprise, Employment and Regeneration.
Contact Officer (Including Job Title):	Michael Forster – Business Intelligence Officer

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
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1.0	Purpose and Background
1.1	<p><u>Purpose</u></p> <p>To seek Committee approval for the appointment of an external consultant to assist officers with the design, development and implementation of key BRCD digital projects</p> <p><u>Background</u></p> <p>At the core of the Belfast Region City Deal is a proposal to transform the Belfast Region's innovation and digital capabilities. This will involve creating regional innovative hubs and build on priority growth sectors that leverage the research capabilities within our universities, through new partnership structures and enhanced digital capability and connectivity, to extend their impact across the Belfast Region's economy.</p> <p>The vision is for an interconnected, innovation and digital ecosystem in which researchers and businesses are able to work together to test, develop and apply new technology to improve performance, productivity and, critically, bring new products and services to market.</p> <p>To tackle these economic challenges, the BRCD (Belfast Regional City Deal) will harness the potential of emerging technologies and leverage on the regional competitive strengths with an integrated programme of investment.</p> <p>NMDDC requires consultancy expertise to assist with the development of BRCD digital pillar projects.</p>
2.0	Key issues
2.1	<p>A regional Outline Business Case (OBC) for the digital pillar will be developed by the existing BRCD Programme Consultants through Bable to progress</p>

	<p>overall concepts. As part of the Digital Pillar of the Belfast Regional City Deal, Newry, Mourne and Down District Council requires consultancy support to assist with the development of the local digital project and the detail required to ensure that this project aligns to the BRCD programme key objectives.</p> <p>It is envisaged these digital projects will require a future-proofed way of delivering services, greater awareness and uptake of digital skills and capability including access to data for and by smart/digital citizens, smart buildings, smart innovative tourism and transportation solutions.</p> <p>External support is required to develop these projects in more detail to analyse and develop the OBC's for these projects ensuring:</p> <ol style="list-style-type: none"> that they embed digital in services that can trigger economic growth; they integrate and support the BRCD regional innovation capabilities and culture through an Innovation Hub; ensure citizens/residents needs regarding digital transformation / smart city applications; they develop concept proposals along with costs further and GVA benefits to local and regional economy; <p>Officers are currently exploring the following concepts with regards to Belfast Regional City Deal:</p> <ul style="list-style-type: none"> SMART City Transformation (Newry City centre) An Innovation hub in Newry to test or pilot such new digital technology and innovation Regional Testbeds (5G, IoT, Antenna, Energy etc) Immersive technology for tourism (Augmented reality / Virtual reality / data)
3.0	Recommendations
3.1	To approve the appointment of an external consultant to assist officers with the design, development and implementation of key BRCD digital projects.
4.0	Resource implications
4.1	<ul style="list-style-type: none"> £15,000 to appoint a Digital consultant to assist with development of NMDDC digital projects; Officer time to work with appointed consultant;
5.0	Equality and good relations implications
5.1	Having considered the proposal, it is not anticipated the proposal will not have an adverse impact upon equality of opportunity or good relations.
6.0	Rural Proofing implications

6.1	Beneficiaries include urban and rural businesses and residents and the outcome will have a positive impact on improving connectivity across all Councils including Newry, Mourne and Down public buildings
7.0	Appendices
	n/a
8.0	Background Documents – n/a

Report to:	Economic Regeneration and Tourism Committee
Date of Meeting:	10 th February 2020
Subject:	Tourism Trade and Consumer Shows
Reporting Officer (Including Job Title):	Andrew Patterson Assistant Director Tourism Culture and Events
Contact Officer (Including Job Title):	Michelle Boyle Head of Product Development and Visitor Experience

For decision	x	For noting only	
1.0		Purpose and Background	
1.1		<p><u>Purpose:</u> This paper provides recommendations to approve the Council's plan to attend a range of tourism trade shows in 2020/21.</p> <p><u>Background:</u> Tourism Trade Shows provide a very valuable opportunity for Council Officers and Tourism Businesses to showcase our district and to engage with both prospective visitors and inbound tour operators.</p>	
2.0		Key issues	
2.1		<p>It is proposed that the Council is represented at the following trade shows in 2020/21:</p> <ul style="list-style-type: none"> • Incoming Tour Operators Association Ireland Workshop Dublin – March 2020 • TNI Meet the Buyer, Belfast - March 2020 • NI Golf Tourism Convention, April 2020 • Balmoral Show - May 2020 • Explore GB & NI - Belfast, May 2020 • North American Golf Convention - Reno Tahoe – June 2020 • International Golf Travel Market (IGTM) - Wales – October 2020 • GEM (Global European Marketplace) - London – October 2020 • World Travel Market - London November 2020 • Offenbach B2B workshop – Germany - November 2020 • Incoming Tour Operators Association Ireland Workshop Belfast – November 2020 • Dublin Holiday world – Dublin – January 2021 • Celtic Connections – Glasgow – January 2021 • BIM (Britain & Ireland Marketplace) – London – January 2021 • ITB Berlin Travel Show – Berlin - March 2021 	

	<p>Incoming Tour Operators Association Ireland Workshop is an opportunity to meet Ireland's largest and long - established Tour Operating/Handling Agents/DMC's. This event offers an opportunity to meet and sell destination experiences to all members of ITOA - Estimated Cost: £270</p> <p>Tourism Northern Ireland's Meet the Buyer is the biggest tourism networking platform held in NI. This event provides an ideal opportunity for the council to promote the region to a pre-qualified group of international buyers - Estimated Cost: £300</p> <p>NI Golf Tourism Convention provides an opportunity to showcase the region to a pre-qualified group of international golf buyers with 1-1 meetings. There will be an opportunity for industry to attend on the destination stand - Estimated cost: £150</p> <p>Balmoral Show is the largest agricultural event in NI with over 115,000 people visiting the show each year. This is an excellent opportunity to showcase the destination. There will be an opportunity for industry to attend on destination stand - Estimated cost: £1600</p> <p>Explore GB & NI event offers UK and Irish suppliers the opportunity to promote their business or destination to hundreds of international buyers through pre-scheduled one-to-one meetings over two days – Estimated cost £1200</p> <p>North American Golf Convention is the Largest North American golf trade event in the annual calendar. There is an opportunity for Golf industry to attend - Estimated Cost: £2000</p> <p>International Golf Travel Market (IGTM) is the only global gathering of golf travel professionals. Taking place in a different golf location each year, IGTM is a one of its kind event for golf destinations, to showcase their products to highly-qualified golf tour operators, who are looking to grow their product offering. Estimated Cost: £1500</p> <p>World Travel Market (WTM) is the leading global event for the travel industry to meet industry professionals and conduct business deals. WTM provides a key opportunity to build business relationships and tour operator engagement. With the Council's emphasis on building experiences of packages, this is a key platform. The Council propose is to exhibit as part of the Tourism Ireland platform, at which Local Authorities will be attending to promote their respective districts - Estimated Cost: £2000</p> <p>GEM (Global European Marketplace) is a full-day workshop for global tour operators and travel buyers that want to meet the best European product in</p>
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	<p>the most influential contracting event of the year. Over 800 attendees from member companies attend the event, with a personalised agenda of pre-scheduled meetings – Estimated costs: £1000</p> <p>Offenbach B2B workshop Buyers from Germany, Austria and Switzerland meet Irish industry representatives for a one-day-workshop with 1-2-1 discussions on a rotation basis - Estimated Cost: £700</p> <p>BIM (Britain & Ireland Marketplace) is a one full-day B2B workshop for international tour operators and travel buyers that want to meet tourism product from across the UK and Ireland - Estimated cost to attend: £900</p> <p>ITB Berlin is the leading business platform for global tourism. It is the world's largest travel industry convention – it has established itself as the industry's central knowledge platform – Estimated cost £2,200</p> <p>Dublin Holiday World is a key platform in attracting visitors to Newry Mourne and Down from the Republic of Ireland market. With over 41,000 people visiting the show it provides an ideal opportunity to market the District key product and a captive audience is a close to home market. Attendees are interested in the short break market - Estimated cost: £3000</p> <p>Celtic Connections This event will include a B2B workshop providing an opportunity to engage with 25 GB trade organisations - Estimated cost: £300</p>
3.0	Recommendations
3.1	To approve the Council's Tourism Trade Show plan for 2020/21.
4.0	Resource implications
4.1	The costs of attending these trade shows have been approved within the 2020/21 ERT budget - £17,120.00
5.0	Equality and good relations implications
5.1	It is not anticipated the recommendation will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	The recommendation has been considered within the scope of the Rural Needs Act and the proposal has not been subject to rural needs impact assessment.
7.0	Appendices

	N/A
8.0	Background Documents N/A

Report to:	Economic Regeneration and Tourism Committee
Date of Meeting:	10 th February 2020
Subject:	Financial Assistance Programme: Tourism Events Fund
Reporting Officer	Andrew Patterson - Assistant Director Tourism, Culture and Events
Contact Officer	Andrew Patterson - Assistant Director Tourism, Culture and Events

For decision	x	For noting only	
1.0		Purpose and Background	
1.1		<p><u>Purpose:</u> To seek Committee approval for of Officer's recommendation for grant awards within Call 1 of the Financial Assistance Grant Programme for Tourism Events and Tourism Partnership Marketing Fund.</p> <p><u>Background:</u> An evaluation of applications to the Financial Assistance Programme for Tourism Events and the Tourism Partnership Marketing funds has been concluded. A high-level analysis of the evaluation is included in appendix 1 and 2.</p> <p>The Financial Assistance grant funding will support the delivery of tourism events throughout the district in the 2020/21 financial year. The Tourism Partnership marketing fund aims to support the promotion of our unique and innovative visitor experiences and tourism businesses to new audiences.</p>	
2.0		Key issues	
2.1		<p>A high-level analysis of the Financial Assistance programme evaluation is included in appendix 1 and 2.</p> <p>Tourism Events Fund - 16 applications were received following the open funding call with 14 applications recommended for funding. The amount requested by successful applicants was £170,380 and the total amount offered will be £149,100.</p> <p>Tourism Partnership Marketing Fund – 8 applications were received following the open funding call with 5 applications recommended for funding. The amount requested by successful applicants was £14,250 and the total amount offered will be the same amount.</p>	
3.0		Recommendations	

3.1	To seek Committee approval for of Officer's recommendation for grant awards within Call 1 of the Financial Assistance Grant Programme for Tourism Events and Tourism Partnership Marketing Fund.
4.0	Resource implications
4.1	The required budgets have been profiled within the 2020/21 departmental requirements.
5.0	Equality and good relations implications
5.1	It is not anticipated the recommendation will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	The recommendation has been considered within the scope of the Rural Needs Act and the proposal has not been subject to rural needs impact assessment.
7.0	Appendices
	Appendix 1 - Tourism Events Financial Assistance Report 2020/21 Appendix 2 – Tourism Partnership Marketing Financial Assistance Report 2020/21
8.0	Background Documents N/A

Tourism Events Financial Assistance 2020/2021 Call 1
Newry, Mourne and Down District Council

Applications received 16

14 Applications recommended for funding

87.5% of applications awarded

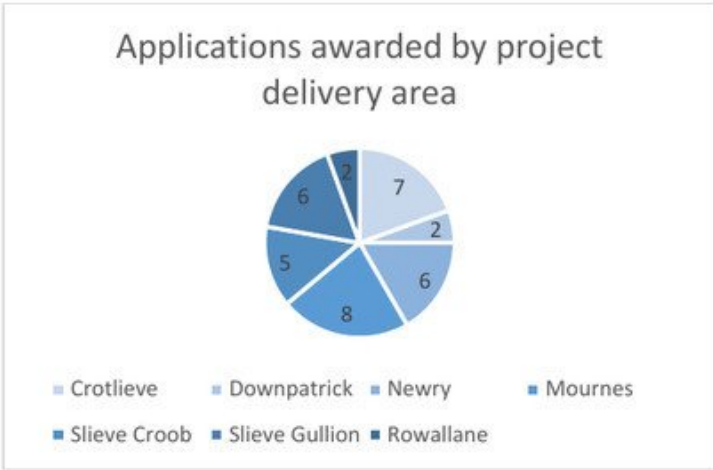
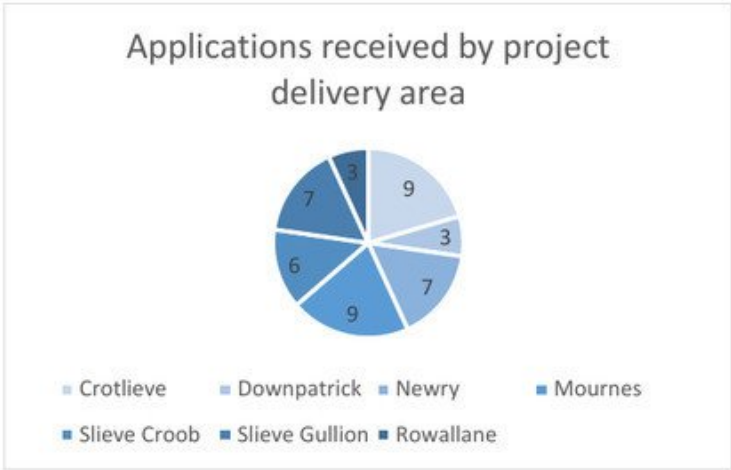
Amount requested from successful applicants **£170,380.00**

Total amount awarded **£149,100.00**

Of the 16 applications:

1 failed basic eligibility = 6.25%

1 Failed stage 2 scoring = 6.25%



Breakdown of Applications per stage and final amount recommended for award.

Stage 1 = 1 Fail

Group	Passed basic eligibility
TE-14-2020	No

Stage 2 = 1 fail

Group	Passed basic eligibility	Stage 2
TE-2- 2020	Yes	No

Stage 1 & 2 = 14 Passed & 14 Recommended for Awarded

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
TE-1-2020	Yes	Yes	£6,500.00
TE-3-2020	Yes	Yes	£6,000.00
TE-4-2020	Yes	Yes	£3,700.00
TE-5-2020	Yes	Yes	£11,000.00
TE-6-2020	Yes	Yes	£15,000.00
TE-7-2020	Yes	Yes	£15,000.00
TE-8-2020	Yes	Yes	£15,000.00
TE-9-2020	Yes	Yes	£14,125.00
TE-10-2020	Yes	Yes	£8,175.00
TE-11-2020	Yes	Yes	£15,000.00
TE-12-2020	Yes	Yes	£7,500.00
TE-13-2020	Yes	Yes	£9,400.00
TE-15-2020	Yes	Yes	£7,700.00
TE-16-2020	Yes	Yes	£15,000.00
Total Awarded			£149,100.00

END

Tourism Marketing Financial Assistance 2020/2021 Call 1
Newry, Mourne and Down District Council

Applications received 8

5 Applications recommended for funding

62.5% of applications awarded

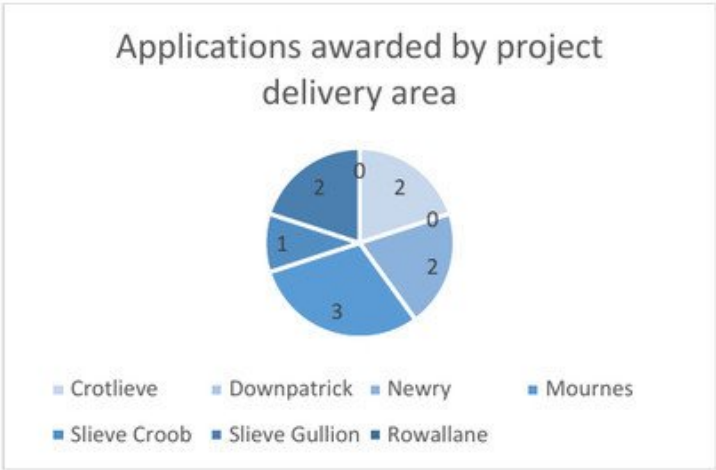
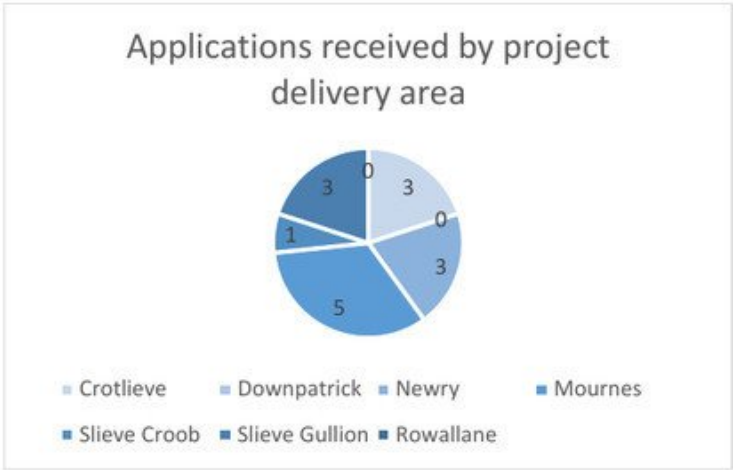
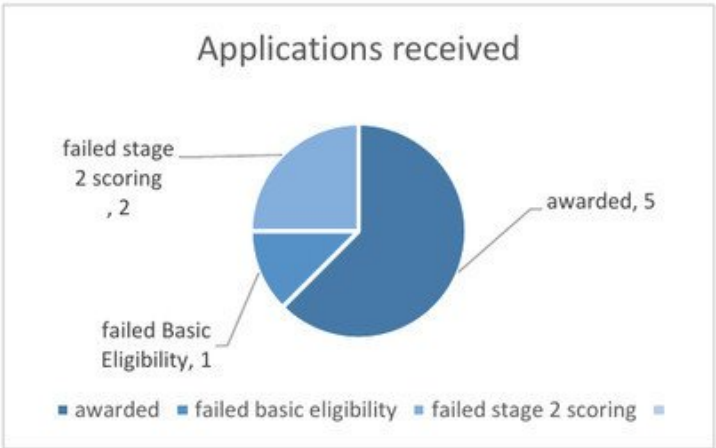
Amount requested from successful applicants **£14,250.00**

Total amount awarded **£14,250.00**

Of the 16 applications:

1 failed basic eligibility = 12.5%

2 Failed stage 2 scoring = 25%



Appendix

Breakdown of Applications per stage and final amount recommended for award.

Stage 1 = 1 Fail

Group	Passed basic eligibility
TM-4-2020	No

Stage 2 = 2 fail

Group	Passed basic eligibility	Stage 2
TM-6- 2020	Yes	No
TM-7-2020	yes	No

Stage 1 & 2 = 5 Passed & 5 Recommended for Awarded

Group	Passed basic eligibility	Stage 2	Recommended Amount Awarded
TM-1 -2020	Yes	Yes	£2,250.00
TM-2-2020	Yes	Yes	£3,000.00
TM-3-2020	Yes	Yes	£3,000.00
TM-5-2020	Yes	Yes	£3,000.00
TM-8-2020	Yes	Yes	£3,000.00
Total Awarded			£14,250.00

END

Report to:	Enterprise, Regeneration & Tourism Committee
Date of Meeting:	10 th February 2020
Subject:	Newry and Mourne Museum's Forward Plan 2020 - 2023
Reporting Officer (Including Job Title):	Andrew Patterson - Assistant Director Tourism, Culture and Events
Contact Officer (Including Job Title):	Noreen Cunningham, Museum Curator

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
1.0	Purpose and Background		
1.1	<p><u>Purpose</u> This paper sets out recommendations to approve the Forward Plan for Newry and Mourne Museum.</p> <p><u>Background</u> Newry and Mourne Museum is an Accredited Museum with Arts Council England, administered locally by the Northern Ireland Museums Council. As an Accredited Museum, Newry and Mourne Museum is required to have an approved Forward Plan approved by Council.</p> <p>The Museum's last Forward Plan was for 2016 – 2019, and this new plan replaces the previous one.</p> <p>The Museum actively evaluates all its events and activities and consults with its audiences and stakeholders in various ways, and this feedback is incorporated into the Plan and its aims and objectives.</p>		
2.0	Key issues		
2.1	As an Accredited Museum, a Forward Plan is required, which sets out the Museum resources, detail on its Collections and a Plan of how the Museum will continually improve care of its collections, access to its collections, and develop services and strategies to this end.		
3.0	Recommendations		
3.1	To approve the Forward Plan for Newry and Mourne Museum 2020 – 2023.		
4.0	Resource implications		
4.1	The museum's budget has been profiled within ERT departmental budgets within the 2020/21 financial year.		
5.0	Equality and good relations implications		
5.1	It is not anticipated the recommendation will have an adverse impact upon equality of opportunity and good relations.		

6.0	Rural Proofing implications
6.1	The recommendation has been considered within the scope of the Rural Needs Act and the proposal has not been subject to rural needs impact assessment.
7.0	Appendices
	Appendix 1 - Newry and Mourne Museum's Forward Plan 2020 - 2023
8.0	Background Documents

Iarsmalann an Iúir agus Mhúrn NEWRY & MOURNE MUSEUM

Forward Plan

2020 - 2023



Introduction

Newry and Mourne Museum is an important heritage, cultural and tourism resource for the Newry and Mourne area. Within the area covered by Newry, Mourne and Down District Council, it provides a regional museums service for the Newry and Mourne area including south Armagh, Newry and the Mournes area as far as Annalong, in terms of learning, outreach, advice on local and family history, and conservation.

Located in Newry, the Museum focuses on interpreting local heritage for the community and visitors to the area. Traditionally called the 'Gateway of the North' the locality has been a strategic position since prehistoric times. The area is famed for being the stage for the mythical Ulster hero, Cuchulainn and his legendary battles with Maeve, Queen of the neighbouring province of Connaught. In the Iron Age period the nearby earthwork, the Dorsey Rampart, is thought by archaeologists to have controlled north to south access to Ulster's Royal capital – Emhain Mhacha, outside Armagh.

Newry and its hinterland has always been a border area, notably between Ulster and the English Pale in the Middle Ages and currently between Northern Ireland and the Republic of Ireland. This sometimes has been a disadvantage and source of conflict. This environment is a melting pot of contrasting cultures and histories, and their interaction, peaceful or otherwise, has hugely influenced the present character of the city.

The Museum draws on these elements to illustrate the diversity and vitality of the local area. The stories and experiences of the early church, the Patrician and Cistercian origins of Newry, the Bagenal family and their relationship with the Gaelic Order, the Plantation; the building of a merchant town and the first summit level canal in the British Isles; the working life and folk traditions of rural and mountain areas; fishing, trade and migration by sea; and modern experiences of a Border area are explored and made accessible through exhibitions, events and activities.

Mission Statement

As a Newry, Mourne and Down District Council service, Newry and Mourne Museum is committed to providing a high-quality, dynamic and inclusive learning and recreational resource. As the area's collective memory bank, the Museum will collect, preserve and interpret the diverse material and cultural heritage of Newry and Mourne to cultivate and promote pride, understanding and enjoyment of local cultures and traditions to the present day.

Tying into the overall Council business plan, the purpose of this Forward Plan is to define the vision, aims and objectives of Newry and Mourne Museum up to 2023. These include:

- Maintain Accreditation, the UK standard for museums and galleries, administered by Arts Council England (ACE).
- Meet the needs of the people of, and visitors to the Newry and Mourne area, so that they may be able to enjoy the learning and recreational benefits of their heritage.
- To collect, care and provide access to items relating to the history of Newry and Mourne
- To utilise the collection in the delivery of learning activities for all our users.
- Consistently deliver high levels of customer care and satisfaction.
- Maintain and develop museum services.
- Increase access to building and collection through innovative events and activities.

Review of Forward Plan 2016 - 2019

In May 2018 the previous Plan was reviewed. Key achievements included a revamp of the Museum, completion of the Esmee Fairbairn Performing Arts Project and delivery of most of the key aims and objectives of the Plan; -

- In the financial year 2017 - 2018 Council provided the Museum with a budget to completely revamp the three main exhibition galleries, as well as new graphics in corridors and hallways. A Museum Design Company was appointed, and the revamp allowed a wealth of new material that had been donated to the Museum in the intervening years since 2007, to be displayed. The revamp included the installation of five new museum cases, one of which exhibits items from an archaeological dig at Carnbane near Newry, as well as interactive displays for children and their families, including a touch screen display and a spinner highlighting the history of the castle and McCann's bakery. The project necessitated the Museum being closed for three months, re-opening in April 2018.

- Completion of the Esmée Fairbairn Performing Arts project (October 2016 – March 2019). The key aims of the funding was to the Museum to enhance public knowledge and long-term engagement with it's Performing Arts Collection. The Collection which comprised two thousand items was catalogued. Five volunteers were recruited, and five pop-up exhibitions were produced for Lislea Drama Festival, Newry Drama Festival, Newry Musical Feis, Newpoint Players and Newry Musical Society. An in- house temporary exhibition and booklet was produced, and over 28 newspaper articles produced. Reminiscence sessions were also delivered as well as many other activities and events with all age groups.
- Although not an objective of the previous Plan, in the financial year 2018 – 2019 funding became available from Council for a new audio-visual system. Audio tours of the Museum are now available in English, Irish French and German, as well as a tour specifically designed for children in English and Irish.

The 2016 – 2019 Forward Plan had highlighted the need for a redevelopment of Gallery 2 and 3, but because of the large amount of funding given by Council, a more complete revamp was achieved. However, this had a knock-on effect on other areas of Museum work and meant that the Assistant Curator was not able to devote as much time and resources to accessioning and cataloguing. On a more positive note funding was available to conserve all the items that went on display. Other positives throughout the period included further development of arts and crafts activities for adults, expansion of the weekly Museum article to a second local newspaper paper and partnership projects with the Northern Ireland Museums Council.

Some Strategic Objectives were not achieved. In particular the *Securing additional museum storage with Down County Museum*, after various discussions it was decided to identify the storage requirements of Newry and Mourne Museum. This has long been critical and exacerbated by relocation of other Council staff to the building in 2015.

In June 2019 a conservator was appointed to undertake a Storage Review of the Museum. The report was published in August 2019. There are some items the Museum can deliver on, but most will await the decision of Council.

A second objective not achieved was a new website, however this is part of a wider Council IT strategy.

Overview of Newry and Mourne Museum

Newry and Mourne Museum is in a restored 16th century fortified house, Bagenal's Castle, and adjoining 19th century warehouse

The museum galleries which interpret the history of the castle and the development of the area from earliest times provide a leisure and learning service to the local community throughout Newry and Mourne, and act as a dynamic focus for helping us connect with our past, our present and our future.

Audience

The Museum opened to the public in March 2007 and attracts around 30,000 visitors each year.

Visitors to the museum include:

- Local visitors
- School trips
- Adults attending arts and crafts courses
- Age specific audiences at events such as the Late Shift
- Participants in family events
- Participants in lecture series and courses
- Various organisations including local historical societies, community and health care groups, church groups, charities and government groups.
- Tourists, including visitors from the UK and Ireland, Australia, America, S. Africa, New Zealand
- Genealogy researchers
- Local history researchers
- Borrowers and users of the Reminiscence Loan Box service
- Users of travelling exhibitions

The Museum actively evaluates all services. To promote accessibility, entry to the Museum and exhibitions is free. A fee is charged for some events and activities.

Collections

The current collection comprises over 15,000 documents, artefacts and photographs. These represent many aspects of local social, cultural and political heritage. Items of special interest include:

- The Reside Collection – around 12,000 items dating from 1715 to 1986 relating to the life and work of surveyors and architects, Samuel Wilson Reside, his son, Major G.W. Reside and his wife Margaret Reside, a prominent Newry solicitor. The archive includes records relating to the Kilmorey, Downshire and Hall estates, Land Purchase Commission papers, legal papers, newspapers, and architectural plans.

- Newry and Warrenpoint Railway Collection – contains over a hundred objects and archive items which were collected in 1964 and 1965 when the railway was closing.
- Charles Murray Collection – correspondence, photographs and objects which relate to the career of Charles Murray from Acton, near Poyntzpass, County Armagh who served in the RAF from 1936 until he was shot down and killed in Poland in 1944.
- Performing Arts Collection – a large and important archive covering photographs, programmes, correspondence, newspaper cuttings, costume and medals which reflect the development of the performing arts in Newry and Mourne from the late 19th until early 21st centuries.
- Gelston Clock - a rare grandfather clock made in Newry c.1780 by John Gelston.
- An original portrait of Sir Nicholas Bagenal c.1580s.
- Textile Collection - most notably a set of Order of St. Patrick Robes owned by the 3rd Earl of Kilmorey, an Irish National Foresters uniform, a Deputy Lord Lieutenant's uniform, a complete set of robes worn by a High Court Judge who was also a Queen's Counsel and a wedding dress worn by Lady Hyacinth Needham in 1953.
- The Hugh Irvine Collection - relates to local and family history in the Kilkeel area. This includes photographs, postcards, receipts from local businesses, newspaper cuttings and detailed notes on family history.
- The Eamon Donnelly Collection - a prominent Nationalist politician in Ireland during the 1920s and 1930s includes correspondence from leading figures including Éamon de Valera, Michael Collins, and Maud Gonne MacBride.
- An original map of Newry drawn by Matthew Wren, pupil of John Rocque, is 1761 showing the development of the Canal, Sugar Island and the Hill Street area.

Of the Museum's collection, approximately 5% is on display. This includes a mix of objects and archival material. They are displayed in three main permanent galleries throughout the building. Most are in museum cases, with larger items on open display. The artefacts are on display in environmentally controlled areas, protected in cases with further security provided by periodic monitoring by Museum Assistants.

Museum budget

Newry and Mourne District Council run the Museum. The total budget the museum works with is included in the Council's ERT Departmental Budget. The Museum also has access to outside funding including the Northern Ireland Museums Council, National Art Collection Funds and other funders.

Museum facilities and services

Newry and Mourne Museum provides a range of amenities including:

- Courtyard. This provides the introduction to the Castle and Warehouse.
- Visitor Information Centre, which provides information on tourist attractions, both local and national.
- Gallery 1. This part of the building contains many of the most easily recognisable surviving features of the Castle, which will be highlighted for visitors.
- Gallery 2. The displays focus on urban and domestic life in the seventeenth, eighteenth, nineteenth centuries.
- Banqueting Room/Education Room with a capacity for 60 people. This is utilised by schoolchildren, students and tour groups and families for a variety of learning activities and community/cultural meetings and use as a private function/banqueting room.
- Meeting Room on ground floor, with seating for 25 people for workshops, training sessions etc.
- Gallery 3 Houses the "*A Border Town's Experience of The Twentieth Century*" exhibition which traces the impact of key political and economic events of the Twentieth Century on the Newry and Mourne area
- Reading Room which houses the Museum's main archival Collections.
- Two Temporary Exhibition Galleries, which allow the Museum to maintain a rolling programme of temporary exhibitions which focus on aspects of local history and culture which cannot be addressed in depth in the main exhibitions.

SWOT Analysis

Newry and Mourne Museum has undertaken a SWOT analysis, (Strengths, Weaknesses, Opportunities and Threats analysis) and process has allowed the museum management to identify the following:

Strengths

- Museum strategy as contained in Forward Plan
- New Culture, Arts and Heritage Strategy 2020 - 2025
- Flexibility and adaptability of staff
- Professional, dedicated staff
- Diverse collection
- Contemporary collecting
- Range of services provided
- Research
- Good Location
- Accessibility
- Historically important site
- Marketing and promotion of service by Education Officer
- Good working relationship with local people
- Informing people what we are doing

Weaknesses

- No brand recognition with no proper signage identifying Museum
- Lack of artefact storage
- Lack of resources to catalogue collection
- Lack of partnership working with area's other Museum
- Outdated website
- Difficulty of getting items prioritised/actioned within Council
- Confusion over service
- Limited Resources
- Outside funding

Opportunities

- Culture, Arts and Heritage Strategy 2020 - 2025
- To achieve Accredited Archive Status
- More involvement with Council's planning and events
- Media
- Wider Council area
- Ongoing interest in history and heritage issues
- Strong interest in Genealogy as evidenced by daily and weekly enquiries

Threats

- Brexit
- Competition with other council services
- Competition with other service providers
- Retention of staff
- Competition with other museums for resources
- Misunderstanding of services

This review of the internal and external factors affecting the Museum creates a detailed picture of the museum and has been used when defining the vision, aims and strategic objectives of Newry and Mourne Museum for the next three years.

There are three critical threats or weaknesses to the Museum Service. Lack of storage due to tourism staff being moved into building in 2015, no external signage identifying a Museum in this building and not enough staff resources to catalogue collection. Additionally, the Museum's website is out of date and is not fit for purpose.

Consultation event

A consultation event was held with a range of Museum stakeholders on the 27th November 2019. The Forward Plan was presented to the participants and they were given an opportunity to comment on the Plan, the Museum exhibitions and education programme.

The participants were a range of people including a regular donator, a previous Volunteer, archive users and others who had contributed to previous exhibitions and projects.

Feedback was positive and some comments recorded by the participants are included below:

Congratulation on tremendous amount of work done to date.

Wish you continued success and support for the future.

The pop up exhibitions are excellent.

Newry Feis pop ups have been really valuable – we have used them for local and regional events and they have been a major attraction.

There were some suggestions similar to those made at the previous stakeholder events, with the lack of signage seen as a major obstacle to promoting Newry and Mourne Museum, these have been taken on board in the Forward Plan. It was explained that a branding exercise had taken place in summer 2019, but Council resources are required to implement:

Not enough signs in Newry area or on the Museum.

Sign for Museum (required) More publicity.

Independent website required, as Council website is insufficient/obscure.

Not enough information on all the services available at the Museum.

Copies of letters (on display in Gallery 2) to be typed out [so they can be read].

Vision

The Museum believes that it makes a major contribution to the quality of life in the region, through contributing directly and indirectly to the local economy, providing an invaluable learning resource and contributing to tourism.

Aims and Objectives

To collect, care and interpret items relating to the collecting area covering south Down as far as Annalong, south Armagh as far north as Newtownhamilton and the Newry City area. The Collection Policy of the Museum also respects the historic hinterland of Newry including the villages of Markethill, Rathfriland and Omeath which are outside the boundaries of Newry, Mourne and Down District Council. The Museum holds its collections in trust for the community and is therefore committed to providing an accessible, welcoming learning and leisure environment for all ages, interests, abilities and social backgrounds.

The Museum endeavours to present Newry and Mourne's social and cultural history in a stimulating, challenging and balanced way that provides opportunities for a range of visitors to appreciate cultural differences.

The Museum is committed to continually developing its services and thereby acquiring new audiences. This can be achieved through mutually beneficial relationships with others to secure funding, raise public profile, develop exhibitions and improve the quality of service provided for the community. New audiences have been developed with the help of partnership working with the Northern Ireland Museums Council. The three-year Reimagine, Remake and Replay project has facilitated 16-24 year olds to engage with the Museum, while the Museum Lates events in 2018 and 2019 targeted the 30 – 50 age range.

The Museum also recognises that it needs to ensure a sustainable and quality provision of service through creative, innovative and efficient management of its resources whilst recognising the need to develop further the museum infrastructure.

We will achieve our Mission and Vision for the Museum Service through the aims and objectives laid out under four main heading outlined in the table below; -

1. Collections Care, Management and Use
2. Audience Development
3. Education and Learning
4. Infrastructure and Resources

1. Collections Care, Management and Use

AIM 1 Maintain Accreditation Standard as required by Arts Council England (ACE)		Newry and Mourne Museum Mission Statement: <i>Newry and Mourne Museum is committed to providing a high-quality, dynamic and inclusive educational and recreational resource.</i>	
Strategic Objective: To ensure that existing operating systems meet the necessary requirements for Accreditation			
Key Task	Action	Completion Date	Principal Officer
Maintain collection management procedures to SPECTRUM Minimum Standard	<ul style="list-style-type: none">• Ensure that object entry, accessioning and cataloguing methods conform to <i>SPECTRUM Minimum Standard</i>.• Loans in/loans out methods conform to <i>SPECTRUM Minimum Standard</i>.• Retrospective documentation must conform to <i>SPECTRUM Minimum Standard</i>• Object exit procedure must conform to <i>SPECTRUM Minimum Standard</i>	Ongoing	Assistant Curator
Ensure museum policies meet Accreditation standards	<ul style="list-style-type: none">• Maintain Collections Development policy• Maintain Collections Care and Conservation Plan• Update and review Emergency Plan as required• Maintain Documentation Procedure Manual• Maintain Documentation Plan• Maintain Documentation Policy	Ongoing Ongoing Review annually, and more often as personnel change Ongoing Ongoing – Review in 2020 Ongoing	Curator Assistant Curator Assistant Curator Assistant Curator

AIM 2 To collect, care and interpret items relating to Newry and Mourne		Newry and Mourne Museum Mission Statement: <i>To collect, preserve and interpret the diverse material and cultural heritage of Newry and Mourne</i>	
Strategic Objective 1: Eliminate remaining Modes back-log			
Key Task	Action	Completion Date	Principal Officer
Continue cataloguing of the collection and reduction of back-log	<ul style="list-style-type: none">Sort and catalogue artefactsInput data on to Modes for WindowsBox artefacts not on display for storage	Ongoing This is an ongoing process as the collection develops	Assistant Curator
Strategic Objective 2: Develop Museum Collection			
Key Task	Action	Completion Date	Principal Officer
Develop range of artefacts in Collection	<ul style="list-style-type: none">Acquire artefacts according to identified gaps in CollectionReview profiles of collecting areasConsult with relevant stakeholders regarding annual temporary exhibition programme	Ongoing Annually through analysis of temporary exhibition evaluation forms	Assistant Curator
Strategic Objective 3: Develop research potential of Museum Collection			
Key Task	Action	Completion Date	Principal Officer
To develop access to the Museum Collection	<ul style="list-style-type: none">Maintain and edit Modes databasePromote Collection through main and temporary exhibitionsFacilitate research by staff and public	Ongoing Twice a year and twice-yearly change of costume display Ongoing	Assistant Curator Curator, Assistant Curator and Education Officer

Publish articles on Museum Collection and local history	<ul style="list-style-type: none"> Research and write articles for local newspapers, periodicals and online publication on Museum website 	Ongoing	Curator Assistant Curator Education Officer Museum Assistants
Raise profile of Collection material relating to Partition and Boundary Commission	<ul style="list-style-type: none"> Organise events and an exhibition for 1921 – 22 periods 	December 2022	Education Officer Curator Assistant Curator
Strategic Objective 4: Cultivate public understanding of museum practice			
Key Task	Action	Completion Date	Principal Officer
Improve direct access to the collection and public knowledge of collection care	<ul style="list-style-type: none"> Complete documentation of the entire collection to Accreditation standards Develop a digital photographic record of the collection Improve the standard of care for artefacts in storage according to their specific requirements Provide an advisory service to the public on care of historic objects 	Ongoing	Assistant Curator

2. Developing Audiences

AIM 1 Audience Development and increase access		Newry and Mourne Museum Mission Statement: To cultivate and promote pride, understanding and enjoyment of local cultures and traditions. To Increase access to building and collection through innovative events and activities.	
Strategic Objective 1: Increase Visitor Numbers			
Key Task	Action	Completion Date	Principal Officer

Identify building as a Museum	<ul style="list-style-type: none"> Brand awareness is key to signposting visitors to Museum and in 2018 new branding signage for building was designed and costed 	Needs to be rolled out by August 2020	Curator with direction/budget from Council
Target new audiences	<ul style="list-style-type: none"> Delivery of a Museum Lates event each year to target 30 – 50 age group Ongoing participation in Reimagine, Remake, Replay initiative for 16 – 24 year olds 	Ongoing Ongoing	Curator/Education Officer Curator/Education Officer
Actively market museum services	<ul style="list-style-type: none"> Maintain high levels of social media activity Analyse current activities Increase public awareness Attract new audiences Constant evaluation of all services Maintain programme of two temporary exhibitions per year 	Ongoing	Curator Education Officer and Assistant Curator
Strategic Objective 2: Increase social and cultural awareness			
Provide a neutral venue to encourage mutual understanding between communities as part of Decade of Centenaries events	<ul style="list-style-type: none"> Develop a programme of temporary exhibitions reflecting local heritage and culture Provide an active lecture programme to facilitate engagement with Decade of Centenaries Provide an avenue for local people to actively explore their history and culture 	Ongoing	Curator Education Officer Assistant Curator
Strategic Objective 3: Utilise website/social media as a marketing resource			
Key Task	Action	Completion Date	Principal Officer
To re-design the Bagenal's Castle website.	<ul style="list-style-type: none"> Updateable pages Virtual 'tour' of galleries Embedding of social media 	2023	Requires direction/budget from Council

	<ul style="list-style-type: none"> • Two online exhibitions each year • Online booking service • Interactivity • Ability to upload short videos • Podcasting • Hits measured 		
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3. Education and Learning

AIM 1 To provide a learning resource for the community.		Newry and Mourne Museum Mission Statement: <i>To provide a high-quality, dynamic and inclusive educational and recreational resource</i>	
Strategic Objective 1: Maintain and Develop Education Service			
Key Task	Action	Completion Date	Principal Officer
Continued development of a proactive education programme for local learning institutions	<ul style="list-style-type: none">• Liaise with local school in relation to the curriculum to assess needs.• Adapt resources according to specific requests• Design curriculum-linked workshops/lessons for schools in conjunction with temporary exhibitions• Maintain Education Services and Access Policy	Ongoing	Education officer
Continued development of tours focused on specific user groups.	<ul style="list-style-type: none">• Customise tours in accordance with user groups:-<ul style="list-style-type: none">- Schools- Senior Citizens- Specialist groups- Tourists- Community organisations- Corporate organisations	Ongoing	Education Officer, Museum Assistants, Assistant Curator and Curator

	- Incorporate new temporary exhibitions into the tour		
Marketing of Learning Programme	<ul style="list-style-type: none"> • Implement direct marketing strategies including: <ul style="list-style-type: none"> - Mail shots - Text Anywhere - Email - Regular website updates - Social media - Poster and flyer campaigns • Continue to develop information booklets • Continue to develop online resources 	Ongoing	Curator, Education Officer Curator, Assistant Curator, Education Officer

4. Infrastructure and Resources

AIM 1 Develop partnerships		Newry and Mourne Museum Mission Statement: <i>Maintain and develop museum services</i>	
Strategic Objective 1: Work in partnership to deliver enhanced and additional services			
Key Task	Action	Completion Date	Principal Officer
Formalise relationship with Down County Museum	<ul style="list-style-type: none"> Regular heritage meetings Co-operation and communication on areas of mutual benefit 	Ongoing	Head of Service, Curatorial and education staff from both museums
Assistance with resources to voluntary and	<ul style="list-style-type: none"> Maintain Reminiscence loan box service Maintain travelling exhibition programme 	Ongoing	Education Officer, Museum Assistants

statutory organisations		Ongoing	Curator and Assistant Curator
Network on education issues	<ul style="list-style-type: none">NIMC initiatives	Ongoing	Education Officer
Network with Curators throughout N. Ireland and the Border Counties	<ul style="list-style-type: none">Continued membership of Northern Ireland Regional Curators Group	Ongoing	Curator, Assistant Curator
Liaise with other organisations to develop a local network of mutual support	<ul style="list-style-type: none">Local community groupsStakeholdersHeritage and history groupsAdult educationOther cultural institutions	Ongoing	Curator, Education Officer, Assistant Curator
AIM 2 Develop and enhance interpretation of Bagenal's Castle		Newry and Mourne Museum Mission Statement: <i>To cultivate and promote pride, understanding and enjoyment of local cultures and traditions</i>	
Strategic Objective 1: Ongoing development of main exhibitions			
Key Task	Action	Completion Date	Principal Officer
Development of main exhibitions	<ul style="list-style-type: none">Continue development of main exhibitions in three main galleriesContinue with developing and interpreting 16th century history of castle through living history, curriculum-linked lesson and tours	Ongoing	Curator Assistant Curator Education Officer
AIM 3 Provision of service		Newry and Mourne Museum Mission Statement: <i>To provide a high-quality, dynamic and inclusive educational and recreational resource</i>	
Strategic Objective 1: Generate revenue streams			

Key Task	Action	Completion Date	Principal Officer
Explore potential funding opportunities for development of Collection	<ul style="list-style-type: none"> Identify relevant grant aid from NIMC 	Ongoing	Curator Assistant Curator Education Officer
Use of the Banqueting Room and Meeting Room for hire	<ul style="list-style-type: none"> Continued marketing of the Banqueting Room and Meeting Room for cultural functions 	Ongoing	Curator Education Officer Administrative Assistant
Strategic Objective 2: Develop staff potential			
Key Task	Action	Completion Date	Principal Officer
Ensure staff and volunteers are covered under current legislation	<ul style="list-style-type: none"> Provide proper conditions of employment Ensure new staff and volunteers are provide with comprehensive induction 	Ongoing	Curator, Assistant Curator
Offer developmental opportunities	<ul style="list-style-type: none"> Offer opportunities for staff through a training programme Ensure proper training on all relevant council policies including Child Protection and Health and Safety procedures 	Ongoing	Curator Council Personnel Outside Training
Volunteer programme	<ul style="list-style-type: none"> Recruit a minimum of one volunteer a year Develop volunteer work programmes as required Provide placements for university students as appropriate 	Ongoing	Assistant Curator
Strategic Objective 3: Enhance space for artefact storage in museum building as recommended in Storage Review, August 2019			
Key Task	Action	Completion Date	Principal Officer

Implementation of six-month recommendations in Storage Review	<ul style="list-style-type: none"> Removal of fire-proof cabinets New cleaning and pest management programme Re-packing of artefacts in Museum Store 	November 2019 December 2019 December 2019	Curator/Assistant Curator Assistant Curator Assistant Curator facilitating Conservator
Implementation of one-year recommendations in Storage Review	<ul style="list-style-type: none"> Relocation of plan chests to Reading Room Shelving of space to safely store collections Expand into new storage areas on Level 1a in building Implementation of one-year recommendations hangs on space currently used for non-museum related functions becoming available 	December 2020 December 2020 December 2020	Curator/Assistant Curator with direction/budget from Council Curator/Assistant Curator with direction/budget from Council Curator/Assistant Curator with direction/budget from Council
Strategic Objective 4: Ensure Safe Working and Visitor Environment			
Key Task	Action	Completion Date	Principal Officer
Identify potential risks to staff and visitors	<ul style="list-style-type: none"> Carry out and update risk assessment and COSHH assessments for the building Carry out new risk assessments and COSHH assessments as required Carry daily, weekly and monthly checks. 	Review every three years or if something changes Ongoing Ongoing	Curator, Museum Assistants Education Officer, Assistant Curator Museum Assistants
Strategic Objective 5: Improve environmental sustainability by reusing recyclable materials in exhibition and family and education workshops			
Key Task	Action	Completion Date	Principal Officer
Identify key areas where this can be achieved	<ul style="list-style-type: none"> Reuse Foamex for captions in temporary exhibitions Use Perspex mounts for objects 	Ongoing Ongoing	Assistant Curator Assistant Curator

	• Conserve items for temporary exhibitions that can be used in main exhibitions	Ongoing	Assistant Curator
	• Use waste material from Play Resource scrap shop in family and learning workshops	Ongoing	Education Officer
	• Reuse waste materials from packaging in workshops	Ongoing	Education Officer

Conclusion

As a Newry, Mourne and Down District Council service, Newry and Mourne Museum is committed to providing a high-quality, learning and recreational resource. As the museum is entrusted with the area’s collective history it will continue to collect, preserve and interpret the heritage of Newry and Mourne to cultivate and promote pride, understanding and enjoyment of local cultures and traditions to the present day.

The key aims, and objectives of the museum are to care for the heritage of Newry and Mourne through the care and collection of a diverse range of material and providing accessibility to this resource. It will also ensure the preservation of Newry’s oldest known surviving building. While the restoration of the building offers a unique opportunity to explore our past, it will continue to be an invaluable resource for the local community as a learning tool with activities which relate directly to the history of the site and to the objects in the Museum Collection.

The Museum believes that it makes a major contribution to the quality of life in the region, through contributing directly and indirectly to the local economy, providing an invaluable learning resource and contributing to tourism. Its adaptability will enable it to develop mutually beneficial relationships with others to secure funding, raise public profile, develop exhibitions and improve the quality of service provided for the community.

The Forward Plan will be the blueprint in ensuring that the above objectives are met, and an economically sustainable service will be provided. Newry and Mourne Museum is now well placed to extend its services and learning facility due to the recruitment of core staff, training opportunities and specialised skills.

Report to:	Economic Regeneration and Tourism Committee
Date of Meeting:	10 th February 2020
Subject:	Tourist Accommodation Grant Fund
Reporting Officer (Including Job Title):	Andrew Patterson Assistant Director Tourism Culture and Events
Contact Officer (Including Job Title):	Andrew Patterson Assistant Director Tourism Culture and Events

For decision	x	For noting only	
1.0		Purpose and Background	
1.1		<p><u>Purpose:</u> To seek Committee approval for recommendations to open a capital grant fund, closed call for expressions of interest, to support the construction of new hotel developments of scale in the district, in line with agreed funding criteria.</p> <p><u>Background:</u> Council previously approved a recommendation for Officers to develop a Financial Assistance Programme to support eligible capital costs for tourist accommodation/hotel developments of scale that have received planning permission. With confirmation of the Council's budgets for the 2020/21 financial year, Officers are now seeking approval to open a £1 million grant fund in Q1 2020/21.</p>	
2.0		Key issues	
2.1		<p>In order to support the overall growth of the tourism industry in Newry, Mourne and Down in line with the Council's Corporate Plan and Tourism Strategy it is essential that more overnight stays are generated within the district. The delivery of this objective is dependent on the provision of more quality tourist accommodation developments of scale across the district.</p> <p>In line with Council's approval for the development of a Financial Assistance capital grant programme to support the development of tourist accommodation of scale, a funding scheme has been developed and a closed call for expressions of interest will be sought for hotel developments that meet all of the following criteria:</p> <ul style="list-style-type: none"> • Hotel projects with a minimum of 30 bedrooms; • Projects that have received planning permission; • Projects applications for match-funding that do not breach current EU State-Aid rules. 	

	<ul style="list-style-type: none"> Projects that are seeking maximum grant support of £300,000. <p>Each application will be evaluated against the above criteria and will be subject to comprehensive assessment of a detailed business case.</p>
3.0	Recommendations
3.1	To approve recommendations to open a capital grant fund, closed call for expressions of interest, to support the construction of new hotel developments of scale in the district, in line with agreed funding criteria.
4.0	Resource implications
4.1	A Capital budget of £1m is included in the ERT Departmental Budget within the 2020/21 and 2021/22 Financial Years.
5.0	Equality and good relations implications
5.1	It is not anticipated the recommendation will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	The recommendation has been considered within the scope of the Rural Needs Act and the proposal will not be subject to rural needs impact assessment.
7.0	Appendices
	N/A
8.0	Background Documents
	N/A

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1. Live Applications

MONTH 2019/20	NEW APPLICATIONS	LIVE APPLICATIONS	LIVE APPLICATIONS OVER 12 MONTHS
April	177	1,173	269
May	192	1,196	266
June	155	1,184	264
July	139	1,157	250
August	127	1,108	249
September	110	1,026	241
October	155	981	234
November	149	963	229
December	106	933	221
January	169	945	219

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2. Live Applications by length of time in system

Month 2019/20	Under 6 months	Between 6 and 12 months	Between 12 and 18 months	Between 18 and 24 months	Over 24 months	Total
April	701	203	89	60	120	1,173
May	718	212	81	61	124	1,196
June	718	202	86	57	121	1,184
July	664	243	76	51	123	1,157
August	632	227	77	44	128	1,108
September	574	211	70	45	126	1,026
October	534	213	80	39	115	981
November	522	212	71	40	118	963
December	496	216	70	43	108	933
January	520	206	79	39	101	945

3. Live applications per Case Officer

Month 2019/20	Average number of Applications per Case Officer
April	78
May	79
June	73
July	76
August	76
September	76
October	67
November	58
December	57
January	62

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4. Decisions issued per month

Month 2019/20	Number of Decisions Issued	Number of Decisions Issued under delegated authority
April	104	95
May	156	152
June	165	148
July	163	157
August	170	142
September	181	158
October	193	185
November	148	138
December	127	121
January	147	138

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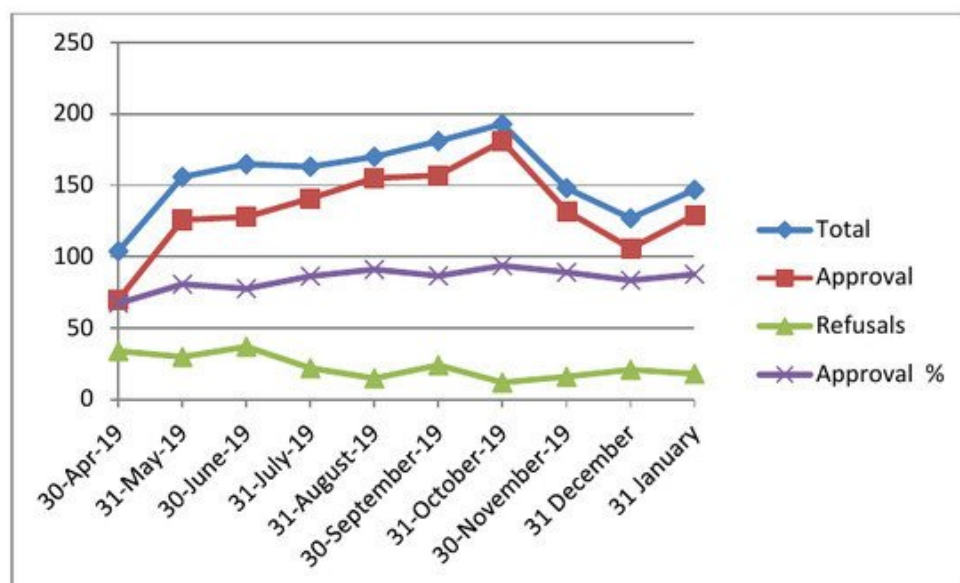
49

5. Decisions Issued YTD

Month 2019/20	Number of Decisions Issued	Breakdown of Decisions	
April	104	Approvals (70)	67%
		Refusals (34)	33%
May	260	Approvals (196)	75%
		Refusals (64)	25%
June	425	Approvals (324)	76%
		Refusals (101)	24%
July	588	Approvals (465)	79%
		Refusals (123)	21%
August	758	Approvals (620)	82%
		Refusals (138)	18%
September	939	Approvals (777)	83%
		Refusals (162)	17%
October	1,132	Approvals (958)	85%
		Refusals (174)	15%
November	1,280	Approvals (1090)	85%
		Refusals (190)	15%
December	1,407	Approvals (1196)	85%
		Refusals (211)	15%
January	1,554	Approvals (1325)	85%
		Refusals (229)	15%

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6. Enforcement Live cases

Month 2019/20	<=1yr	1-2 yrs	2-3 yrs	3-4 yrs	4-5 yrs	5+yrs	Total
April	329	230	183	79	63	179	1,063
May	308	247	174	85	62	178	1,054
June	286	249	171	83	61	174	1,024
July	283	261	166	83	60	170	1,023
August	264	256	179	81	55	175	1,010
September	248	264	179	89	45	174	999
October	240	260	169	84	38	164	955
November	244	256	165	89	35	151	940
December	230	251	152	90	35	146	904
January	233	255	144	96	39	146	913

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7. Planning Committee

Month	Number of Applications presented to Committee	Number of Applications Determined by Committee	Number of Applications Withdrawn/ Deferred for future meeting	Number of Officer recommendation overturned
10 April 2019	17	11	6	5
29 May 2019	15	12	3	5
26 June 2019	16	13	3	3
24 July 2019	27	18	9	8
21 August 2019	34	29	5	5
18 September 2019	17	12	5	6
16 October 2019	15	12	3	3
13 November 2019	11	8	3	2
11 December 2019	14	7	7	2
8 January 2020	14	9	5	1
Totals	180	131	49	40

8. Appeals

Planning Appeal Commission Decisions issued during January 2020

Area	Number of current appeals	Number of decisions issued	Number of decisions Allowed	Number of decisions Dismissed	Withdrawn
Newry & Mourne	23	0	0	0	0
Down	14	3	2	1	0
TOTAL	37	3	2	1	0

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Statutory targets monthly update - April 2019 - December 2019 (unvalidated management information)

Newry, Mourne and Down

Major applications (target of 30 weeks)					Local applications (target of 15 weeks)				Cases concluded (target of 39 weeks)					
	Number received	Number decided/ withdrawn ¹	Average processing time ²	% of cases processed within 30 weeks		Number received	Number decided/ withdrawn ¹	Average processing time ²	% of cases processed within 15 weeks		Number opened	Number brought to conclusion ³	"70%" conclusion time ³	% of cases concluded within 39 weeks
April	1	1	51.8	0.0%		163	81	22.0	22.2%		28	66	192.0	30.3%
May	0	1	600.0	0.0%		152	138	21.1	28.3%		29	36	85.4	44.4%
June	2	3	230.8	33.3%		123	145	24.6	22.1%		25	48	114.7	37.5%
July	0	-	0.0	0.0%		110	152	20.2	36.2%		41	44	165.2	29.5%
August	0	2	55.4	50.0%		100	160	22.1	30.0%		24	42	83.5	47.6%
September	1	1	321.0	0.0%		113	166	22.4	24.1%		34	35	185.7	40.0%
October	1	-	0.0	0.0%		117	158	19.2	38.6%		44	73	161.2	31.5%
November	0	2	169.4	0.0%		155	136	24.3	33.8%		24	54	189.2	29.6%
December	1	-	0.0	0.0%		83	112	20.7	40.2%		19	43	121.2	37.2%
January	0	-	0.0	0.0%		0	-	0.0	0.0%		0	-	0.0	0.0%
February	0	-	0.0	0.0%		0	-	0.0	0.0%		0	-	0.0	0.0%
March	0	-	0.0	0.0%		0	-	0.0	0.0%		0	-	0.0	0.0%
Year to date	6	10	169.4	20.0%		1,116	1,248	21.5	30.8%		268	441	145.4	35.4%

Source: NI Planning Portal

Notes:

1. CLUDS, TPOS, NMCS and PADS/PANs have been excluded from all applications figures

2. The time taken to process a decision/withdrawal is calculated from the date on which an application is deemed valid to the date on which the decision is issued or the application is withdrawn. The median is used for the average processing time as any extreme values have the potential to inflate the mean, leading to a result that may not be considered as "typical".

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3. The time taken to conclude an enforcement case is calculated from the date on which the complaint is received to the earliest date of the following: a notice is issued; proceedings commence; a planning application is received; or a case is closed. The value at 70% is determined by sorting data from its lowest to highest values and then taking the data point at the 70th percentile of the sequence.

Report to:	Enterprise, Regeneration and Tourism Committee
Date of Meeting:	10 th February 2020
Subject:	Castlewellan Forest Park
Reporting Officer (Including Job Title):	Jonathan McGilly – Assistant Director Enterprise, Employment & Regeneration
Contact Officer (Including Job Title):	Aveen McVeigh –Project Development Officer

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p><u>Purpose</u> To note the ongoing actions of the Castlewellan Forest Park Task and Finish Project Board</p> <p><u>Background</u> Council currently is in receipt of funding from National Lottery Heritage Fund (NLHF) for £247,000 to develop a vision for Castlewellan Historic Demesne. The approved purpose of the funding relates to developing improvements to Courtyards 1 and 2, developing the Arboretum and Walled garden, Access improvements and Biodiversity.</p> <p>£500,000 of this has been secured from DAERA for the restoration and interpretation of Castlewellan Arboretum. The two projects are interdependent.</p> <p>Council submitted a RIBA Stage 2 project proposal to NLHF on 13 December 2019.</p> <p>Council has received feedback and is working with Integrated Design Team to progress the project.</p>
2.0	Key issues
2.1	<ul style="list-style-type: none"> • The Task & Finish Project Board has been meeting monthly and operates a governance framework to satisfy the requirements of external funders. • Various studies and reports have been completed e.g. bats, ecology, park, wood and grass land etc. The reports will assist in the development of Round 2 application to NLFH.

	<ul style="list-style-type: none"> Funding claims are being submitted by Officers to NLHF on an ongoing basis for 'development phase' activities. Council issued correspondence to Forest Service in December 2019 to enter into an 'agreement to sign' a lease for Castlewellan Forest Park (except for The Castle).
3.0	Recommendations
3.1	<ul style="list-style-type: none"> To note the ongoing actions of the Castlewellan Forest Park Task and Finish Project Board
4.0	Resource implications
4.1	HLF round one grant aid of £247,000 has been provided, along with £500,000 having been obtained from DEARA through the Rural Development tourism measure.
5.0	Equality and good relations implications
5.1	It is not anticipated the recommendation will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	The recommendation has been considered within the scope of the Rural Needs Act and the proposal has not been subject to a rural needs impact assessment.
7.0	Appendices
	<ol style="list-style-type: none"> Action sheet of Task & Finish Project Board Meeting 29/11/19 Action sheet of Task & Finish Project Board Meeting 10/1/2020
8.0	Background Documents

Appendix 1

Report of Castlewellan Forest Park Task and Finish Project Board held on Friday 29th November 2019 at 2.00pm in the Meeting Room, The Grange, Castlewellan Forest Park.

Attendees:

Councillors:

Cllr W Clarke
Cllr H Gallagher
Cllr L Devlin
Cllr R Howell
Cllr A McMurray

Others:

Mr M Carey (MHT) – Acting Chair

In attendance:

Council Officials:

K Scullion
J McGilly
J Ellis
D Rice
A McVeigh
G Shaw

Others:

Ian Irwin (FS)
Mr JJ Cassidy (FS)

Apologies:

Cllr G Hanna
S Montgomery
C Mallon
A Mallon
S Crossey

Item 1. Welcome:

M Carey welcomed everyone to the meeting including Cllr A McMurray, who has returned to the Board in place of former Councillor, G Bain and, Aveen McVeigh, the newly appointed NMDDC Project Development Officer.

Item 2. Apologies

Apologies were noted as above.

Item 3. Presentation on Business Plan proposals

Action

The Chair invited Gordon Welsh to present details on behalf of Copius Consulting. Members were provided with an overview of work in progress, including:

<ul style="list-style-type: none"> - Key challenges with preparing the Business Plan - Main focus – future governance & operating model (preferred option) - Scoring of operating model options - Staffing structure/hierarchy - User profile and evidence of demand - Assurance on affordability <p>Concerns were expressed over the skills & capacity of the third sector to deliver an appropriate service under Option 3. Noted that a report detailing analysis of options was being considered by Council's Senior Management Team.</p>	<p>Officers to report back on cost implications of preferred operating model.</p>
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Item 4. Report from Previous Meeting on 1st November 2019

Agreed as a true and accurate record, proposed by Cllr Gallagher and seconded by I Irwin.

Item 5. Matters Arising and Actions

Action

a. Lease update

Advised that a follow-up meeting had taken place with FS representatives on 8th November 2019. Noted that a letter was being issued by Council to FS setting out draft terms of lease proposal.

Officers to ensure that NLHF are fully briefed on progress as part of the RIBA Workstage 2 Review process.

b. Tree survey

Officers advised that contractual matter had been resolved and that WYG have been advised to issue instruction to sub-consultant.

JJ Cassidy advised that in-kind tree works had been completed.

<p>c. Ecology workshop</p> <p>The Chair advised that invitations had been issued to relevant stakeholders, scheduled to take place on 12th December 2019. Noted that the 8 species of bats common to NI are all present within the forest park.</p> <p>d. Arboretum workshop</p> <p>A McVeigh confirmed that formal invitations have been issued, scheduled for 22nd January 2020. The initial response has been positive.</p> <p>e. Training</p> <p>Members were advised that issues arising from recent meeting with CAFRE reps would be followed up on after the submission of reports for the NLHF RIBA Workstage 2 Review.</p> <p>f. Design Concept Framework</p> <p>Members were advised that the draft design framework report had been completed in advance of the upcoming RIBA Workstage 2 Review. Officers guided Members through format and content of final report. I Irwin stated that it was important to highlight the significance of the tree collection and sustainability on future interpretation narratives.</p>	<p>Officers to report back on workshop at next T&F Project Board meeting.</p> <p>Update on confirmed attendees to be provided at the next meeting.</p>
<p>Item 6. Progress Report</p>	<p>Action</p>
<p>a. WYG Project Manager's Report</p> <p>Noted as read.</p> <p>b. Architectural (buildings & landscape)</p>	

<p>Members were advised that plans had been refined in preparation for the upcoming review by NLHF.</p> <p>c. Cost Plan</p> <p>Noted that capital costs to be submitted for review by NLHF had increased. A significant portion was attributed to M&E and utility costs that had not been included in the Round 1 application.</p> <p>d. Ecology Reports</p> <p>Noted that the suite of draft Ecology Survey reports had been received. G Shaw advised that the Bat Survey report had been forwarded to the Planning Office to assist the approval process for the planning application for works to the Walled Garden, Bothy Yard & Rhododendron Wood.</p> <p>e. Traffic Management</p> <p>Noted that Officers had requested review report from WYG.</p> <p>f. Conservation Plan</p> <p>Noted that no feedback had been received as yet from NLHF following submission of draft plan.</p> <p>g. Management & Maintenance Plan</p> <p>Noted that WYG had confirmed that D-ON Architects were leading on preparation of draft plan. Officers expressed concerns on progress in advance of upcoming review.</p> <p>K Scullion thanked J Ellis and D Rice for their assistance with preparing content for the M&M Plan.</p>	<p>Officers to report back on cost comparison between Round 1 and 2 at the next meeting.</p> <p>Officers to share Ecology Reports with Members, when received.</p>
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<p>h. Interpretation Plan</p> <p>Noted that draft plan was complete and would be included in the package of submissions for upcoming review.</p> <p>i. Activity Plan</p> <p>G Shaw advised that the draft plan was on schedule to be completed in advance of upcoming review.</p>	
Item 7. Progress against Programme	Action
<p>a. NLHF RIBA Workstage 2 Review</p> <p>Members were advised that the Integrated Design Team (IDT) had been instructed to issue all draft reports to Council on or before 6th December 2019.</p> <p>NLHF are expecting all draft plans and reports to be submitted for review by 13th December 2019.</p>	<p>Officers to review IDT drafts in advance of final submission to NLHF.</p>
Item 8. Risk Management	Action
There were no further updates.	
Item 9. Finance Update	
<p>An invoice for professional fees is expected to be issued by WYG on behalf of the IDT following issue of RIBA Stage 2 draft reports and plans.</p> <p>Noted that Officers intend progressing NLHF Payment Request (No.3) following upcoming review submission on 13th December 2019.</p>	
Item 10. Approvals or Recommendations	Action
None requested.	
Item 11. Any Other Business	
Cllr McMurray noted concerns over the presence of an algae bloom on Castlewellan Lake.	

<p>Cllr McMurray queried if sustainable measures had been integrated into plans including option for hydro-electricity. G Shaw advised that the design team had been briefed on sustainability issues but that costs were prohibitive. Hydro-electricity had not been included in these considerations. It was noted that HED had objections to the installation of solar panels at the Grange due to the listed status of the buildings.</p> <p>JJ Cassidy highlighted concerns over exit at Bann Road. Some measures needed to be put in place to enforce one way system.</p> <p>The Chair tabled a communication from Ray Cunningham at MyMy based in Newcastle expressing an interest in the project along with a request to present details on how MyMy activities could complement the project, going forward. It was noted that communication had also been circulated to elected Members.</p> <p>Officers advised that Council would have to be mindful of policy and procedures when considering such matters.</p> <p>It was unanimously agreed that MyMy be invited to present details on their ideas at the next Project Board meeting.</p>	<p>Officers to liaise with Chair on issuing formal invitation to MyMy to present at the next meeting.</p>
<p>Item 12. Date of Next Meeting</p>	

The next meeting is scheduled to be held on Friday 10th January 2020 at 2.00pm.	
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Appendix 2

Report of Castlewellan Forest Park Task and Finish Project Board held on Friday 10 January 2020 at 2.00pm in the Meeting Room, The Grange, Castlewellan Forest Park.

Attendees:

Councillors:

Cllr W Clarke
Cllr R Howell
Cllr A McMurray

Others:

Dr S Montgomery (Chair)
Mr M Carey (MHT)

In attendance:

Council Officials:

K Scullion
J McGilly
J Ellis
A McVeigh

Others:

Ian Irwin (FS)
JJ Cassidy (FS)
R Cunningham (MyMy) for part of Item 3

Apologies:

Cllr L Devlin
Cllr H Gallagher
Cllr G Hanna
S Crossey
C Mallon
A Mallon
G Shaw

Item 1. Welcome:

S Montgomery wished all a Happy New Year. The Chair reminded members that the last meeting agreed to hear a representation by Ray Cunningham, Director of MyMy, and welcomes Ray to the meeting.

Item 2. Apologies

Apologies were noted as above.

Item 3. Presentation by MyMy

Action

<p>The Chair invited the Director of MyMy to present the work of MyMy to the Board.</p> <p>Mr Cunningham provided a detailed overview of MyMy, a local charity located in Newcastle Co Down. MyMy offers one-to-one counselling; The aim of the organisation is to provide support to families and communities dealing with various health issues as well as providing services that will help support individuals struggling with; bereavement, self-harming, relationship problems, bullying, mental/physical health. They are self-financing.</p> <p>Mr Cunningham highlighted the challenges the charity faces with increasing numbers of referrals for counselling. This is putting pressures on their current premises and they were seeking a new location. He felt, if there was an opportunity, being based in the Park would be an advantage. He outlined how the work of the charity aligns with the strategic fit of the National Lottery Heritage Fund outcomes and the project in that they could link by signposting volunteers</p> <p>The charity expressed an interest in premises at Castlewellan Forest Park (CFP) as a solution to their need for new premises.</p> <p>It was explained to Ray that the Council would have to allow a wide expression of interest to ensure there was an equal opportunity for others.</p> <p>A number of members asked questions and points of clarifications.</p> <p>The Chair thanked R Cunningham for attending the meeting R Cunningham left the meeting at 2.40 p.m.</p>	<p>Council Officers to identify the benefits in including charities, wellbeing organisations etc. in the second-round application for the NLHF.</p>
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<p>Discussion followed in support of the excellent work that MyMy delivers in the area. It was agreed that having occupants in the offices that provide community benefit was worthwhile pursuing. It was also noted that occupants would have to fit out the space. It was agreed that Council staff would write a draft brief for expressions of interest. The brief will be directed at seeking organisations that add to the public benefit.</p> <p>Council is not able to offer a lease to an organisation at CFP as the Council does not own the buildings. Council is pursuing a funding application to NLHF and a lease for CFP at present.</p>	<p>Council Officers to develop criteria for an expression of interest to lease building space at CFP subject to successful NLHF funding application</p>
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Item 4. Report from Previous Meeting on 29 November 2019

JJ Cassidy requested an amendment to Item 11. AOB

JJ Cassidy highlighted concerns over exit at Bann Road. Some measures needed to be put in place to enforce one-way system.

To be amended to:

JJ Cassidy highlighted a bollard will be installed at the exit at the Bann Road to enforce one-way traffic system.

Agreed as a true and accurate record, proposed by M Carey and seconded by Cllr R Howell.

It was noted that this work was complete.	
Item 5. Matters Arising and Actions	Action
<p>a. Cost implications of preferred operating model A report was submitted to SMT in December 2019 outlining 3 operating models for CFP. SMT approved operating model 1B with total costs of approx. £452,000.00. A further report was submitted to Party Representative Group. The Group supported Option 1B however this is subject to the approval by Strategy, Resources and Policy in February 2020.</p>	Report to be submitted to SP&R for approval of Option 1B.
<p>b. Cost Plan – Rounds 1 & 2 comparison The original Round 1 cost plan submitted to NLHF was £4,034,890.00 this has increased to £5,681,330.00 due to several factors including upgrading utilities, complying with DDA and Building Control, repair and replacement of Block 7, development of Trail Head Hub and staff costs.</p> <p>The request for funding has increase from £2,270,900 to £2,742,160. As part of the proposed funding package council has committed £1.11 million income over a 3-year period to be allocated to the capital and revenue cost of CFP subject to approval.</p> <p>It was noted that the allocation of income was allowable under NLHF guidelines, but the Council would have to have the sum available for the delivery phase.</p>	<p>Officers to receive formal feedback from NLHF regarding costs and prepare a report for Council on the funding commitment from NLHF, Council, DAERA and other sources.</p>
<p>c. Lease update Correspondence was issued to CEO Forestry Service on 19th December 2019 regarding a proposed lease of lands at CFP by Council CEO. Council is progressing towards submitting a second-round application to NLHF on 2 March 2020. Council will need to submit a signed lease as part of the supporting documentation for the application.</p> <p>FS has a process to follow regarding staff consultation etc.</p>	<p>FS and Council to progress with developing a lease agreement before 2 March 2020.</p> <p>If applicable lease agreement to include permits for FS to operate in NMDDC leased lands and NMDDC to operate in FS lands.</p>

<p>Discussion followed regarding Blue Green algae (toxic) on Castlewellan Lake. At the last sample NIEA confirmed it has reduced but still present. FS stated there are no activities on the lake and signs were provided to Council for erecting to inform Park users. There was no obvious cause, and the next steps were to analyse the water quality.</p> <p>d. Contractual Matters – Tree Survey The Chair informed FS that Lear Associates appointed as the Arboricultural consultant.</p> <p>e. Ecology workshop – Report An ecology workshop was held on 12 December 2019, a wide range of key stakeholders attended. Workshop notes were circulated to members. Field Studies Council has recommended that 'Leave no Trace' training at the workshop and this was collectively agreed as positive. FSC had followed up with details.</p> <p>f. Tree works review FS conducted Tree Safety Management Inspections, there is limited work outstanding. The Chair stated that the Council would require recording of data and evidence. FS agreed to provide this.</p> <p>g. Arboretum workshop planning There are a wide range of key stakeholders including Angela Lavin, NLHF attending the Arboretum workshop scheduled for 22 January 2020. An invitation was extended to elected members to attend. An update will be provided at the next meeting.</p> <p>h. NLHF RIBA Workstage 2 Review</p>	<p>Officers to include Leave no trace training for potential inclusion in the activity plan</p> <p>FS to issue Council evidence of work to date on trees.</p> <p>An update from the Arboretum workshop to be placed on the</p>
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<p>On 13th December 2019 Council submitted a RIBA Stage 2 report and presentation, master programme of works, ecology surveys including Bats, Otter, Invertebrate, Parkland, Grassland and Woodland, draft business plan, draft management and maintenance plan, draft interpretation plan, draft activity plan, visual graphic design, draft conservation plan and budget estimate.</p> <p>A McVeigh expressed her sincere thanks to G Shaw for his dedication to the project.</p> <p>Formal feedback is expected from NLHF by the end of January 2020 with the anticipation of submitting second-round application on 2 March 2020.</p>	<p>agenda for the next meeting.</p>
<p>Item 6. Next Steps – application preparation</p>	<p>Action</p>
<p>a. Final drafting</p> <p>Job descriptions are currently being drafted for inclusion in the second-round application. A review from NLHF will provide a path forward in finalising the documents for submission for second-round application.</p> <p>b. Public consultation</p> <p>Public consultation is required regarding the felling of trees at the Park. Discussion surrounded organising a public consultation for the project. Council officer raised concern of hosting a consultation without having received feedback from NLHF. The Board however felt it was extremely important to consult with the local community, who understood it was subject to funding.</p> <p>c. PR – ecology</p> <p>The findings of the ecology reports and workshop to be presented in a press release.</p>	<p>Public consultation to be organised for February 2020.</p> <p>A McVeigh and S Montgomery to liaise with</p>

<p>d. Letters of Support</p> <p>There was discussion on approaching organisations to provide letters of support or a collective letter of support for the project to be included with the second-round submission for funding. A number of key stakeholders were discussed and would be followed up.</p> <p>Other documents to be included in the second-round submission include a signed lease and confirmation of match funding.</p> <p>e. Images</p> <p>Images for the project are to be selected for inclusion in the second-round application.</p>	<p>Council's marketing department regarding issuing a press release.</p> <p>S Montgomery to speak with key stakeholders regarding letter(s) of support</p>
<p>Item 7. Progress against Programme</p>	
<p>The main dates from the programme of works is issuing PQQ and ITT in May and July and going onsite in November. This will depend on the feedback from NLHF and the submission of second-round application and receiving a permission to start.</p>	
<p>Item 8. Risk Management</p>	
<p>Council currently is receipt of a LoO for £500,000 for works at the Arboretum and Walled Garden. A meeting is scheduled for 21 January 2020 with DAERA to discuss the timeline of the programme of works for CFP.</p>	<p>DAERA meeting to be placed on the agenda for the next meeting.</p>
<p>Item 9. Finance Update</p>	
<p>A claim was submitted to NLHF for the development phase of £19,000 before Christmas, Council has received an invoice from WYG, a financial claim will be submitted.</p>	<p>Financial claim to be made.</p>

Item 10. Approvals or Recommendations	
None requested.	
Item 11. Any Other Business	
HED have a number of relevant talks in the Ulster Museum at 1pm. Malachy Conway talking out the complexities of understanding, protecting and restoring a complex historic landscape 1 May 2020 and Terence Reeves Smyth on 5 th June regarding Willian Burn, architect of Castlewellan Castle.	
Item 12. Date of Next Meeting	
The next meeting is scheduled to be held on Friday 31 st January 2020 at 2.00pm. – To be confirmed	

Appendix 2

Report of Castlewellan Forest Park Task and Finish Project Board held on Friday 10 January 2020 at 2.00pm in the Meeting Room, The Grange, Castlewellan Forest Park.

Attendees:

Councillors:

Cllr W Clarke
Cllr R Howell
Cllr A McMurray

Others:

Dr S Montgomery (Chair)
Mr M Carey (MHT)

In attendance:

Council Officials:

K Scullion
J McGilly
J Ellis
A McVeigh

Others:

Ian Irwin (FS)
JJ Cassidy (FS)
R Cunningham (MyMy) for part of Item 3

Apologies:

Cllr L Devlin
Cllr H Gallagher
Cllr G Hanna
S Crossey
C Mallon
A Mallon
G Shaw

Item 1. Welcome:

S Montgomery wished all a Happy New Year. The Chair reminded members that the last meeting agreed to hear a representation by Ray Cunningham, Director of MyMy, and welcomes Ray to the meeting.

Item 2. Apologies

Apologies were noted as above.

Item 3. Presentation by MyMy

Action

<p>The Chair invited the Director of MyMy to present the work of MyMy to the Board.</p> <p>Mr Cunningham provided a detailed overview of MyMy, a local charity located in Newcastle Co Down. MyMy offers one-to-one counselling; The aim of the organisation is to provide support to families and communities dealing with various health issues as well as providing services that will help support individuals struggling with; bereavement, self-harming, relationship problems, bullying, mental/physical health. They are self-financing.</p> <p>Mr Cunningham highlighted the challenges the charity faces with increasing numbers of referrals for counselling. This is putting pressures on their current premises and they were seeking a new location. He felt, if there was an opportunity, being based in the Park would be an advantage. He outlined how the work of the charity aligns with the strategic fit of the National Lottery Heritage Fund outcomes and the project in that they could link by signposting volunteers</p> <p>The charity expressed an interest in premises at Castlewellan Forest Park (CFP) as a solution to their need for new premises.</p> <p>It was explained to Ray that the Council would have to allow a wide expression of interest to ensure there was an equal opportunity for others.</p> <p>A number of members asked questions and points of clarifications.</p> <p>The Chair thanked R Cunningham for attending the meeting R Cunningham left the meeting at 2.40 p.m.</p>	<p>Council Officers to identify the benefits in including charities, wellbeing organisations etc. in the second-round application for the NLHF.</p>
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<p>Discussion followed in support of the excellent work that MyMy delivers in the area. It was agreed that having occupants in the offices that provide community benefit was worthwhile pursuing. It was also noted that occupants would have to fit out the space. It was agreed that Council staff would write a draft brief for expressions of interest. The brief will be directed at seeking organisations that add to the public benefit.</p> <p>Council is not able to offer a lease to an organisation at CFP as the Council does not own the buildings. Council is pursuing a funding application to NLHF and a lease for CFP at present.</p>	<p>Council Officers to develop criteria for an expression of interest to lease building space at CFP subject to successful NLHF funding application</p>
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Item 4. Report from Previous Meeting on 29 November 2019

JJ Cassidy requested an amendment to Item 11. AOB

JJ Cassidy highlighted concerns over exit at Bann Road. Some measures needed to be put in place to enforce one-way system.

To be amended to:

JJ Cassidy highlighted a bollard will be installed at the exit at the Bann Road to enforce one-way traffic system.

Agreed as a true and accurate record, proposed by M Carey and seconded by Cllr R Howell.

It was noted that this work was complete.	
Item 5. Matters Arising and Actions	Action
<p>a. Cost implications of preferred operating model A report was submitted to SMT in December 2019 outlining 3 operating models for CFP. SMT approved operating model 1B with total costs of approx. £452,000.00. A further report was submitted to Party Representative Group. The Group supported Option 1B however this is subject to the approval by Strategy, Resources and Policy in February 2020.</p>	Report to be submitted to SP&R for approval of Option 1B.
<p>b. Cost Plan – Rounds 1 & 2 comparison The original Round 1 cost plan submitted to NLHF was £4,034,890.00 this has increased to £5,681,330.00 due to several factors including upgrading utilities, complying with DDA and Building Control, repair and replacement of Block 7, development of Trail Head Hub and staff costs.</p> <p>The request for funding has increase from £2,270,900 to £2,742,160. As part of the proposed funding package council has committed £1.11 million income over a 3-year period to be allocated to the capital and revenue cost of CFP subject to approval.</p> <p>It was noted that the allocation of income was allowable under NLHF guidelines, but the Council would have to have the sum available for the delivery phase.</p>	<p>Officers to receive formal feedback from NLHF regarding costs and prepare a report for Council on the funding commitment from NLHF, Council, DAERA and other sources.</p>
<p>c. Lease update Correspondence was issued to CEO Forestry Service on 19th December 2019 regarding a proposed lease of lands at CFP by Council CEO. Council is progressing towards submitting a second-round application to NLHF on 2 March 2020. Council will need to submit a signed lease as part of the supporting documentation for the application.</p> <p>FS has a process to follow regarding staff consultation etc.</p>	<p>FS and Council to progress with developing a lease agreement before 2 March 2020.</p> <p>If applicable lease agreement to include permits for FS to operate in NMDDC leased lands and NMDDC to operate in FS lands.</p>

<p>Discussion followed regarding Blue Green algae (toxic) on Castlewellan Lake. At the last sample NIEA confirmed it has reduced but still present. FS stated there are no activities on the lake and signs were provided to Council for erecting to inform Park users. There was no obvious cause, and the next steps were to analyse the water quality.</p> <p>d. Contractual Matters – Tree Survey The Chair informed FS that Lear Associates appointed as the Arboricultural consultant.</p> <p>e. Ecology workshop – Report An ecology workshop was held on 12 December 2019, a wide range of key stakeholders attended. Workshop notes were circulated to members. Field Studies Council has recommended that 'Leave no Trace' training at the workshop and this was collectively agreed as positive. FSC had followed up with details.</p> <p>f. Tree works review FS conducted Tree Safety Management Inspections, there is limited work outstanding. The Chair stated that the Council would require recording of data and evidence. FS agreed to provide this.</p> <p>g. Arboretum workshop planning There are a wide range of key stakeholders including Angela Lavin, NLHF attending the Arboretum workshop scheduled for 22 January 2020. An invitation was extended to elected members to attend. An update will be provided at the next meeting.</p> <p>h. NLHF RIBA Workstage 2 Review</p>	<p>Officers to include Leave no trace training for potential inclusion in the activity plan</p> <p>FS to issue Council evidence of work to date on trees.</p> <p>An update from the Arboretum workshop to be placed on the</p>
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<p>On 13th December 2019 Council submitted a RIBA Stage 2 report and presentation, master programme of works, ecology surveys including Bats, Otter, Invertebrate, Parkland, Grassland and Woodland, draft business plan, draft management and maintenance plan, draft interpretation plan, draft activity plan, visual graphic design, draft conservation plan and budget estimate.</p> <p>A McVeigh expressed her sincere thanks to G Shaw for his dedication to the project.</p> <p>Formal feedback is expected from NLHF by the end of January 2020 with the anticipation of submitting second-round application on 2 March 2020.</p>	<p>agenda for the next meeting.</p>
<p>Item 6. Next Steps – application preparation</p>	<p>Action</p>
<p>a. Final drafting</p> <p>Job descriptions are currently being drafted for inclusion in the second-round application. A review from NLHF will provide a path forward in finalising the documents for submission for second-round application.</p> <p>b. Public consultation</p> <p>Public consultation is required regarding the felling of trees at the Park. Discussion surrounded organising a public consultation for the project. Council officer raised concern of hosting a consultation without having received feedback from NLHF. The Board however felt it was extremely important to consult with the local community, who understood it was subject to funding.</p> <p>c. PR – ecology</p> <p>The findings of the ecology reports and workshop to be presented in a press release.</p>	<p>Public consultation to be organised for February 2020.</p> <p>A McVeigh and S Montgomery to liaise with</p>

<p>d. Letters of Support</p> <p>There was discussion on approaching organisations to provide letters of support or a collective letter of support for the project to be included with the second-round submission for funding. A number of key stakeholders were discussed and would be followed up.</p> <p>Other documents to be included in the second-round submission include a signed lease and confirmation of match funding.</p> <p>e. Images</p> <p>Images for the project are to be selected for inclusion in the second-round application.</p>	<p>Council's marketing department regarding issuing a press release.</p> <p>S Montgomery to speak with key stakeholders regarding letter(s) of support</p>
<p>Item 7. Progress against Programme</p>	
<p>The main dates from the programme of works is issuing PQQ and ITT in May and July and going onsite in November. This will depend on the feedback from NLHF and the submission of second-round application and receiving a permission to start.</p>	
<p>Item 8. Risk Management</p>	
<p>Council currently is receipt of a LoO for £500,000 for works at the Arboretum and Walled Garden. A meeting is scheduled for 21 January 2020 with DAERA to discuss the timeline of the programme of works for CFP.</p>	<p>DAERA meeting to be placed on the agenda for the next meeting.</p>
<p>Item 9. Finance Update</p>	
<p>A claim was submitted to NLHF for the development phase of £19,000 before Christmas, Council has received an invoice from WYG, a financial claim will be submitted.</p>	<p>Financial claim to be made.</p>

Item 10. Approvals or Recommendations	
None requested.	
Item 11. Any Other Business	
HED have a number of relevant talks in the Ulster Museum at 1pm. Malachy Conway talking out the complexities of understanding, protecting and restoring a complex historic landscape 1 May 2020 and Terence Reeves Smyth on 5 th June regarding Willian Burn, architect of Castlewellan Castle.	
Item 12. Date of Next Meeting	
The next meeting is scheduled to be held on Friday 31 st January 2020 at 2.00pm. – To be confirmed	

Report to:	Enterprise Regeneration & Tourism Committee
Date of Meeting:	10 February 2020
Subject:	Downpatrick Regeneration Project.
Reporting Officer (Including Job Title):	Jonathan McGilly – Assistant Director, Enterprise Employment & Regeneration
Contact Officer (Including Job Title):	Jonathan McGilly – Assistant Director, Enterprise Employment & Regeneration

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
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1.0	Purpose and Background
1.1	<p><u>Purpose</u> To note contents of report and related appendices</p> <p><u>Background</u> Council and DfC have purchased land adjacent to Irish street Carpark in Downpatrick and it has been agreed that in partnership the Council and DfC should seek development proposals for the site through a development brief process.</p> <p>A working group made up of Downpatrick DEA elected members and private sector representatives has been established to steer this process and advise DfC and Council on the process. The groups has met on 2 occasions and developed broad terms of references etc .</p>
2.0	Key issues
2.1	<p>Strategic Investment Broad have been advising the working group, Council and DfC on the best way forward for the project and how the opportunity can best be brought to market.</p> <p>It has recommended that ahead of the finalisation of the development Brief a soft market testing exercise should be completed which would allow developers and interested parties visit the site on an “open day” and give their views on the potential for the site and the likely constraints etc. Feedback form this exercise will help inform DfC and Council to prepare a development brief that is suited to the market and mitigates to some degree the risks and challenges.</p>
3.0	Recommendations

3.1	To note progress to date and the attached reports
4.0	Resource implications
4.1	None at this stage
5.0	Equality and good relations implications
5.1	All implications considered
6.0	Rural Proofing implications
6.1	All implications considered
7.0	Appendices
	Appx 1 - Report on Working Group Meeting 3 December 2019 Appx 2 – Report on Working Group Meeting 14 January 2020
8.0	Background Documents NA

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL
PSNI STATION REGENERATION WORKING GROUP MEETING**

**Minutes of Meeting held in Down Arts Centre, Downpatrick
On Tuesday 3 December 2019 at 4.00 p.m.**

In Attendance: -

Cllr Oonagh Hanlon (Chair)
Cllr Cadogan Enright
Cllr Gareth Sharvin
Damian Mulholland (DFC)
Catherine McInerney (DFC)
Heather Bradley (DFI)
Jason Killen (DFI)
Jonathan McGilly (NMDDC)
Margaret Quinn (NMDDC)
Carla Strain (NMDDC – Minutes)
Janice McDonald (DBC)
Gavin Oakes (plus2print)
Stephen Magorrian
Mike Morrissey

		Action
	<p>Apologies</p> <p>Apologies were received from Cllr John Trainor, Cllr Dermot Curran and Brendan Kearney.</p>	Noted
1.	<p>Introduction</p> <p>Jonathan McGilly requested that a Councillor chair the meeting. It was agreed that Councillor Oonagh Hanlon would chair the PSNI working group meeting.</p> <p>Introduction were made, and Jonathan thanked all for attending the meeting.</p>	Noted
2.	<p>Project Overview by NMDDC and DFC</p> <p>Jonathan explained that the purpose for the meeting was the bring together Councillors, public sector and trader reps to progress the regeneration of Downpatrick with the PSNI development site being the catalyst. Newry</p>	

	<p>Mourne and Down District Council in partnership with DFC had agreed that DFC would purchase the PSNI site. As NMD already own the adjacent Irish Street car park, it was recognized that this would offer an excellent development opportunity. NMD are currently progressing the acquisition of the strip of land between the car park and PSNI station providing an enhanced site for redevelopment. The purpose of establishing the working group is to formulate a process taking on board views and ideas on how to move forward. Once ideas and views have been compiled a development brief can be drafted which will be made public in the New Year.</p> <p>Damien Mulholland informed the meeting that the PSNI site became available 2 years ago and with it came the opportunity to regenerate Downpatrick. DFE has partnered with NMDCC to claim ownership of the site. The process to procure the site took time and now a decision is needed as to how to develop it. There is the option to put the site up for sale or to explores ideas for development. The working group can influence what happens with the site and to explore different development ideas.</p> <p>Following exploration of ideas for development a brief/brochure will be compiled which will be made public. The red line for the site is the PSNI Station, Irish Street car park and the strip of land between. This forms a good quality site and parking spaces will not be lost in the process. If the brief is made too prescriptive, including exact number of car parking spaces, houses, shops, restaurants, units, hotels etc it can make it difficult to attract the private sector. A scheme that would be attractive for the town sector and create more footfall would be factors that the private sector would be able to secure funds for. Discussions would happen within the working group and then an agreed brief would go out to the open market (European Journal). Applicant submissions would then go to an assessment panel which would recommend which options best meets the needs of Downpatrick. Decisions would be made on price and quality with a development agreement being drafted with the contractor or consortium by legal contract. After a contractor is appointed all changes would go through the working group before decisions are finalized.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
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<p>3.</p>	<p>Open Discussion</p> <p>Councillor Gareth Sharvin asked the following questions:</p> <ul style="list-style-type: none"> • Is 39 Irish Street included in the strip of land that NMDCC is currently procuring. He would like to know if the building will be purchased or vested. In his opinion the building is likely to fall when work commences. • Will the assessment panel be made up from members of DFC, NMDCC or the working group? • Do we know what the private sector is looking for or what would be in demand to make the site more attractive. <p>The following responses were provided:</p> <ul style="list-style-type: none"> • 39 Irish Street would not add value to the development, so it has not been included. The process of acquiring the site would also slow the process and could dissuade the private sector. There are also more properties to the back of 39 Irish Street, with one part being unregistered. The property is currently being dealt with by Building Control. • The assessment panel will be comprised of Councillors and officers and supported by the working group members. • With regard to what private investors would find attractive, it is about looking at the property commercially and what could be made available for the investors. <p>Gavin Oakes pointed out that the condition of 39 Irish Street is stalling the completion of the resurfacing and that the delays with the public realm had become frustrating for all traders on Irish Street. Damien advised that schemes like the ones proposed for this site is not a short process and you would need proof that these properties are beneficial and at present they are not.</p> <p>Councillor Cadogan Enright said he was glad to hear about the long-term benefits for Downpatrick but voiced his concerns regarding the one-way system which was to use some of the properties discussed. Councillor Enright referred to the Downpatrick Masterplan in which a new street was proposed with the objective of revitalising</p>	
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<p>Downpatrick. There is still congestion and limited parking in the town.</p> <p>Councillor Hanlon acknowledged Councillor Enright's points. However, she pointed out that this was not what the meeting had been arranged for and it was not appropriate to discuss at this meeting.</p> <p>Catherine advised the meeting that they overall size of the site was 0.39 of a hectare.</p> <p>Stephen Magorrian stated that it was a big site with a lot of potential. The main aim is to make the town more effective to attract footfall. It is about long term not 10 years down the line. He said that having a public space in town for communities to use provided the opportunity to attract people to the town. It is not about focusing on roads and car parks. It is about envisaging what Downpatrick is about and making a fundamental change to the town.</p> <p>Councillor Sharvin asked if a site visit of the PSNI Station would be possible. Damien advised the meeting that a site visit before the next working group meeting could be arranged.</p> <p>Councillor Sharvin asked how often the working group would meet. Damien told the meeting that it would vary but recommended that the next meeting take place in 5-6 weeks' time. Once the development brief is drafted and agreed it will go out to the open market around March 2020. Following that the private sector would require 4-5 months to submit their proposals. It would be the end of 2020 before a contractor would be appointed.</p> <p>Councillor Hanlon asked when the briefing would be ready. Damien advised that it would be February before the briefing would be completed and that the working group would be able to review it before it is made available for the private sector.</p> <p>Michael Morrissey asked if the development would be private or public funded. Damien told the meeting that it would be privately funded.</p> <p>Councillor Hanlon pointed out that engagement is needed with the rest of Downpatrick and that businesses in town</p>	<p>Noted</p>
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	<p>need their say. Damien informed the meeting that due to Downpatrick not having a Chamber of Commerce, the best way to engage with the businesses of Downpatrick would be to place draft designs on display.</p> <p>Gavin Oakes agreed that it was a great opportunity for Downpatrick and that it had massive potential. He pointed out that the local businesses in Downpatrick need to connect more and this could be the project to do that. It is an opportunity to make it the main centre of town, a bit like the Cathedral Quarter in Belfast and to embrace local culture. Gavin said that a survey or a consultation would work for engaging with businesses.</p> <p>Jonathan stated that Council is keen to undertake wide engagement with the businesses in Downpatrick. Some form of a draft, whether it be maps or drawings, could get people's views and stimulate interest in the project. An aim of the working group is to stimulate the market and get wider ideas for the project. Jonathan informed the meeting that a public engagement event was provisionally scheduled for January. However, it is possible that this may be too soon as proposals needed to be developed to show the public.</p> <p>Michael Morrissey pointed out that if the project is privately funded they would need to make a return with rent which in Downpatrick can be quite low, would this not put the developers off the project. Damien informed the meeting that the biggest expense was taken on by DFC and NMDCC by purchasing the land for the project as well as the Irish Street car park. In the past this has proven to be a key way to de-risk the project.</p> <p>Jonathan informed the meeting that a proposal for public space could be a possibility for NMDCC to investigate. Councillor Enright expressed the opinion that down the line a larger Council investment would be required.</p> <p>Michael told that meeting that he was a trader in Downpatrick and that he also sat on the board for the Down Business Centre. He said DBC are currently working on a hub for Downpatrick where hot desks would be available for one person/small businesses. He said that this would be great because this would draw people back to the town.</p>	
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	<p>All agreed that this was a great opportunity for keeping people in the town without the having to go elsewhere for shops, restaurant or office space.</p> <p>Gavin expressed concern that Downpatrick traders do not have a voice. He feels that a lot of funding and projects are going to Newry and less to Downpatrick, more funding is needed.</p> <p>Councillor Sharvin informed the meeting that he could have 10 square foot of office space filled in the morning with a business which has been interested in locating in Downpatrick for years.</p> <p>Heather pointed out that due to Irish Street being a conservation area, a conservation consultation team would need to be in place from the start of the process. The owner of 39 Irish Street is having great difficulty dealing with the issue and parts of the police station is also listed. Jonathan advised that planners have been engaged from the start of the project, however a proposal is needed before further steps can be taken. Damien has engaged with the Historic Environment Division, the conservation area is seen as an asset for the project.</p> <p>Damien confirmed that the terms of reference will be drafted for the next meeting. The attendees for the working group will remain small then once proposals are in place they can be presented to the town.</p> <p>It was agreed that all in attendance at the meeting would be members of the working group.</p> <p>Stephen said that Brendan Kearney was an apology for the meeting. Stephen pointed out that Brendan and Malachy McGrady would like to be members of the working group.</p> <p>Damien advised that meeting that DFC will continuing to work on the project between meetings and will compile the terms of reference for consideration.</p>	<p>DM</p> <p>Noted</p>
4.	<p>The next working group meeting has been agreed for Tuesday 14 January beginning at 10:00am with a site visit to the PSNI Site, followed by the meeting in Down Arts Centre.</p>	<p>Noted</p>

AOB	Damien highlighted the importance of the working group working together to get this development off the ground. It is key that there is confidentiality within the group. All agreed that confidentiality would be maintained, and no statements would be issued to the press.	Noted
	The meeting ended at 5.20pm	

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL
Irish Street Development Opportunity Working Group

Minutes of Site Meeting held in former PSNI Station, Downpatrick
On Tuesday 4 January 2020

In Attendance: -

Cllr Oonagh Hanlon
 Cllr Cadogan Enright
 Cllr Gareth Sharvin
 Cllr Dermot Curran
 Cllr John Trainor
 Damian Mulholland (DFC)
 Catherine McInerney (DFC)
 Brian Cunningham (DFC)
 Heather Bradley (DFI)
 Jason Killen (DFI)
 Jonathan McGilly (NMDDC)
 Margaret Quinn (NMDDC)
 Brendan Kearney (Oakley Fayre)
 Janice McDonald (DBC)
 Gavin Oakes (plus2print)
 Stephen Magorrian (Denvir)
 Malachy McGrady (Downpatrick Property Trust)

		Action
	<p>Apologies</p> <p>No apologies were received.</p>	Noted
1.	<p>Site visit and partner discussion</p> <p>Catherine McInerney (DFC) guided members through the building highlighting the potential of the building along with the adjacent site. Members noted points of interest within the building, particularly those aspects which have Listed (B) status.</p>	Noted

<p>2.</p>	<p>Programme update by DFC</p> <p>Damian Mulholland (DFC) informed the group that Arup Consultants have been appointed to develop a proposal for the development brief. The consultants will meet the board in February and the proposal will then be tested with potential developers to inform ideas for the development brief. It is anticipated that the development brief should be completed and be put out to market later in 2020. The aim is to have a preferred developer appointed by late 2020 or early 2021.</p>	<p>Noted</p>
<p>3.</p>	<p>Date of next meeting</p> <p>It was agreed to schedule the next meeting when there is further progress to report.</p>	<p>Agreed</p>

HISTORIC
ACTION TRACKER SHEET
ENTERPRISE REGENERATION AND TOURISM COMMITTEE
(For Noting at ERT February 2020)

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		OCTOBER 2017			
ERT/191/2017	CAMLOUGH LAKE – LAND RELATED MATTERS	<p><u>Closed Session Item</u></p> <p>(a) To enter into negotiations with Richardson Estate to settle any outstanding mortgage they hold pertaining to Camlough Lake</p> <p>To complete detail design and submit planning associated with multi purpose building at Camlough Lake to assist in informing land acquisition requirements</p>	A Patterson	Ongoing	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		DECEMBER 2017			
ERT/218/2017	ARDGLASS HARBOUR DEVELOPMENT	<p>(a) To contribute £25k (25%) to Local Harbour Development Group to complete a business case for Harbour Development and wider regeneration projects.</p> <p>(b) That the Group contribute 10% overall costs.</p> <p>(c) That the Group secure remaining (65%) budget from external source i.e. FLAG.</p> <p>(d) That a Newry, Mourne and Down District Council Officer support the Group in their work.</p>	J McGilly	Work in progress. NI Economic Impact Study being carried out by the Dept awaiting finalisation Spring 2020.	N
		MARCH 2018			
ERT/044/2018	FORKHILL FORMER BARRACKS SITE	<p>1. Council Officials continue to work closely with DFC to ensure that Councils interest in the site is maintained and any follow up Business Cases are completed and submitted to the Department for Communities.</p>	J McGilly	Playarea complete – work ongoing regarding use for the remainder of the site.	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		2. Council Officials and DEA reps on the Forkhill Site Development Steering Group to liaise closely with DFC and any other registered government departments to ensure that a balanced mixed use development of the site takes place.			
		AUGUST 2018			
ERT/122/2018	DOWNPATRICK REGENERATION PROJECT	<ul style="list-style-type: none"> Council offices continue to progress land purchase to include the additional property at No.39 Irish Street which is adjacent to Former Police Station. Officers explore with relevant government departments any issues that may arise due to Heritage Merit of the site As the site was purchased on the basis that the link road not being included in the brief. DEA Cllrs request via DEA officers a meeting with Transport NI Officers bring back to council via ERT suitable governance structures for the project 	J McGilly	Soft market testing to be completed Spring 2020.	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		September 2018			
ERT/139/2018	AONBs UPDATE – RING OF GULLION, STRANGFORD LOUGH & LECALÉ	<ul style="list-style-type: none"> Carry out an independent review of the management of the Ring of Gullion and Strangford Lough & Lecale AONBs, and the relationship between NMDDC and ANDBC in managing Strangford Lough & Lecale AONB. Review the management of the relationship between NMDDC and Mourne Heritage Trust in managing the Mourne AONB. Assess the relationship of the aspiring Geopark and the AONBs. Through the AONBs much of the Geopark requirements are being delivered. Remove any references to changes to staffing and major projects contained in the AONBs Update Report dated 10 September 2018. 	J McGilly	New staff structure in place. Management plans to be finalised.	N
		November 2018			

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
ERT/176/2018	BREXIT FORUM	<ol style="list-style-type: none"> 1. Council compile a list of Brexit technical notice and issue Council website. 2. These notices to be tabled at future meetings of Brexit Forum. 3. Council signpost Businesses accordingly to relevant agencies that can support Businesses work through technical notice detail and implications for their business. 4. UU present at the next forum meeting on the various scenarios and implications. 5. Council continue to liaise with INI regulatory potential of lands at Carnbane. 	J McGilly	Ongoing.	Y
		MARCH 2019			
ERT/043/2019	NEWRY CANAL PROJECT LOCK 5 AND 6	<p>a) Council transfer any underspend from the Lock No.5 Restoration to Lock No.6 Restoration Project.</p> <p>(b) Subject to budget transfer, Council carry out the required survey/design studies and actual contractual works</p>	J McGilly	<p>Works complete on Lock No.5</p> <p>Work in progress Lock No.6</p>	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		for restoration now required to Lock No.6.			
ERT/044/2019	SERVICE LEVEL AGREEMENTS ARTISAN MARKETS NEWCASTLE & DOWNPATRICK	<p>(a) To approve the renewal of the Service Level Agreements with Down Community Collective and Unit T to deliver 10 Artisan markets in each location in the 2019/20 financial year.</p> <p>(b) Council Officials to update Councillor McAteer regarding a date for Warrenpoint Market as part of the ongoing Revitalisation Project for Warrenpoint.</p> <p>(c) Council Officials to investigate the option of supporting an Artisan market in Saintfield.</p>	J McGilly	<p>(a) Completed</p> <p>(b) Completed – see below</p> <p>In progress</p>	<p>Remove (a) & (b)</p> <p>N</p>
		JUNE 2019			
ERT/073/2019	LOCAL FULL FIBRE NETWORK: FUNDING BID	(a) Council Officers be authorised to sign the Letter of Offer, on behalf of the consortium, for £15 million of funding from the Department for Digital Culture Media & Sport (DCMS), under the Department's LFFN Challenge	J McGilly	Programme implementation ongoing	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		Programme. (b) Council Officers be authorised to operate the procurements on behalf of the consortium to deploy the funding.			
ERT/083/2019	NOTICE OF MOTION	To note a paper regarding Donard Demense Newcastle, will be tabled at the ERT Committee Meeting in due course.	A Patterson	In progress	N
		AUGUST 2019			
ERT/097/2019	BALLYNAHINCH BYPASS ART FEATURE	As a contribution to the Ballynahinch By pass the Council proceed as follows: (a) Provide agreement in principle that the Council will provide an Art Feature for installation on a site to be agreed on the Ballynahinch By-Pass (b) Procure an artist to undertake the necessary consultation on potential design proposals (c) Development of the art feature to concept design stage (d) Subject to the confirmation that the funding has been secured for the By	J McGilly	On hold – clarification update from DFI	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		pass and the road will be constructed, to undertake the fabrication of the Art Feature (subject to the necessary funding being secured in 2020/21 rate estimates)			
ERT/099/2019	PUBLIC REALM SCHEME/ REVITALISATION PROJECT: IRISH STREET DOWNPATRICK	<p>(a) To note that the Irish Street public realm scheme is now Complete.</p> <p>(b) Council to work with a Steering Committee, representative of members and traders, to develop an action plan, outlining proposed revitalisation projects. Action Plan to be submitted to DFC in August, as an application for Revitalisation funding of approx. £100,000. Council to provide from existing budgets, £10,000 (10%) match funding contribution to the Irish Street Revitalisation project.</p> <p>NOTE: Arising from Council Mtg September 2019 it was agreed: To note Public Realm works are complete, in principle, at Irish</p>	J McGilly	<p>a) Revitalisation steering group established for development of action plan, project on track to complete March 2020</p> <p>b) Steering group appraised of remaining issue on PR Scheme</p>	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		Street Downpatrick, and traders to be updated accordingly in conjunction with Transport NI.			
ERT/100/2019	NI APPRENTICESHIP WEEK	<p>(a) To accept the Terms of Reference for the NI Apprenticeship Week and to actively participate in the development and roll out of the first NI Apprenticeship week to take place between 3rd and 7th February 2020.</p> <p>(b) NMD District Council will work with stakeholders to plan a series of activities in the NMD and wider southern region. Any activity led by Council, will be funded via existing budgets.</p> <p>(c) Officers ensure that a wide range of stakeholders are identified in advance of NI Apprenticeship Week.</p>	J McGilly	Complete	Y
		SEPTEMBER 2019			
ERT/116/2019	DRAGONS IN THE HILLS PROJECT	(a) To provide a letter of support for the project for the funders.	J McGilly	On-going , funding application submitted.	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>(b) To sign a Memorandum of Understanding to confirm and further develop the long-term partnership between Amphibian and Reptile Groups of UK (ARG UK) and Newry, Mourne and Down District Council (NMDDC). This MoU has been checked by the legal team and they are happy that it is not binding and is for the purpose of developing projects.</p> <p>(c) If funding is successful, to work with HR Department regarding the hosting of a staff member who will have responsibility for project delivery.</p>			
ERT/117/2019	ARTISAN MARKET PROVISION	<p>It was agreed as follows based on facilitating one market in each DEA area:</p> <p>(a) Crotlieve</p> <p>Following the successful Pilot markets during summer 2019, a</p>	J McGilly	Complete	Y

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>Service Level Agreement is entered into to deliver up to 4 markets in Warrenpoint within this financial year. SLA budget for 2019/20 for 4 markets is £2,000. The SLA to be reviewed for 2020/21 and subject to further consideration and approval.</p> <p>(b) Downpatrick The established market in Downpatrick continues to be supported by Council, with a SLA in place for £5,000 during 2019/20. This will be reviewed at the start of each financial year before contracts are renewed.</p> <p>(c) Mournes The established market in Newcastle continues to be supported by Council, with a SLA in place for £5,000 during 2019/20. This will be</p>			

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>reviewed at the start of each financial year before contracts are renewed.</p> <p>(d) For the following DEA's, officers will engage with DEA Forums regarding Artisan Market provision in the following DEAs as outlined above:</p> <ul style="list-style-type: none"> - Newry - Rowallane - Slieve Gullion <p>(e) Council Officers procure 8 marquees which would be used exclusively to support Artisan markets at a cost of £5,000 which is available within existing budgets, to ensure that marquees are always available for market use. Additional marquees can be borrowed, when required, from the Community Service section of Council.</p>			

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		(f) Officials to bring back a report to the ERT Committee Meeting in October 2019 providing a financial breakdown regarding Artisan Markets.			
ERT/118/2019	APPLICATIONS: HERITAGE LOTTERY FUNDING LANDSCAPE PARTNERSHIP SCHEME (LPS) RE: STRANGFORD & LECALÉ AONB	(a) Officers to explore the possibility of applying to the National Lottery Heritage Fund for a Landscape Partnership Scheme (LPS) type project for the Strangford and Lecale AONB before March 2020. (b) If feasible, submit an EOI to the National Lottery Heritage Fund in 2020.	J McGilly	On-going	N
ERT/119/2019	PUBLIC REALM SCHEME PHASE III HILL STREET NEWRY	The Council accept the Letter of Offer from the Department for Communities (DFC) totalling £1.6 million and proceed to deliver the next stages of the Lower Hill Street Public Realm Scheme	J McGilly	Scheme proceeding to contractor procurement with award in Nov 2019 and onsite works to commence in early 2020.	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		October 2019			
ERT/137/2019	URBAN REGENERATION FORWARD WORK PLAN	<p>(a) Council approve the updated 'Outline Urban Regeneration Public Realm Work Plan Oct 2019' to allow continued lobbying of DFC in regards their Newry Mourne and Down budget allocations.</p> <p>(b) Council work with the Department for Communities to agree Regeneration intervention measures are required in each of the 5 settlements (Saintfield, Killyleagh, Castlewellan, Bessbrook and Rostrevor) with a population of between 2,500 and 5,000 in the district over the next 5 years.</p> <p>(c) Council Officials to liaise with the relevant Departments regarding funding to regenerate Newcastle Harbour and surfacing of Harbour Road Kilkeel.</p>	J McGilly	Council officials continue to liaise closely with DFC across all regeneration elements within the Outline Regeneration Plan.	N
ERT/138/2019	CARLINGFORD LOUGH GREENWAY	(a) The Council proceed to commence the PQQ contractor procurement stage for the Northern section of the Carlingford Lough Greenway.	J McGilly	Negotiations ongoing with landowners and funder. Revised plan	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		(b) Council Officers to update Councillor McMurray regarding plans for Greenways at Comber/Downpatrick.		to be tabled at Council March/Apr 2020	
ERT/140/2019	SMALL BUSINESS SALES AND EXPORTING BUSINESS	To procure and implement a Small Business Sales and Exporting Programme that will support at least 20 SME businesses to increase sales to markets outside of NI (particularly GB and South of Ireland), and raise awareness of the Newry, Mourne and Down area as an attractive location for business development and investment.	J McGilly	Funding application submitted.	N
ERT/141/2019	DAERA RURAL SMALL BUSINESS GRANTS SCHEME	(a) To sign and accept a contract for funding for implementation of the programme (b) To agree implementation in the DAERA rural grants scheme for businesses, as per the timescales above	J McGilly	Report to Feb 2020 ERT Committee to note progress.	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
ERT/142/2019	NI BUSINESS START PROGRAMME	<p>(a) Participate in a new Business Start Up Collaborative programme with other NI Councils and collaboratively submit a funding application for ERDF Jobs and Growth.</p> <p>(b) LCCC will continue as Lead Council of the New Programme if the funding application is successful for the period 01 April 2021 to 31 March 2023.</p> <p>(c) To enter into a new Collaborative agreement which sets out the governance arrangement for the new programme, subject to review by Council's legal representatives.</p> <p>(d) Agree the proposed outcomes and associated financials for the New Programme, accepting that these are subject to change as a result of funding application, assessment and Letter of Offer (any amendments will be reported through Council)</p>	J McGilly	On-going – Application submitted Dec 19	N
ERT/143/2019	SLA: QUEENS UNIVERSITY	To establish a Service Level Agreement	J McGilly	Ongoing	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		with the Centre for Archaeological Fieldwork (CAF) to provide an integrated landscape study for what is believed to be part of the ancient roadway (Slighe Miodhluachr) which runs from the Northern road, Tara Co Meath, to Armagh with sections through the NMD District			
ERT/144/2019	MIPIM PROPERTY CONFERENCE	<p>The Council as a partner in the Belfast Region City Deal, make a contribution in the sum of £15,000 towards the delivery of investment opportunity at the MIPIM</p> <p>Conference to be held from 10-12 March 2020 in Cannes France, plus make available a sum of £6,000 in respect of travel and accommodation for the Council delegation who will attend the event which will include Chairman of Council, Chief Executive and 1 No. Director.</p> <p>It was also agreed Council Officials contact the owners of Mourne Park Estate Kilkeel regarding the possible inclusion of this site in the portfolio for presentation at MIPIM.</p>	C Mallon	Awaiting confirmation of costs for preparation of brochure to be completed early 2020.	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
ERT/145/2019	5G COMMUNICATIONS	<p>To review the health impacts of 5G and seek further guidance from the Public Health England, DCMS, OFCOM and other relevant authorities to carry out a comprehensive and detailed report analysing the risks and benefits of 5G roll out within the District.</p> <p>(b) To authorise FFNI c/o NMDDC, to submit a bid(s) for appropriate funding for 5G on behalf of participating Councils subject to appropriate environmental and health impact assessments.</p> <p>(c) To commit up to £10k NMDDC funding to the co-ordination of a 5G community and funding applications.</p> <p>(d) To allow NMD, as host of FFNI, to spend the total of such aggregated funding in the pursuit of increasing 5g rollout throughout our communities.</p>	J McGilly	Awaiting further funding call.	N
ERT/146/2019	FFNI GIGABIT PROMOTION VOUCHER	(a) The Council to contribute up to £25,000 towards the cost of designing	J McGilly	Awaiting further funding from DCMS	N

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		<p>and operating a pilot voucher promotion scheme to secure up to £4m of DCMS vouchers for Northern Ireland subject to Consortium members agreeing.</p> <p>(b) To work with officers to identify two appropriate communities in our region to be a part of the pilot.</p> <p>(c) To approve NMDDC to appoint a suitable consultant to assist with implementation and delivery of the pilot.</p>			
ERT/149/2019	REVIEW OF DESIGNATED SITES STREET TRADING	<p>To rescind Street Trading designations at the following locations:</p> <ul style="list-style-type: none"> (a) Quay Street, Strangford (b) The Square, Hilltown (c) Windmill Gardens, Ballynahinch (d) Flying Horse, Downpatrick (e) Glebetown Drive, Downpatrick (f) De Courcey Way, Dundrum (g) Comber Road Estate, Killyleagh (h) Osborne Drive, Shrigley (i) Greencastle Street Kilkeel <p>To retain the existing conditions for the Trading pitch at Knockchree Avenue</p>	C Jackson	Adverts were placed in the local press indicating the Trading pitches were to be rescinded in Dec 2019.	Y

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>Kilkeel.</p> <p>To retain the trading pitch at The Square Warrenpoint, but enforce trading conditions , ie, removal of vehicle after trading, prevention of trading beyond the designated pitch and enforcement of trading hours currently 11pm. Officers to monitor this trading pitch for a 6 week period and be granted authority to refer to a hearing if deemed necessary to do so.</p> <p>Officers discuss issues raised regarding the number of trading pitches in Kilkeel and report back to the Enterprise Regeneration & Tourism Committee, where appropriate</p>		Monitoring process complete, Notice issued and a Hearing to be arranged.	N
		NOVEMBER 2019			
ERT/172/2019	WARRENPOINT MARINA PROJECT	(a) To update the business case and Economic Appraisal (EA) for the Warrenpoint Marina project, to ensure issues of displacement are addressed and economic viability of the project is updated.	J McGilly	Consultants appointed to review business case – due to complete April 2020	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>(b) To explore funding options that would enable implementation of the project</p> <p>(c) Report back to this committee the outcome of the updated EA and funding options.</p>			
ERT/174/2019	APPLICATION: CREATIVE EUROPE CULTURAL SUP-PROGRAMME RING OF GULLION AONB	To explore the possibility of applying to the Creative Europe – Culture Sup-Programme category 1- Smaller scale cooperation projects for an artist in residents project with Mayo and Norway and, if feasible, submit an application to the Creative Europe – Culture Sup-Programme category 1- Smaller scale cooperation projects, by the deadline of 27th November 2019.	J McGilly	Awaiting outcome.	N
ERT/176/2019	CLOSING ORDER	(a) Council shall serve a Notice of its intention to make a Closing Order to have the premises closed from 12 midnight each day.	C Jackson	The notice was issued and the owner has requested a hearing which is scheduled for the 10 Feb 2020	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		(b) The Notice shall be served upon the premises known as Bay of Bengal, Newcastle Street, Kilkeel.			
		DECEMBER 2019			
ERT/192/2019	DEPT FOR COMMUNITIES FUNDING JAN – MARCH 2020	<p>Council submit two Funding Applications and accept Letters of Offer from Department for Communities for £100,000 for regeneration and marketing initiatives.</p> <p>Subject to receipt of funding from Department for Communities, progress be made to carry out the necessary procurement to have the agreed number of project elements completed.</p>	J McGilly	Completed – implementation ongoing.	Y
ERT/193/2019	RPT WARRENPOINT FRONT SHORE PUBLIC REALM SCHEME TASK & FINISH STEERING COMMITTEE – 29 OCTOBER 2019	(a) Council Officers meet with Council Framework Consultants to	J McGilly	Ongoing	N

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>commission RIBA Stages 1-3 of the project.</p> <p>(b) A site meeting of the Task & Finish Committee to be arranged once consultants in place.</p> <p>(c) Council Officers to work closely with the Framework consultants once appointed, to produce a more accurate project programme.</p> <p>(d) Council Officers and consultants to proceed with the Topographical GPR and other associated studies as part of the design process.</p> <p>(e) All relevant Council departments, DFI sections and other statutory and Utility Groups to be liaised with.</p> <p>(f) Phasing priorities of Existing Town Centre Frontage, Baths to Balmoral and then to Cole's Corner,</p>			

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		<p>to be further considered once concept stage costings are known.</p> <p>(g) Council officers to ensure the DFI maintain good communications with the local community regarding the out workings of future studies into the concept of a one-way system.</p>			
ERT/194/2019	MASTERPLANS: PRIORITY ACTION PLANS	<p>To approve the updated content and actions outlined in Priority Action Plans for each of the following 4 No. Master Plans:</p> <ul style="list-style-type: none"> - Newry City Master Plan - Ballynahinch Master Plan - Downpatrick Master Plan - South East Coast Master Plan 	J McGilly	Ongoing implementation – updates provided through DEA	N
ERT/200/2019	REVIEW OF DESIGNATED SITES STREET TRADING	To revoke 2 No. Street Trading Licences for hot food trading within the Newry Mourne & Down District.	Colum Jackson	Complete - Notification issued to the Licensee	Y

ITEM	SUBJECT	DECISION	REFERRED TO	ACTION TAKEN	REMOVE FROM ACTION SHEET Y/N
		The Licences are to be revoked due to a breach of Licence conditions at the trading pitch in The Square, Warrenpoint.		<p>Notifications issued and a Hearing is to be arranged for March.</p> <p>In progress see item 149 above.</p>	Y
		(JANUARY 2020 TO FOLLOW)			

Category 6

Any other decisions such as those with political, media or industrial relations implications that Directors consider Members should be aware of.

Info on event	Date of agreement/approval	Decision made by Director	Costs/requirements
Request to use Kilbroney Park Rostrevor for Kilbroney Vintage Show on Saturday 15 th June 2019	14.08.18	Approved	Insurance, Risk Assessments, Health & Safety, Plan of Area to be used etc.
Request to use Newry Canal Towpath for Newry Hospice Sponsored Walk on Sunday 14 th April 2019	01.04.19	Approved	Insurance, Risk Assessments, Health & Safety Plan etc.
Request to commence legal proceedings.	17.04.19	Approved	Failure to pay Penalty Charge Notice for breach of Energy Performance of Building Regulations
Request to commence legal proceedings.	19.04.19	Approved	Failure to pay Penalty Charge Notice for breach of Energy Performance of Building Regulations
Request to commence legal proceedings.	19.04.19	Approved	Failure to pay Penalty Charge Notice for breach of Energy Performance of Building Regulations
Request to use Albert Basin 30 th May - 2 nd June or Fri 7 th June - Sun 9 th June (date tbc)	29.04.19	Approved	Insurance, Risk Assessments, Health & Safety Plan etc
Request to use Albert Basin / Middle Bank 15 th Aug – 17 th August 2019 for 2019 Ulster Rally	09.05.19	Approved	Insurance, Risk Assessments, Health & Safety Plan etc
Issue letter to OU Shun, Changchun Foreign Affairs,	24.05.19	Approved	Requirements: confirmation

confirming NMD participation in an NI Innovation Mission to the North East of China in Nov 2019			required to progress arrangements
Request to commence legal proceedings	14.06.19	Approved	Failure to pay 5 Penalty Notices for breach of Energy Performance of Building Regulations on 5 properties.
Request to commence legal proceedings	07.05.19	Approved	Failure to pay Penalty Notice for breach of Energy Performance of Building Regulations - 5 Glen Villas
Request to commence legal proceedings	03.06.19	Approved	Failure to pay 2 Penalty Notices for breach of Energy Performance of Building Regulations – 112 Strangford Rd & 21 Castle Street
Request for use of Newry Canal for Duck Race on Sunday 29 th September 2019	29.07.19	Approved	Insurance, Risk Assessments, Health & Safety Plan and environmental considerations with regards to ensuring collection of 700 rubber ducks
Request to use middle for staff carparking during Christmas/new year period.	20.08.19		
Request to use Events Space, Hill Street, Newry for BID	20.08.19	Approved	Insurance, Risk Assessments, Health & Safety Plan

Promotion event			
Request to use Killough Beach for filming on 21 st October 2019	07.10.19	Approved	Subject to Insurance, Risk Assessments, Health & Safety Plan and considerations be given to conservation interests in the area.
Request to commence legal proceedings	21.10.19	Approved	Failure to pay penalty charge for breach of energy performance of building regulations
Request for use of Kibronney Park for Spooky Walk & Fireworks on 31 st October 2019	28.10.19	Approved	Subject to terms and conditions set out in signed licence agreement to include hire charge payment and submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan
Request to instruct Legal Services to prosecute under the Welfare of Animals NI Act 2011	31.10.19	Approved	Prosecution: Section 9 (1) Welfare of Animals NI Act 2011
Request to commence legal proceedings	13.11.19	Approved	Failure to pay penalty charge for breach of energy performance of building regulations
Request to use Lower Green, Strangford for Victorian Xmas Fair (inside marquee on lower green)	15.11.19	Approved	Subject to submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan.
Request for use of Kilbroney Park, Walking	22.11.19	Approved	Subject to terms and conditions set out in signed licence agreement to include

Trails & Forest Fire roads for The Belfast Telegraph Run Forest Run Kilbroney 5k & 10k on 14 December 2019.			submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan
Request for use of Castlewellan Forest Park & walking trails for Santa Paws Walk on 30 November 2019.	22.11.19	Approved	Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan
Request for use of Castlewellan Forest Park, walking Trails & forest roads for Castlewellan Christmas Cracker on 28 December 2019.	22.11.19	Approved	Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan
Request for use of Castlewellan Walking Trails at Castlewellan Forest Park for the Parkrun, commencing on the 10 December 2019 and each successive Saturday for a six-month period to be reviewed at the end of the term.	22.11.19	Approved	Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan
Request to Film at Tyrella	19.12.19	Approved	Subject to Public Liability insurance, risk assessments,

Beach w/c 6 th Jan 2020 for 4 hours.			site plan for usage and conservation considerations in the area.
Request for use of Albert Basin for Cullens Funfair 9 th Mar – 18 th March	06.01.2020	Approved	Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan and agreed charges.
Request for use of portion of Car Park at Havelock Place, Warrenpoint (map of area supplied) for filming on 30 th , 31 st Jan & 1 st Feb 2020	21.02.2020	Approved	Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan (Advise Crotlieve Cllrs via DEA Officer)
Request to use Albert Basin 23 rd – 27 th April for circus.			Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan and agreed charges.
Request to allow experienced rowers to train and do time trials on Newry Ship Canal up to 6 x times throughout the year. 9am – 2pm 25.01.2020 to 31.12.2020			Subject to terms and conditions set out in signed Licence Agreement to include submission of Risk Assessment, Events Plan, Public Liability Insurance, site plan