

CRAIGAVON BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE DEVELOPMENT COMMITTEE HELD IN THE MEMBERS COMMITTEE ROOM, CIVIC CENTRE, LAKEVIEW ROAD, CRAIGAVON ON MONDAY 14 APRIL 2014 AT 6.00PM

PRESENT: Councillor Mrs C Lockhart BA (Hons) (Chair)
Aldermen: G A Hatch (6.11pm) and Mrs G McCullough
Councillors: A R A Carson, P A Duffy, L Mackle BA (Hons), LLB (Hons) and J J Nelson MSc (7)

APOLOGIES: Councillors M A O'Dowd (Vice-Chair), J G Buckley, P J Moutray and Ms C Seeley

IN ATTENDANCE: Director of Development (Ms O Murtagh)
Head of Economic Development (Mrs N Wilson)
Principal Community Resources Officer (Mrs D Clarke)
Member Services Officer (Mrs C Taylor)

ALSO IN ATTENDANCE: For Item D134/2014
Principal Administrative Officer (Mr L Porter)

For Items D135/2014 – D138/2014
Development Manager (Mr R Griffin)

D131/2014 MINUTES

The Minutes of the Development Committee Meeting held on 10 March 2014, adopted by Council at its meeting on 7 April 2014 with the exception of:

D113/2014 Events Financial Assistance Policy
D115/2014 Community Development Grant-Aid Scheme 2014/15

which were adopted by Council at its meeting held on 19 March 2014, were noted.

URGENT BUSINESS

D132/2014 NEIGHBOURHOOD FESTIVAL EVENT SCHEME

The Neighbourhood Festival Events Scheme would be advertised in local papers week commencing 5 May 2014 for events being organised from 1 September through to 31 December 2014.

This scheme was open to local residents groups with a community development focus who were hoping to organise a community event within their local area.

The application process would be open for a 3-week period closing on Friday 22 June 2014 at 12 noon. Applications will be available on line via the Council website or from Development Department Officers.

D133/2014 LOCAL GOVERNMENT REFORM

Over recent years Directors and Senior Officers from Council departments had been working with colleagues in Armagh and Banbridge to prepare work programmes and the harmonization of services in the lead-up to Local Government Reform with the establishment of the new Council in April 2015.

Preparatory work had started with the preparation of Terms of Reference to appoint a consultancy team to develop a socio-economic profile for the new Council area, a copy of which had been circulated previously.

Furthermore, work had already commenced in relation to the development of a financial assistance framework for the new Council.

As part of Local Government Reform a number of new functions and powers would transfer from Central Government departments to Local Government in April 2015 including operational responsibility for the delivery of local regeneration and community development activities currently under the remit of the Department for Social Development which would help shape the development and regeneration agenda for the new Council. The Statutory Transition Committee had received a presentation from officials of DSD on 27 March 2014 advising of their current programme of work and forward work plan.

An increasing amount of time would be required from Officers to complete the tasks set out in the presentation which was given to the 3 Chief Executives whilst continuing to ensure the delivery of projects as outlined in the Development Department's business plan.

Further updates would be presented to the Committee over the forthcoming transitional year.

It was

RECOMMENDED:

That the project work being undertaken in relation to Local Government Reform be noted.

D134/2014 CRAIGAVON SISTER CITY INTERNATIONAL COMMITTEE (D104/2014)

At the March Meeting of the Development Committee, it was recommended that approval be given to issuing an invitation to LaGrange City Council to make a Civic Visit to Craigavon and that detailed costings be brought back to the April Committee, including how much spend was left in the budget and the Charity Account with details of what would happen to these funds.

Civic Visit Costs

Until such times as Council approved the recommendations; the invitation was issued and a response received in terms of numbers, it was only possible to give indicative costs.

D134/2014 CRAIGAVON SISTER CITY INTERNATIONAL COMMITTEE (D104/2014)
Continued

Based on figures to hand, estimated costs would be as follows:- £

Accommodation

20 persons for 6 nights at Seagoe Hotel	
£97.50 B&B per double room (8 rooms)	
£73.50 B&B per single room (4 rooms)	6,500
Transport (bus)	2,500
Civic Reception (100 persons)	3,000
Meals	<u>1,000</u>
	<u>13,000</u>

On previous occasions, LaGrange City Council had insisted on paying for accommodation and for some meals during the visit.

Budgets

The 2013/14 SCI budget had approximately £3,200 remaining. Council had approved a budget of £5k for the 2014/15 financial year to the SCI Committee. Council may wish to consider permitting a carry-over of the remaining £3,200 in the SCI Budget for the 2013/14 financial year into the 2014/15 financial year which would cover the cost of the Civic Reception.

The Craigavon SCI Charity Foundation had currently funds totalling £14,322.99.

Given the desire of Members to have the monies spent for the benefit of Craigavon, there were a number of options available:-

- a. The new Mayor of LaGrange had indicated that he would be keen to have the Director of Development and Development Officers of LaGrange City Council accompany the delegation as neither had previously been to Craigavon. As there would be a large educational element to such a visit, i.e. in terms of educating the visitors regarding Craigavon and its surrounding area, at least some of the costs of the proposed Civic Visit could be borne out of the Charity Foundation account;
- b. The Craigavon SCI Charity Foundation could continue to exist post RPA/LGR with funds being ring-fenced for the benefit of the citizens of the Craigavon area or on activities designed to educate those coming from LaGrange and visiting the Craigavon area;
- c. A larger than usual grant could be given to members of e.g. the SELB Music Ensemble who were interested in visiting and performing in LaGrange, to assist with fundraising; or
- d. Funds could be utilised in relation to the proposed multi-faculty visit by students and staff from LaGrange (University) College towards the end of the 2014/15 financial year.

Members expressed concerns regarding carrying over the monies from the SCI budget, as monies carried over usually went into Reserves.

Councillor Carson said that the proposed costs for the Civic Reception and the bus were too high. In response to Councillor Carson's question, the Principal Administrative Officer explained that there was £14,322.99 in the SCI Charity Foundation account, but this was restricted to be spent on education and culture. He also explained that the figure for the proposed Civic Reception was estimated figures from the Mayor's Secretary and that the proposed figure for the cost of the bus was based on previous bus hire.

In response to a question from Councillor Nelson, the Principal Administrative Officer explained that post April 2015, the money could either be retained, as whilst Craigavon Borough Council would cease to exist, the linkage could continue as long as there was interest.

Alderman Mrs McCullough expressed her concerns regarding the money not going into Reserves. She said she did not think there was enough time to host the visit before the autumn time and requested further information on costings for the visit. The Principal Administrative Officer confirmed that he had suggested the visit would take place in August/September time.

It was proposed by Alderman Mrs McCullough, seconded by Councillor Carson, and

RECOMMENDED:

That further information be brought back to Members regarding costs for the Sister City visit.

The Chairman said Council could not pre-empt whether the Shadow Council would want to be involved with La Grange. She suggested waiting until the Shadow Council was in place to gain their views before proceeding to formulate an agenda or visit from La Grange.

Councillor Carson said that this issue had been previously discussed at Committee and asked if letters had been sent to the Mayor of La Grange indicating the possibility of the link ending in March 2015. The Principal Administrative Officer confirmed that Council had agreed to invite La Grange and a letter advising of the possibility of the link ending had been sent and a conversation had taken place with the Mayor of La Grange.

(Alderman Hatch entered the meeting at 6.11pm)

The Chairman re-iterated that there would be merit in shelving the visit until after the Election had taken place. She also suggested looking at the numbers coming from La Grange as when she visited she was part of a delegation of 4, although the Principal Administrative Officer said this delegation was not a full civic visit. The Chairman said she was not convinced that the time was right for a full civic delegation.

The Director undertook to bring back more information to Members on costings, numbers and a proposed itinerary.

Alderman Mrs McCullough suggested perhaps some civic representatives plus some business people who had interest in Craigavon would be of interest for the delegation.

D134/2014 CRAIGAVON SISTER CITY INTERNATIONAL COMMITTEE (D104/2014)
Continued

Councillor Nelson asked if it would be possible to estimate what La Grange and what Craigavon Borough Council had gained from the relationship and what benefits the link had brought.

The Principal Administrative Officer undertook to circulate information regarding Councillor Nelson's request to Members.

Alderman Hatch suggested the idea of home hosting the delegation, although the Principal Administrative Officer confirmed in the past there had been no takers for this initiative due to the change in economic times.

It was

RECOMMENDED:

- (1) That further information be brought back to Members regarding costs delegation details and a proposed itinerary for the Sister City visit; and
- (2) That reports detailing the positive outcomes of the link be sent to Members.

(The Principal Administrative Officer departed from the meeting at this juncture)

D135/2014 LURGAN PUBLIC REALM UPDATE (D100/2014)

Work was progressing to extend Public Realm Works throughout Lurgan town centre, to include streets originally detailed in the Economic Appraisal and planning approval. Budget availability and procurement thresholds required that the works would continue to be delivered over a number of phases. The current status of each phase of work was set out below.

Phase 2 (High Street & Market Street/William Street/Edward Street)

The current phase of works was now fully complete, with the exception of a small number of minor snags.

Phase 2 Extension (North Street)

To date works within North Street had been delivered in line with the agreed programme and budget. A small number of queries had been raised by traders in the street, which had largely been resolved. The works were expected to be complete by late March.

Phase 3 (Union Street/Carnegie Street/Castle Lane/Church Walk/Watsons Lane)

Council were proceeding with the procurement of an Integrated Consultant Team to oversee the detailed design and delivery of Phase 3 of Public Realm in Lurgan.

Council would continue to work closely with DSD to explore options to assemble a funding package that would enable completion of the scheme.

The Chairman congratulated officers on the good work on the Public Realm in Lurgan.

D135/2014 LURGAN PUBLIC REALM UPDATE (D100/2014) Continued

It was

RECOMMENDED:

That the progress in relation to the completion of Phase 2 of Public Realm be noted, and that the procurement of an Integrated Consultant Team to design and deliver Phase 3 of Public Realm works in Lurgan, be noted.

D136/2014 PORTADOWN LINKAGES (D94/2014)

At the March Development Committee meeting, Members received a presentation from representatives of RPS Consulting. This presentation set out the draft designs for each area and was subsequently circulated to Members for comment. A further meeting with town centre traders was facilitated in Portadown Town Hall on 24 March 2014.

The consultant team had amended the designs to reflect findings from the public and stakeholder consultation and had begun preparation of the Economic Appraisal.

The overall programme for this phase of the work estimated a completion date in April/May 2014, at which stage Council and DSD would review findings and funding availability before instructing RPS to continue through a detailed design process, planning application, technical design, appointment of a contractor and delivery of works on site.

It was

RECOMMENDED:

That the completion of the consultation phase of the Portadown Linkages project, which would progress to Economic Appraisal and outline design stage during April and May 2014, be noted.

D137/2014 URBAN VILLAGES

The first two urban villages through the 'Together: Building a United Community Strategy' published by OFMDFM in May 2013, had been announced as Colin and the Lower Newtownards Road.

The strategy announced at the time that 4 'urban villages' would be established to create and stabilise change within communities. Colin had been chosen because of the specific challenges it faced as a large urban area with a high population roughly 26,000, which suffered from "a distinct lack of social infrastructure".

The Lower Newtownards Road had been selected as it was "a recognised area of high urban deprivation and decay. It was an area impacted by dereliction and cross-community challenges, and it was issues such as these that the urban village vision was designed to assist".

The Department for Social Development would work to have each area designated as a development zone and create project Boards to coordinate and oversee the planning, design and delivery of all aspects of the urban villages.

D137/2014 URBAN VILLAGES Continued

The 'Together: Building a United Community Strategy' proposed the designation of four urban villages, with Colin and the Lower Newtownards Road the first two. It was considered that the Brownlow area exhibited many of the characteristics which had led to the designation of these areas, and it was therefore proposed that Council highlighted the need and opportunity that exists in the area to the relevant Central Government Departments.

It was proposed by Councillor Carson, seconded by Councillor Nelson, and

RECOMMENDED:

That Brownlow be highlighted as an area suitable for designation as an urban village, and that a submission to OFMDFM be prepared in line with their 'Together: Building a United Community Strategy' published in May 2013.

D138/2014 CHANGING LANDSCAPES CONFERENCE (D101/2014)

Changing Landscape Conference

The 'Changing Landscapes' conference was hosted at the Civic Centre on 16 January 2014. The conference highlighted the landscape assets of Craigavon, celebrated the fiftieth anniversary of the decision to form the new town, and also explored future opportunities to influence 'place making' in Craigavon that would be presented by Local Government Reform. Over 100 delegates attended the event which was opened by the Minister for the Environment.

The original accepted tender for event management fees from 'Happening NI' detailed direct costs of £3,475. However, the scope and scale of the event changed significantly following the appointment of 'Happening NI', resulting in additional costs. The primary reason for these additional costs was the significant increase in numbers attending the event from 75, to approximately 110.

The fixed date of the event and the challenging timescale to deliver meant additional direct costs and project management fees had to be approved swiftly to ensure delivery. The Funding Advice and Information Officer position was vacant at this time and additional support was required due to this vacancy.

The invoice received detailed actual costs of £10,491.05, and a credit note had been received for £1,014.25 in respect of speaker expenses which were to be covered by a third party - Landscape Institute Northern Ireland. This brought the actual total Council cost to £9,476.80.

The invoice relating to these costs had been circulated previously which illustrated the breakdown of design and print (£2,683), speaker expenses (£1,014.25), miscellaneous (£1,893.80) and professional conference organiser services (£4,900).

A detailed breakdown of these costs was also circulated previously.

In terms of local coverage, an article appeared in the Lurgan Mail while further articles were published in the Landscape Institute NI members' newsletter.

Both articles had been circulated previously. Additional coverage was included in the 'London Landscape Observatory', while PLACE (the built environment centre for Northern Ireland) were preparing additional pages for their and the Landscape Institute NI websites. The Irish Landscape Institute, and Northern Ireland Environmental Link also covered the event.

Perspective Magazine, the journal of the Royal Society of Ulster Architects also included an article in the March edition. Perspective had a readership of 13000 in Northern Ireland, including every registered architectural practice in Northern Ireland.

Council was working with the Landscape Institute and NIEA to explore ways of building on the success of the event, including the preparation of a paper reflecting much of the Conference agenda. The paper was being prepared by Council with the Institute and would set out the 50 year legacy of Craigavon, as well as continuing the debate around best practice in place making in the context of Local Government Reform.

Original Craigavon Architect William Cairns who spoke at the event in January 2014 was assisting with the paper and had expressed an interest in the preparation of a book that fully explored these issues. The proposed structure for the book tabled by William Cairns had been circulated previously.

The purpose of a paper/book was to continue to position Craigavon as an exemplar in terms of place making in Northern Ireland. Council was working with NIEA and the Landscape Institute to explore funding opportunities for further work.

Council had committed £3,500 for event management costs to be funded from existing CIDF budget and a further contribution of £6,001.80 was now sought to cover additional costs associated with the increased scope and scale of the event.

Alderman Mrs McCullough asked if there was the possibility of funding to celebrate the fiftieth anniversary of the town of Craigavon.

The Chairman stated that she was extremely disappointed to receive another bill of £6k, although it was due to circumstances beyond Council's control, but she said that retrospective approval of finance was not done at Craigavon Borough Council and asked that the Committee be kept apprised of any similar escalating costs in future.

Councillor Carson concurred with the Chairman's comments and noted that the costs for the hire of the mini bus were on the high side.

The Director said Members' comments were noted and it was unfortunate that the circumstances had arisen. She said there was ongoing work with the Environment Agency and the Landscape Institute looking at profiling going into the new Council.

D138/2014 CHANGING LANDSCAPES CONFERENCE (D101/2014) Continued

It was proposed by Alderman Mrs McCullough, seconded by Councillor Duffy, and

RECOMMENDED:

- (1) That additional costs of £6,001.80 be approved for payment in relation to the Changing Landscapes Conference hosted in January 2014; and
- (2) That approval be given to the research and preparation of a paper highlighting the fifty years of the development of Craigavon and work with Government departments and Landscape Institute in profiling progress achieved.

(The Development Manager departed from the meeting at this juncture)

D139/2014 PITCH BOOKINGS AT 3G PITCH AT BROWNSTOWN PARK (D128/2014)

Officers from Development and Leisure Services Departments had been asked to consider how football bookings at Brownstown Park Community Centre could be made more customer friendly.

The current system of pitch bookings was controlled centrally by the Leisure Service Department who had in excess of 60 teams regularly booking pitches throughout the Borough. Bookings were a mix of block or individual bookings for junior and senior league matches as well as for training and independent competitions.

Customers could access the Leisure Services website to check pitch availability in advance of making their booking but all reservations must be made by phone or email with the booking Office. Payment could also be made with Credit Cards over the telephone and cheques could also be posted in advance.

However, before any match could be played Council must be in possession of a signed booking form detailing all of the information relating to the match. This was an essential requirement in order to meet our legal and liability obligations. The requirement of having the booking form had made the booking process difficult for some teams and consequently Officers had considered ways in which the process could be made more accessible.

Following discussions Officers proposed:

- a) That Leisure Services make copies of the football booking forms available for customers to complete and return to Leisure Services by scanned email. This would ensure that Customers were able to complete the process at short notice without having to travel to Lough Neagh Discovery Centre and would mirror the system for community centre bookings operated by the Development Department.
- b) Extra copies of pitch booking forms could be made available at Brownstown Park Community Centre for customers to avail of.
- c) Customers could complete booking forms at Brownstown and staff could scan and forward booking forms to Leisure Services for customers who do not have their own access to email. Corresponding payment could be made in the normal way as above.

D139/2014 PITCH BOOKINGS AT 3G PITCH AT BROWNSTOWN PARK (D128/2014)
Continued

- d) Officers would suggest that the above approach was piloted for a period of 6 months i.e until 30 September 2014 when the process could be reviewed.

Alderman Mrs McCullough welcomed the report and in response to her question, the Principal Community Resources Officer undertook to bring information back to Committee regarding cross-departmental working regarding the opening and closing of the pitch.

(Councillor Nelson temporarily departed the meeting at 6.30pm and re-entered at 6.33pm)

The Chairman thanked officers for bringing information back to Committee on this matter.

It was proposed by Alderman Mrs McCullough, seconded by Councillor Carson, and

RECOMMENDED:

- (1) That the pilot approach to the pitch bookings at Brownstown Park be approved; and
- (2) That officers bring back information on cross-departmental working regarding the opening and closing of the pitch.

D140/2014 GRANT-AID TO ADVICE SERVICES (D52/2014)

The Advice Services Grant-Aid Scheme 2014/15 closed on 19 March 2014 with two applications received from Craigavon District Citizens Advice Bureau and LIAISE.

Council had agreed to give an initial award from Council's contribution towards Advice Services in the amount of £91,784.08 to Craigavon District Citizen's Advice Bureau and £12,511.92 to LIAISE pending receipt of satisfactory relevant information. The Director of Development was given delegated authority to agree the initial awards.

In the meantime, Officers had received correspondence from the Department for Social Development confirming its contribution to advice services in the amount of £58,169 as in previous years.

Therefore, Officers would recommend that the amount of £58,169 be allocated in keeping with previous years. The Advice Services budget would be allocated as follows:

Name of Organisation	Amount requested	Council Contribution	DSD Contribution	Total
CDCAB	£182,584	£91,754.08	£51,188.72	£142,942.00
LIAISE	£45,900	£12,511.92	£6,980.28	£19,492.20
Total	£228,484	£104,266.00	£58,169.00	£162.435.00

D140/2014 GRANT-AID TO ADVICE SERVICES (D52/2014) Continued

The Department would be undertaking a consultation on its Advice Services provision, in addition, under Local Government Reform, similarly to the area of Community Support, the budget for Advice Services would be transferred to local Councils. At this stage within the budget allocation model, the amount targeted towards Advice Services had not been ring-fenced.

It was proposed by Alderman Mrs McCullough, seconded by Councillor Duffy, and

RECOMMENDED:

- (1) That approval be given for the awards to CDCAB and LIAISE from the Department for Social Development's contribution to advice services in the amounts of £51,188.72 and £6,980.28 respectively; and
- (2) That delegated authority be given to the Director of Development to progress the awards.

D141/2014 LAUNCH OF CRAIGAVON CHILDREN AND YOUNG PEOPLE'S LOCALITY GROUP

In 2011, the Health and Social Care Board established the Children and Young People's Strategic Partnership (CYPSP) to carry out integrated planning and commissioning to improve the outcomes for children and young people across Northern Ireland.

The CYPSP was a cross-sectoral strategic partnership consisting of the leadership of all key agencies who had responsibility for improving outcomes for all children and young people in Northern Ireland.

The Southern Outcomes Group had been mandated by the CYPSP to implement outcomes based planning for the Southern area which includes Armagh, Banbridge, Craigavon, Dungannon and Newry and Mourne Council areas.

The Head of Community Development sat on the Southern Outcomes Group to represent the Council. This group had produced a plan which was due for review shortly and links to outcomes at a local level such as 'Being Healthy', 'Enjoy Learning and Achieving', 'Living in Safety', 'Experiencing Economic and Environmental Wellbeing', 'Contributing Positively to Community and Society which Respect their Rights'.

Within the above structure each Council area would have a locality planning group – this was to be a partnership between children, young people, families and representatives of agencies at a local level. They would develop a Locality Plan to address priorities identified to mobilise local resources from the statutory community and voluntary sectors to address the priorities.

Work had been undertaken by staff of the CYPSP to organise a number of events across each of the Council areas to allow young people to have their say about local services for families, find out what was happening and how they could be involved.

The event for Craigavon was being held on 10 June 2014 at 1pm in the Lakeview Suite, Civic Centre, Craigavon.

D141/2014 LAUNCH OF CRAIGAVON CHILDREN AND YOUNG PEOPLE'S LOCALITY GROUP Continued

This would take the form of a stakeholder event which would give people an opportunity to detail the needs of families, children and young people in the area and then a Locality Planning Group would be launched – this would be open to all those who were involved in the context of families, children and young people.

Representatives from the Board and the Health Trust would also be in attendance and the staff from CYPSP will facilitate the event. Other Councils had agreed to host the event in their areas as one of the partners in the project, and refreshments were being provided by the Trust. Similarly Craigavon Council had been asked to cover venue costs at approximately £56 which would be covered through the community development budget.

Members were invited to attend the event and to approve only the cost of the event venue hire at a cost of £56.

It was proposed by Alderman Hatch, seconded by Alderman Mrs McCullough,
and

RECOMMENDED:

- (1) That Members be advised of the launch of the Craigavon Children and Young People's Locality Planning Group;
- (2) That the date of the launch of the Craigavon Children and Young People's Locality Planning Group on 10 June 2014 at 1pm in the Lakeview Suite, Civic Centre, Craigavon, be noted; and
- (3) That agreement be given to cover the cost of venue hire of the Lakeview Suite at Council's contribution towards the event at a cost of £56.

D142/2014 COMMUNITY SUPPORT PLAN – FUNDING 2014/15 (D290/2013)

A Letter of Offer had been received from the Voluntary and Community Unit in the Department for Social Development for the amount of £326,796.03. The purpose of the grant-aid was to provide support towards the Council's Community Support Programme and this offer was awarded on an annual basis.

The amount awarded was the same as in previous years with £268,627.03 targeted towards general community support costs and £58,169 ring fenced towards advice services. A copy of the Letter of Offer can be found at **Appendix 1**.

The Letter of Offer had been made subject to a number of conditions which included the return of specific documentation. A 2-year Community Support Plan for 2013/14 and 2014/15 was agreed previously by Council in October 2013.

D142/2014 COMMUNITY SUPPORT PLAN – FUNDING 2014/15 (D290/2013) Continued

It was proposed by Councillor Duffy, seconded by Alderman Hatch, and

RECOMMENDED:

- (1) That the Letter of Offer from the Department for Social Development in the amount of £326,796.03 be accepted towards the Community Support Programme for 2014 – 2015; and
- (2) That this matter be referred to the Mid-Monthly meeting of Council to be held on 23 April 2014 for ratification.

D143/2014 LIGHT IT UP BLUE: WORLD AUTISM DAY

Council had agreed to support 'Light It Up Blue: World Autism Awareness Day' by lighting up the Civic Centre blue on 2 April 2014 and to support some type of fund raising effort for Autism NI.

Council had also agreed 'that some initiative to raise awareness of autism, how to treat children and adults with autism and the training of staff in conjunction with Council Officers be undertaken'.

Council's Children's After School Playscheme which operated at a number of community centres including the Hub had a number of children diagnosed as being on various stages of the autism spectrum disorder with potentially further children who were awaiting a formal diagnosis.

Officers had contacted Autism NI to discuss an awareness raising course for front line staff from both the Development and Leisure Services Departments.

The cost of the training would be in the region of £300 for a maximum of 30 attendees.

Officers would anticipate that the costs would be split between the Development and Leisure Services Departments and Council's Policy Development Officer had also advised that some of the costs could be covered from Council's Equality Budget.

Due to various staff training commitments scheduled over the next few months, Officers would anticipate that the Autism Awareness training would take place in early Autumn 2014.

A copy of the outline training programme had been circulated previously.

It was proposed by Councillor Carson, seconded by Alderman Mrs McCullough, and

RECOMMENDED:

That approval be given to the expenditure of £300 towards Autism Awareness training to be divided as detailed above.

D144/2014 DELIVERING SOCIAL CHANGE FOR CHILDREN AND YOUNG PEOPLE
STRATEGY: CONSULTATION DOCUMENT

OFMDFM had produced a consultation document 'Delivering Social Change for Children and Young People Strategy'.

OFMDFM proposed that 'Delivering Social Change for Children and Young People' would provide an integrated policy framework encompassing policy on children and young people, including child poverty and children's rights.

The consultation document and the questionnaire could be obtained from the Office of the First Minister and Deputy First Minister by emailing:
admin.capu@ofmdfmi.gov.uk.

The closing date for responses was 31 March 2014 and in order to meet this deadline Officers drafted and submitted a copy of a response which can be found at **Appendix 2**.

As part of the consultation process the Executive put in place specific arrangements to engage with children and young people in line with its commitments under the United Nations Convention on the Rights of the Child (UNCRC). The Executive also planned to seek the view of parents and families and to produce a child friendly version of the document.

It was proposed by Councillor Duffy, seconded by Alderman Mrs McCullough, and

RECOMMENDED:

That the Officers' response to the Delivering Social change for Children and Young People Strategy – Consultation Document, be endorsed.

D145/2014 USE OF CENTRES BY POLITICAL PARTIES

Council's Policy on the use of community centres by Elected Members for political purposes was adopted in 1997.

The aim of the policy was to ensure that community centres were free from the appearance or reality of party political control and/or influence.

Council therefore did not accept community centre bookings from political parties or Elected Members for party political or constituency work or for meetings of political parties.

The policy did not relate to use of the Town Halls or Council's Leisure Centres. A copy of the policy can be found at **Appendix 3**.

Council received funding from the Department for Social Development (DSD) of approximately £268K per year to support Council's Community Centres and Community Support Programme and any change to Council's Policy would require discussion with the DSD to assess if funding would be affected.

Difficulties with the current policy arose when some events booked by community groups or private individuals become linked to Elected Members or political parties for example by Facebook where Elected Members or Political Parties Facebook pages were 'in support' 'host' 'in conjunction with' the booking.

D145/2014 USE OF CENTRES BY POLITICAL PARTIES Continued

Armagh City & District Council (ACDC) had no restrictions on political use of their facilities although the majority of ACDC premises were Leisure facilities and not community centres.

Banbridge Council's Policy stated that "The Council will ensure as far as is reasonably practical and with resource limitations that its premises and services are accessible to all with the specified exception of durational lettings for party political use, and that in the provision of such facilities fair and equitable treatment will be given".

Similar to Armagh City & District Council Banbridge Council's facilities were leisure centres and not community centres.

Consideration may wish to be given to the review of Council's policy as part of the work of the shadow Council, where other issues such as charges for the hiring of Council facilities would also be reviewed.

The Chairman, Councillor Mrs Lockhart, said she did not think it would be of any benefit for Craigavon Borough Council to look at this policy again, and that this would be a decision for the Shadow Council.

In response to a question from Alderman Hatch, the Principal Community Resources Officer explained that the policy would not cause problems in the meantime. In response to the Chairman's question, she said it could be drawn to the bookers attention at the time of booking that it could not be used by any particular political party.

It was proposed by Councillor Carson, seconded by Alderman Mrs McCullough, and

RECOMMENDED:

- (1) That the policy regarding the use of community centres by Elected Members for political purposes as part of their work of the Shadow Council, be left unchanged;
- (2) That this matter be referred to the Statutory Transition Committee/Shadow Council; and
- (3) That a security question be built in at the booking stage and a notification that community centres could not be booked by political parties.

D146/2014 ASSETS RECOVER COMMUNITY SCHEME – LETTER OF OFFER

The DOJ Community Safety Unit released an invitation to bid for Assets Recovery Community Scheme funding aimed at Safer, Shared Communities.

The Policing & Community Safety Partnerships (PCSPs) submitted an application for £8,500 to develop a project to implement an initiative which would help to raise awareness within the Craigavon Borough of Child Sexual Exploitation, to ensure communities take action if they suspect this type of behaviour was occurring in their areas and to ensure communities know where to report or get help regarding this.

D146/2014 ASSETS RECOVER COMMUNITY SCHEME – LETTER OF OFFER Continued

Council should agree to accept the LoO with the caveat that the offer be approved by the PCSP. The PCSP would meet on 8 April 2014 and would consider approving the LoO and agreeing that it should be drawn down for spend within the Borough.

The Letter of Offer had been released by the DOJ for the funding with a deadline of 28 days for response. A copy of the correspondence had been circulated previously.

Declaration of Interest

Alderman Mrs McCullough and Councillors Carson and Nelson declared non-pecuniary interests in this item of business.

In response to a question from Alderman Hatch, the Director undertook to look into the allocation across the 26 Council PCSP's.

It was proposed by Alderman Hatch, seconded by Councillor Nelson, and

RECOMMENDED:

That approval be given to the content of the report given that the PCSP had agreed to submit an application for the funding and agreed to accept the funding from the Assets Recover Community Scheme in the sum of £8,500, subject to ratification by the PCSP.

D147/2014 WORLD WAR ONE SMALL GRANT SCHEME

A Committee had been established within Council to examine initiatives for the Borough to commemorate the centenary of the commencement of World War One which commenced in August 1914. The Committee had proposed a small grants scheme to enable community groups within the Borough to hold events to mark the commencement of World War One.

Officers had devised a Small Grants Policy and accompanying Application Form to facilitate a World War One small grants scheme, copies of which had been circulated previously.

The scheme had been envisaged as a rolling scheme for projects to be undertaken between 1 June 2014 and 31 December 2014 to incorporate projects that would mark the centenary of the commencement of World War One in August 1914. The grant scheme would be promoted through advertisement in the local press, Council Facebook and to all contacts on the Community database held by the Development Department. It was anticipated that a 4 week turnaround period would be implemented from submission of an application to assessment to enable projects to commence as soon as possible subject to compliance by potential applicants with submission of all required documentation. In order to expedite the assessment process, delegated authority was sought to enable the Director of Development to approve Officers recommendations for award of grant.

Approximately £5,000 had been reserved for the implementation of Small Grants Scheme through the World War One budget. It was proposed that groups could apply for a maximum grant award of £500 conditional to groups meeting key objectives and principles of commemorations as outlined in policy and submission of all necessary documentation.

D147/2014 WORLD WAR ONE SMALL GRANT SCHEME Continued

An equality screening exercise had been undertaken and an equality impact assessment was not required.

The Chairman, Councillor Mrs Lockhart, thanked officers for bringing this report forward. Councillor Carson suggested providing groups which did not qualify under the policy with an opportunity to receive financial support similar to the Jubilee celebrations. The Chairman stated that this was a commemorative programme and that it was different from the Jubilee celebrations.

It was proposed by Councillor Carson, seconded by Alderman Hatch, and

RECOMMENDED:

- (1) That approval be given to the scheme designed for the World War One Small Grants programme;
- (2) That delegated authority be granted to the Director of Development;
- (3) That officers investigate providing groups that did not qualify under the policy with the opportunity to receive a package; and
- (4) That this matter be referred to the Mid-Monthly meeting of Council to be held on 23 April 2014 for ratification.

D148/2014 PRIDE OF PLACE 2014

Correspondence had been received from the organisers of the annual Pride of Place competition seeking nominations from each Council for entrants.

The competition was presented by Co-operation Ireland, the purpose of the competition was to acknowledge the work undertaken by committees and it was open to all local community groups to apply. This year the themes were:

Category Population (1-5)	Category Theme (6-8)	Category -Non population (9-11)
0-250	Eco Community Initiative	Housing estates
250-750	Community Innovation	Islands & Coastal communities
750-1500	Community Health Initiative- physical activity	Urban Neighbourhoods
1,500-4,000		
Over 4,000		

The entry fee for each nomination in Northern Ireland would cost £500 and the deadline for receipt of entry was 2 May 2014.

Judging would take place Mid-June and conclude in August with the Awards ceremony taking place in Co Clare at Treacy's West County Hotel in Ennis.

D148/2014 PRIDE OF PLACE 2014 Continued

Council had agreed not to make a nomination from Craigavon Borough Council area to the competition for the last 2 years. This was due to the fact that Officers had reviewed the outcome of previous entries to the competition and the value for money received with little success. The process involved a significant amount of work not only from Council Officers but from the groups themselves which Council had nominated. The decision also took into account the cost of entry fees, accommodation for judges, travel and accommodation costs for Council representatives and the groups to the awards ceremony.

Officers had sought the opportunity to explore the potential to implement a local celebration ceremony more relevant to local groups, the outcome of which was the very successful Pride of Craigavon Awards held on 19 March 2013 to which 64 nominations had been made with 9 winners. Officers intend to organise a similar event which will be reported to Committee in due course.

Given the scenario regarding value for money, the success of the Pride of Craigavon awards and the future event planned, it was recommended that Council does not make a nomination from the Craigavon Borough Council Area for the Pride of Place competition 2014.

It was proposed by Councillor Nelson, seconded by Councillor Carson, and

RECOMMENDED:

That no nomination from the Craigavon Borough area is made to Pride of Place competition 2014 due to costs as outlined in the report.

D149/2014 PRIDE OF CRAIGAVON 2014

Council agreed last year to host a Pride of Craigavon recognition event as part of the work being taken under the Community Support Plan. The aim of the event was to recognise the voluntary commitment that the community groups in Craigavon give and the contribution they make to the community life of the Borough.

The Awards were grouped into 9 categories in the Awards Ceremony 2013, details of which had been outlined in the information circulated previously.

It was proposed that these categories would remain the same for 2014, however consideration was requested regarding additional categories.

Over 60 groups submitted applications to the Inaugural Pride of Craigavon awards scheme which took place last March. With a very tight lead in time the event proved to be extremely popular.

Comments from groups included:

"I just wanted to thank you all sincerely for an amazing night, from the start to the end it was a night to remember. My leaders from Scotch Street Youth Club were overcome and the icing on the cake was for their award. Again Craigavon has so much to be proud off and the team at CBC are one in a million, "we are all just one big family"

The event was covered widely in the local papers raising Craigavon Borough Council's profile. In addition while a Ministerial visit had been planned the Head of the Voluntary and Community Unit attended in place of Minister McCausland. The process proved inspirational to community representatives who attended on the night as video footage was played of category contenders and this afforded them an opportunity to showcase their work and enable attendees to fully appreciate the level of voluntary activity being delivered in the Borough.

In this, the final year of Craigavon Borough Council, the award scheme would be a fitting tribute to the work which had been supported by Council and would provide an excellent opportunity to celebrate the wealth of community spirit which existed in the Borough. Officers planned to invite their counterparts in Armagh and Banbridge in order to enable them to gain knowledge of the process and perhaps develop similar schemes in the new Council.

It was proposed that the format of the evening would remain largely unchanged from the previous year however in order to ensure deadlines were met, Officers would begin reviewing the application process in the coming months. In addition, Officers proposed that the Chair and the Vice Chair of Development Committee be invited to sit on the voting panel in order to share their expertise. Officers would also explore the potential to have some of the award categories sponsored by various sections within Council, for example, Good Relations and Community Safety would be approached to see if they would provide resources.

Due to the popularity of the Civic Centre a provisional date for the award event had been selected for 25 November 2014 in the Civic Centre.

The Proposed Time Line would be as follows:

May	Review of application process
3 June	Advertisement – Applications made available on line and hard copy
5 August	Deadline for Applications
9 September	Assessment of Applications
25 November	Pride of Craigavon

The call for nominations would be publicised in the local press, sent to groups on the Council's Community database, through Partnerships and Interagency meetings, Website and Social Media. It would also be sent out to umbrella groups and other statutory partners.

A further report would be brought to Committee in due course.

A maximum of £10,000 (based on 2013 costs) would be found within the existing budget from the Community Development budget - cover cost of venue, hospitality, publicity, awards, and speakers including invitations advertisement filming of the event.

Councillor Carson said this initiative had been well received in the local community. The Chairman asked if any Members had any further suggestions, they forward them onto the Principal Community Resources Officer.

Councillor Nelson asked if this event could be held earlier in the year.

D149/2014 PRIDE OF CRAIGAVON 2014 Continued

It was proposed by Councillor Carson, seconded by Councillor Nelson, and

RECOMMENDED:

- (1) That agreement be given to hold a Pride of Craigavon Event as part of the final year of Craigavon Borough Council;
- (2) That any suggestions regarding further categories be emailed to the Principal Community Resources Officer, and
- (3) That further information be brought back to Members regarding the date of the event and award categories.

D150/2014 NORTH LURGAN COMMUNITY CENTRE: SENSORY GARDEN (D18/2013)

A Sensory Garden had just been completed at North Lurgan Community Centre which was funded through Neighbourhood Renewal through the Department for Social Development (DSD) at a total of £42,000.

The garden would provide a fun, safe and stimulating environment for all the Centre's clients to utilise. The application was put forward by Karen Callaghan, Centre Manager on behalf of Craigavon Borough Council with the support of North Lurgan Pre-School Playgroup and North Lurgan Community Association.

The official opening of the garden would be held on 11 April 2014 at 10.30am in North Lurgan Community Centre.

The garden would be officially opened by The Mayor of Craigavon and a representative from DSD (to be confirmed) and all Members would be invited to attend.

It was

RECOMMENDED:

That the Official Opening of the Sensory Garden at North Lurgan Community Centre would take place on Friday 11 April 2014.

D151/2014 BUSINESS ENGAGEMENT PROJECT – LAUNCH

The Craigavon Business Engagement Project would be launched at a lunch-time event on 8 May 2014 attended by the key business sector representatives and stakeholders.

The event would be an excellent platform to publicise the project to SMEs within the Borough and to launch the new website designed specifically for the project.

Consideration was requested from Members as to whether they considered attending this important working lunch as it clearly demonstrated Council's commitment to engaging fully with the Borough's vital business community.

D151/2014 BUSINESS ENGAGEMENT PROJECT – LAUNCH Continued

The total cost of the project was £279,960, 75% (£209,970) funded and Council's contribution was 25% (£69,990).

It was proposed by Councillor Carson, seconded by Alderman Hatch, and

RECOMMENDED:

That the Development Committee attends the launch of the Business Engagement Project on 8 May 2014.

D152/2014 LURGAN TOURIST INFORMATION POINT – UPDATE (D111/2014)

Council had a Service Level Agreement in place with Lurgan Town Hall to host a Tourist Information Point (TIP) for Lurgan Town Centre and the wider Borough. In Lurgan Town Hall minor improvements in literature display, signage, additional lighting and the inclusion of a video monitor, had been previously agreed by Committee and these works were currently ongoing. In addition, Officers met with the Director of Development to explore opportunities to increase the profile of the TIP from the exterior of the building and to evaluate a robust method of collecting footfall figures utilizing the service currently, as the reception of the Town Hall was not manned. Officers would propose to erect a banner on the exterior of the building on the railings and install a footfall counter which will give a true reflection of visitor numbers to the building.

It was

RECOMMENDED:

That the work being undertaken to profile the tourist information centre in Lurgan Town Hall, be noted.

D153/2014 COUNTRY COMES TO TOWN

At the October 2013 meeting of Committee, Officers were tasked with investigating the provision of further funding to Country Comes to Town. As part of the events organized for Portadown 400 Council had run a number of very successful events in partnership with Country Comes to Town including Steam Train rides, Applied Art & Design Exhibition in Portadown Town Hall and Crafts of the Past & Crafts of the future in Edward Street, Portadown. Retail businesses in Edward Street provided Officers with very positive feedback in relation to these events being staged and the impact they had on their businesses throughout the day.

As part of the Portadown 400 events in 2013, 'The Crafts of the Past and Crafts of the Future' exhibit was planned to bring old and new crafts back into Portadown as part of Country Comes to Town and give the public the chance to see old and new trades being demonstrated and craft people at work.

The demonstrations and trade stands were all situated in Edward Street, this was to keep it unique and contained in one space and the public could walk along and see everything on display. In total there were 8 demonstrators that showcased their work continuously throughout the day. Demonstrations included, Tannaghmore Blacksmiths, Carrickmacross Lace, Woodturning, Straw Craft Ireland, Basketry, and Jewellery making using a 3-d printer. The display also included a Weaver using a mini loom and a Ceramicist.

D153/2014 COUNTRY COMES TO TOWN Continued

There were 4 trade stands selling contemporary jewellery, each demonstrator and trade stand had their own marquee that was sectioned off to give the public more of a personal space to see all the individual work.

In addition, the public were given the chance to participate in some of the demonstrations especially with straw craft and the mini loom. This event was a unique opportunity to enhance culture, heritage, diversity and celebrate all these talents throughout the town.

It was envisaged the plans to stage the event in 2014 would replicate the very successful model established in 2013 as part of the Portadown 400 celebrations.

The Chairman asked if something similar could be investigated for the Lurgan Show event.

It was proposed by Councillor Carson, seconded by Councillor Duffy, and

RECOMMENDED:

- (1) That approval be given to a budget in the region of £6,000 to deliver 'Craft Street' in Edward Street, Portadown, as a supporting event to Country Comes to Town; and that 'Craft Street' is organised and delivered by Craigavon Borough Council; and
- (2) That through the Festival & Events Financial Assistance Policy, the organisers of Country Comes to Town will receive up to £12,000 as previously agreed by Committee to stage the 2014 event (D63/2014) and that the £6,000 proposed would be an additional investment by Council in this event.
- (3) That officers investigate similar possibilities for the Lurgan Show Event.

D154/2014 UTILISATION OF MOBILE TECHNOLOGY TO PROMOTE THE TOURISM AND TOWN CENTRE PRODUCT IN CONJUNCTION WITH AN AWARENESS RAISING INITIATIVE

The Craigavon LOCALi app was developed recently and to date the app had been downloaded 800 times. This leading edge technology was developed as a result of funding from NESTA for a partnership comprising Council, local multi-media company BNL and Queens University. The concept was based upon the UK Governments drive towards a 'digital by default' basis for communication between citizens and government. NESTA, which was closely associated with the Technology Strategy Board in the UK, provided funding for the project with the aim of developing and rolling out a 'hyper local' communications channel. Craigavon was the 'test bed' for the project.

The LOCALi app was built for free for Craigavon Borough Council. Its next stage was to market and promote the service throughout the Borough as a single platform to facilitate the wealth of tasks Council offers for citizens in an innovative way. The intention was to release an app that engaged, promoted and interacted with people in a way never seen before across the UK.

D154/2014 UTILISATION OF MOBILE TECHNOLOGY TO PROMOTE THE TOURISM AND TOWN CENTRE PRODUCT IN CONJUNCTION WITH AN AWARENESS RAISING INITIATIVE Continued

More recently the Sports Development Section of Council had obtained external funding to build a new section to the LOCALi app that pinpointed on a map where heart defibrillators were located & links people to access them.

Local town trails were a true asset to the town centres, however paper-based exercises failed to harness the full opportunity of interacting with the public. Building an audio trail that explained the history and stories of the trails allowed to take people on a journey to learn about the towns, to introduce them to local shops, restaurants, visitor attractions and accommodation providers and to encourage more vibrant town centres. The user would be guided with an on screen map that triggers new audio files.

Details of the benefits of building this tourism/town centre element into LOCALi had been circulated previously.

Procurement of the additional services, if approved, would take place through a 'single tender action', as BNL was the single service provider for this work, as advised by Council's Procurement Officer.

In addition, Officers would undertake preliminary work with Armagh & Banbridge Council's on extending the app in recognition of RPA taking place in the near future.

In response to the Chairman's question, the Head of Economic Development explained that this initiative, in terms of Government policy, was all about making the town centres more accessible. She said that the NESTA strategy had focused around Apps for the town centres, making it easier for retailers. She advised that this had not cost Council any money to this stage, but the time had come to roll this out and make it more interactive.

(Councillor Duffy temporarily departed from the meeting at 6.48pm and re-entered at 6.49pm)

In response to Councillor Carson's question, the Head of Economic Development advised that £10k would not go very far when promoting the App. She suggested bringing back further information to Members if they wished.

Councillor Nelson confirmed he required further information, especially information about offers from retailers and the App would require content that is useful and meaningful.

The Head of Economic Development confirmed that the Wifi was up and running in both town centres, although there had been recent interference from a weather transmitter.

In response to questions from The Chairman, the Head of Economic Development undertook to check the connectivity of the Wifi and take further action regarding its promotion. She also undertook to investigate the provision of a banner to promote the Wifi.

Councillor Nelson suggested a plan would be required to take this to the next stage. The Chairman suggested representatives from BNL would make a presentation to Members.

D154/2014 UTILISATION OF MOBILE TECHNOLOGY TO PROMOTE THE TOURISM AND TOWN CENTRE PRODUCT IN CONJUNCTION WITH AN AWARENESS RAISING INITIATIVE Continued

In response to a query from Alderman Hatch, the Head of Economic Development undertook to check who was paying the balance and bring this back to Members.

It was proposed by Councillor Carson, seconded by Alderman Hatch, and

RECOMMENDED:

- (1) That the matter be deferred in order that further information be brought back to Members; and
- (2) That representatives of BNL Productions be invited to Committee to make a presentation regarding the next stage for the App.

D155/2014 RESPONSE FROM MINISTER FOR REGIONAL DEVELOPMENT FOLLOWING A MEETING REQUEST FROM THE CHAIR OF DEVELOPMENT COMMITTEE REFERENCE "OFF STREET" CAR PARKING IN LURGAN AND PORTADOWN TOWN CENTRES (D112/2014)

A motion was passed by Council in December 2013 to have a "free parking day" within both Lurgan and Portadown town centre car parks on Saturday 21 December 2013. This initiative, funded by Council, aimed to help local traders boost their footfall in the run-up to Christmas and was promoted using social media, posters and regional radio advertising.

Consumer surveys carried out on the day of the initiative highlighted that dwell time and most probably spend was increased whilst the business survey results were also positive implying increased footfall and turnover compared with the same pre-Christmas Saturday in 2012.

Following the initiative, Members requested that correspondence be sent to the Minister requesting a meeting to discuss potential DRD Roads Service led initiatives in 2014.

The initial response to the Chairman's' letter had been circulated previously and further correspondence would be brought back to a future meeting of the Development Committee.

It was

RECOMMENDED:

That the holding letter from the Office of the Minister for Regional Development sent in response to a letter from the Chair of Development Committee requesting a meeting about 'Off Street' car parking in Lurgan and Portadown town centres, be noted.

D156/2014 FOOTFALL COUNTING AND SUSTAINABLE KPI (KEY PERFORMANCE INDICATOR) GATHERING (INCLUDING FOOTFALL COUNTERS) FOR THE ARMAGH/BANBRIDGE/CRAIGAVON CLUSTER (D41/2014)

The Armagh/Banbridge/Craigavon cluster were successful in securing funding from the Department for Social Development to install footfall counters and establish a suitable system for gathering key performance indicators across the main town and city centres in the cluster (Armagh, Banbridge, Lurgan and Portadown). Craigavon had taken the role of lead administrative Council in respect of procurement and financial management and Members approved Delegated Authority to the Director of Development to appoint a suitable delivery agent for the project.

Following the procurement process the successful solution was a subscription based 3 year license from Springboard Research Ltd.

Springboard's automated footfall monitoring service was provided at around 450 high street locations across the UK and they were the only provider of an online performance monitoring and benchmarking service specifically for town and city centres (Milestone Service).

The automated footfall service provided by Springboard allowed for benchmarking against other regional and national town centres as well as the region as a whole. There was also a comparison reporting function to monitor footfall increases or decreases in each town centre over weeks, months or even years.

The Milestone Service was grouped into 5 main reporting areas: Economic Trends, Property Trends, Consumer Demand, Centre Provision and Centre Quality and it enabled towns to benchmark against peer towns on the basis of a wide range of factors such as trading performance and catchment characteristics.

Whilst the solution proposed was ideal for the cluster, the annual subscription meant that the Department for Social Development were only able to fund Year 1 (£18,079.62) and a letter of variance was awaited.

However, when LGR took place in April 2015, DSD powers and budgets would be transferring to the 11 newly formed super Councils and the funding allocation for the Armagh, Banbridge, Craigavon cluster would be in the region of £6.5million per annum. (DSD Officials were in attendance at the March meeting of the STC to confirm this).

Evidence from the footfall and milestone data would allow the Council to make informed decisions for their work in town centres and to evaluate service provision.

As such, the subscription costs quoted by Springboard for Year 2 and Year 3 across the Cluster (£13,673.94 & £12,056.75 respectively) were relatively small for such a valuable project.

In the circumstances, the 3 year solution from Springboard had been accepted and a report would be brought to the April meeting of the STC to appraise them of this.

The Year 1 costs of £18,079.62 would be funded by the Department for Social Development. It was anticipated that Year 2 & Year 3 costs (£13,673.94 & £12,056.75 respectively) would be funded by the new Armagh, Banbridge, Craigavon cluster by monies transferring in with the Social Development function under LGR.

D156/2014 FOOTFALL COUNTING AND SUSTAINABLE KPI (KEY PERFORMANCE INDICATOR) GATHERING (INCLUDING FOOTFALL COUNTERS) FOR THE ARMAGH/BANBRIDGE/CRAIGAVON CLUSTER (D41/2014) Continued

It was proposed by Councillor Carson, seconded by Alderman Hatch, and

RECOMMENDED:

- (1) That it be noted that due to the subscription based nature of the successful solution for gathering footfall figures and other Key Performance Indicators (KPI's) across town centres within Armagh, Banbridge and Craigavon, the cluster are only eligible for Year 1 funding (£18,079.62 of the £45,000.00 originally offered) from the Department for Social Development);
- (2) That the costs for Year 2 & Year 3 (£13,673.94 & £12,056.75 respectively) will be met by the new Armagh/Banbridge/Craigavon Super Council; and
- (3) That the matter be brought to the attention of the Statutory Transition Committee.

D157/2014 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D114/2014)

The 'Spring is in the Air' Digital campaign closed on 28 March and resulted in an additional 583 likes on the Discover Craigavon Facebook page taking the total number of followers to 7,118. The campaign generated significant two way interaction and the private sector partners involved were very appreciative of the exposure they gleaned from taking part.

Following discussions with the private sector, plans were underway for 'Spring Made Stylish' fashion events in Lurgan and Portadown town centres scheduled for Easter Saturday – 19 April 2014. Professional models would showcase each town's Spring/Summer fashion offering in cafes/restaurants and other town centre areas with high footfall. Siobhan McGarry would perform the role of guest escort in Lurgan with Pamela Ballantine taking this role in Portadown.

In addition, to complement the fashion and beauty elements there would be pop up, family friendly entertainment in the form of street performers and live music throughout each town. Promotion of the event would include Cool FM radio advertising, local press coverage, social media, A5 flyers and promotion via the town centre sound systems.

In order to improve linkages between Lurgan Park and Lurgan town centre on key event days in 2013, (Lurgan Show, Craigavon Pipe Band Championships and Lurgan Rally) a voucher booklet was created and circulated by professional promotional staff. This booklet worked well attracting footfall at these successful events into Lurgan town centre. Feedback from retailers was extremely positive.

Following discussions with private sector representatives and feedback from retailers and Elected Members, Officers wished to create a similar voucher booklet for circulation at the same 3 Lurgan events which were all taking place in Lurgan Park in June 2014.

D157/2014 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D114/2014) Continued

In addition, officers wished to extend the initiative to include Portadown with a Portadown specific incentive voucher booklet being created for circulation to visitors attending The Viking Experience event at the Pleasure Gardens on 17 May 2014 and at Country Comes to Town on 20 September 2014.

Arising from the internal Strategic Marketing Campaigns Working Group for Tourism and Town Centres, Officers created a campaign called **Discover Craigavon....this Summer**. This 2013 campaign involved a combination of innovative marketing activity with a series of pop up style events in Lurgan and Portadown town centres for a period of 6 weeks (20 July and 24 August 2013 inclusive). In addition, Officers working with media partner Cool FM recruited retailers from the food and drink sector in each town and collaborated with Council's Leisure Services Department to cross-promote the town centres and Council's summer tourism/leisure offering. Further detail of the 2013 campaign had been circulated previously.

Following the success of this campaign, Officers wished to replicate the format for summer 2014 (26 July – 30 August inclusive) to ensure vibrancy in the town centres during the summer period. Officers would bring back further detail including campaign visuals to Development Committee in June 2014.

In response to a question from Alderman Mrs McCullough, the Head of Economic Development confirmed that the Country Comes To Town was included.

In response to a question from Alderman Hatch, the Head of Economic Development explained that the booklets were given out to retailers last year prior to and during events in Lurgan.

It was proposed by Alderman Hatch, seconded by Councillor Nelson, and

RECOMMENDED:

- (1) That approval be given to the production of incentive voucher booklets for circulation at key events in Lurgan and Portadown at a cost in the region of £2,000.00;
- (2) That approval be given to the replication of the 2013 'Discover Craigavon....this Summer' Campaign this summer for a six week period commencing on Saturday 26 July 2014 at a cost in the region of £13,500; and
- (3) That this matter be referred to the Mid Monthly meeting of Council to be held on 23 April 2014 for ratification.

D158/2014 ABSENCE MANAGEMENT (D96/2014)

The tables circulated previously set out absence statistics for the Development Directorate for the 2012/2013 financial year, month of February 2014. Comparison figures had been provided for the 3 previous years. 84.4% of employees within Development recorded no absence in February 2014.

The Council's target for 2013/2014 was 4%. The Department figure for the month of February 2014 was 4.30%. The year-to-date figure was 5.51%. Currently there were three members of staff off on long-term absence.

D158/2014 ABSENCE MANAGEMENT (D96/2014) Continued

Officers were actively managing case reviews relating to long-term sick absences within the Department. Absence was being monitored in liaison with the Council's policy and training in attendance management was being rolled out to all Managers.

It was

RECOMMENDED:

That the content of the report be noted.

D159/2014 DEVELOPMENT DEPARTMENT FINANCIAL PERFORMANCE REPORT APRIL 2013 TO FEBRUARY 2014 (D97/2014)

The Department was currently £21k under budget for the first 11 months of the 2013/2014 financial year. This had been achieved through savings in energy costs to date and additional income in the community centres.

It was

RECOMMENDED:

That the content of the report be noted.

D160/2014 SUMMARY SPEND ON OVERTIME, AGENCY AND CASUALS – DEVELOPMENT (D98/2014)

Details of the following had been circulated previously:

- Reconciliation of the expenditure in Overtime, Agency and Casual sections for the Development Department in comparison with the Development Employee Costs Budget for the year-to-date position. Members are asked to note that all amounts recorded are in thousands.
- Overtime, Agency and Casual expenditure incurred by the Development Department for the eight months of this financial year, to the end of February 2014 in comparison to the same period last year, to the end of February 2013.
- Overtime expenditure and the equivalent number of hours worked by each section for the eight months of the financial year to the end of February 2014, compared against the same period last year, to the end of February 2013.

Also, total expenditure incurred by Development on Overtime, Agency and Casual costs to the end of February 2014, compared with their overall Employee Cost budget, had been circulated previously.

In conclusion, £150k has been spent on these services year-to-date and the Department was over spent by £65k on its overall Employee Costs budget.

It was

RECOMMENDED:

That the content of the report be noted.

ITEMS FOR INFORMATION

D161/2014 HOSTING THE NORTHERN IRELAND FOOD AND DRINK ASSOCIATION MEETING AND AGM

Officers had been exploring potential ways of supporting and raising awareness of the Agri-Food Sector in the Borough.

Following a successful meeting with Michael Bell (Executive Director) and Tony O'Neill (Chairman) of Northern Ireland Food and Drink Association in December 2013, Officers were granted approval by Council to host the NIFDA Board meeting and AGM.

NIFDA was a voluntary organisation committed to helping Northern Ireland food and beverage companies compete successfully and to representing and promoting their interests. It was established to provide services to enhance, promote, inform, educate and develop member business.

The Board meeting and AGM took place in Lakeview Suite 2, Civic Centre, Craigavon and provided an opportunity for Councillor Mrs Lockhart to address some of the key players in the Agri-food sector, including WD Irwin and Sons, Moy Park, Allied Bakeries, Mash Direct and Linden Foods. This event had enabled Council to raise the profile of the sector and lay out how Council planned to further promote/grow this sector within the Borough as a key economic driver.

In a letter of thanks from Michael Bell, he stated the appreciation of the NIFDA Board for the hosting of the event and that they looked forward to "a long and productive working relationship with Craigavon Borough Council". A copy of the letter had been circulated previously.

D162/2014 LIFE SCIENCES EXPLORATORY VISIT TO BRUSSELS (D107/2014)

In the compilation of the Craigavon Borough Council Corporate plan in 2011 it was identified under the Growing the Economy Theme that CBC would focus on creating opportunities to stimulate growth and competitiveness in key growth areas such as Life Sciences.

The aim of "Craigavon as a Centre of Excellence for Life Sciences" was to maximize the economic benefits available to the Craigavon Borough through the Life and Health Sciences Industry now and in the future.

As identified in the Life Sciences Strategy, the aim was to secure further funding post 2015. The next stage in development was to promote our capability capacity and confidence at a European Level in relation to "Craigavon as a Centre of Excellence in Life Sciences". As part of the DETI/Invest NI early engagement with Councils, it was becoming increasingly clear that access to ERDF would be limited in the new round of funds. More strategic initiatives with new EU partners needed to be sought.

With this in mind, an exploratory visit to Brussels was identified as the most appropriate way of meeting with as many potential project partners as possible in such a short space of time. After checking with the Change Manager it could be advised that this visit does not fall under the remit of the Statutory Transition Committee.

D162/2014 LIFE SCIENCES EXPLORATORY VISIT TO BRUSSELS (D107/2014) Continued

Contact had been made with relevant regional offices including, North and East Finland, Galicia, Estonia, Germany, Scotland, Wales, Croatia, Sweden and Denmark. The offices contacted include a mix of high innovators and moderate innovators which was the ideal mix for successful applications.

There would be a multiplier effect to these meetings as; if Council was established as a capable partner and region to the finalized group of regional offices they would then promote Council to their wider network of contacts. This would result in CBC being invited/ included as a partner in future projects and provide us with a wider network for those projects that Council aimed to lead.

During the meetings Officers would present an overview of Craigavon, our successes to date, as well as future Life Sciences project ideas within the Horizon 2020 framework and indeed other future funding streams that become available. This would allow for a "brokerage" element to the visit in which key partnerships could be established in turning project ideas into proposals and ultimately drawing down funding to encourage economic growth and benefit the micro and SME's within the Craigavon Borough.

Travel and accommodation costs would be in the region of £800.

D163/2014 NORTHERN IRELAND'S FIRST PILOT ENTERPRISE ZONE IN COLERAINE

The Chancellor, in his budget on the 19 March 2014, announced that a site close to the University of Ulster Campus in Coleraine would be the location of a pilot Enterprise Zone, the first in Northern Ireland.

Enterprise Zones were specific geographical areas within local enterprise partnerships' boundaries. Enterprise zones could offer a range of incentives for businesses to start up or expand.

The Coleraine Enterprise Zone would offer 100% first year capital allowances meaning that companies setting up in the zone could write off 100% of the cost of equipment against that year's taxable profits.

All business rates growth generated within an enterprise zone would - for at least 25 years - be kept and used by the relevant local enterprise partnership and local authorities to reinvest in local economic growth.

The site of the Coleraine zone had already been the planned location of a new £20m data centre to be set up by UK data company 5NINES that would create 15 jobs. It was hoped that this investment would encourage other firms particularly those focused on cloud computing to set up nearby.

Currently in the UK Enterprise Zones were awarded to, and are being driven by, Local Enterprise Partnerships which were partnerships between local authorities and businesses.

The Local Enterprise Partnership applied for an area to be designated as an enterprise zone and where successful were then responsible for the management of the zone.

In the UK the Department of Business Innovation and Skills provided best practice guidance and in the past had provided funded support for the setting up of new Local Enterprise Partnerships.

D163/2014 NORTHERN IRELAND'S FIRST PILOT ENTERPRISE ZONE IN COLERAINE
Continued

24 Enterprise Zones had been set up in England which had been successful in attracting new investment by companies attracted by a range of incentives to set up within the location.

Further exploratory work on this initiative would be undertaken.

D164/2014 CRAIGAVON PIPE BAND CHAMPIONSHIPS 2014 (D109/2014)

From the March 2014 meeting of Committee, Officers were tasked with investigating the possibility of the entrance of £5.00 being set for adults with those 18yrs and under gaining entrance for free. The local section of the Royal Scottish Pipe Band Association (NI), had agreed to this formula and had given approval to proceed.

Officers were also tasked with bringing more information back to Committee with regard to the proposals for promotion of this key event in 2014. In October 2013 approval was given to allocate in the region of £15,277 to commission the production of a television advertisement to promote Lurgan Show, Craigavon Pipe Band Championships and Lurgan Park Rally, all events taking place in Lurgan Park in June 2014.

Lyle Bailie International, in line with Council's procurement Policy, had been commissioned to undertake this task. The media schedule was across the following channels with some exposure to the Republic of Ireland market; the channels include: UTV (including RoI), C4, Five and Daybreak. The selection of TV planning schedules would be tailored to family audiences i.e. top rating soaps, dramas, family shows, farming community, news, sports and weather programmes in order to best target audiences. Air dates for edit one were 26 May – 6 June 2014 (featuring all three events); air dates for edit two are 15 June – 21 June 2014 (featuring Pipe Band Championships and Orchard Lurgan Park Rally).

Public Relations activity including a photo launch and editorial to local and daily papers would also be delivered in conjunction with a competition to give away tickets for a wider tourism experience in Lurgan as an incentive to attend the events.

The amount of £15,700 had previously been approved from the Event/Tourism Development budget 2014/2015 to organize the event, including the Children's' Fun area at a cost of £3,000 and a further amount of £15, 277 to promote three key events through television advertising that are taking place in Lurgan Park in June 2014 including Lurgan Show, Lurgan Park Rally and the Pipe Band Championships had also been previously approved from the Tourism Development budget.

The Committee were advised that entry would be free for under 18's attending the event.

D165/2014 VISITOR SERVICING PLATFORMS (D366/2013)

Approval was previously granted to commence promotion of the Borough at Belfast International Airport, Dublin International Airport and Visit Belfast Welcome Centre.

Airports

A lightbox was currently in-situ at Belfast International Airport, profiling an iconic image with the strapline – ‘Be Inspired by Sublime Scenery’. Three lightboxes were also in-situ at the Arrivals Corridor, Dublin International Airport until the end of August 2014, depicting a storyboard concept for the following themes:

- Be Inspired by Somewhere Special
- Discover new Adventures
- Explore a Unique Heritage

Copies of the visuals had been circulated previously.

Visit Belfast Welcome Centre

A ‘Bronze Partner’ contract was currently in place at the new Visit Belfast Welcome Centre until March 2015, further enhancing exposure of Craigavon via a multitude of interactive and engaging platforms, eg. Touch screen technology to create an itinerary for the day.

A photocall was recently held at the Welcome Centre with the Chair of Development Committee and Director of Visitor Servicing for profile via press and digital platforms.

ASDA

A new wall mounted contemporary interpretative panel was recently installed in ASDA, hosting complimentary copies of the Craigavon Visitor Map and showcasing the Borough as a visitor inspired destination. The structure included an interchangeable section featuring key pictorial imagery. A photocall was recently held with the Chair of Development Committee and Assistant Manager for profile via press and digital platforms.

D166/2014 TOURISM FAMILIRISATION TOUR

The Development Department hosted a Tourism Familiarisation Tour on 27 March 2014 for industry delegates from the ROI market, including front-line staff from Irish Rail, Failte Ireland, independent Travel Journalists and Guides to primarily showcase the unique offering across the Borough. An accredited Blue Badge Guide was appointed to facilitate on the day.

The itinerary entailed visits to Ballydougan Pottery, Oxford Island Nature Reserve included a shoreline boat trip, Edenmore Golf & Country Club, Brownlow House, Lurgan Park and McConville’s Bar for afternoon hospitality provided by One Eighty Café, Portadown.

Media packs containing tourism literature including token momentos were presented to all delegates. Feedback was extremely positive, with responses including ‘Very interesting and informative – I’d no prior knowledge of the area at all but I will be back very soon!’, “Very impressive”; and ‘I will endeavour to promote the area in my role as NIR Supervisor’.

D167/2014 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPS (D118/2014)

SLA agreements were operational at Lurgan Town Hall, Millennium Court Arts Centre and Lough Neagh Discovery Centre TIPS for the provision of visitor information.

Monthly enquiry statistics for February 2014 had been circulated previously.

D168/2014 FINANCIAL ASSISTANCE POLICY

The Statutory Transition Committee had agreed that a new comprehensive financial policy be developed for the new Council. This is to ensure a critical development in advance of Local Government Reform to ensure that there is a seamless transition in respect of support to various sectors during a period of unprecedented change.

Williamson Consulting had been appointed to undertake this research across the cluster area with the aim of informing the Council of the best approach in supporting the following themes:

- Community Support
- Recreation and Leisure
- Community Festivals
- Good Relations

The research would be undertaken in two stages – firstly a wide ranging consultation exercise including a review of existing provision to identify high level themes and secondly, advice regarding options on how the policy should be administered efficiently and effectively while meeting the needs of the identified sectors. It was anticipated that the final report should be supplied by November 2014.

The process would involve a wide ranging consultation given the complexity of the themes, target groups and areas involved. Consultation with Elected Members will obviously form part of the process and Members would be advised of details of the consultation in due course.

D169/2014 SOUND ISSUES AT KILLICOMAINIE JUBILEE & BROWNSTOWN PARK COMMUNITY CENTRES (D123/2014)

Some complaints had been received from user groups regarding issues with sound such as echoes in the Main Hall at Killicomaine Jubilee Community Centre and Officers had been asked to bring a report back to Committee.

As both Killicomaine Jubilee Community Centre and Brownstown Park Community Centre were completed by the same architect and given that their meeting rooms were similar a report had also been provided for Brownstown Park Community Centre in order to be proactive in providing Members with information on sound issues at this facility also.

It should be noted that these halls were multipurpose in brief – meaning that they were trying to be all things to all people. To provide for this scenario acoustically would be unrealistic and far too costly. The halls performed excellently in certain contexts but in others the resonance is too noticeable. The lower number occupancy contexts could be addressed with minimum treatment.

D169/2014 SOUND ISSUES AT KILLICOMAIN JUBILEE & BROWNSTOWN PARK
COMMUNITY CENTRES (D123/2014) Continued

The new Killicomaine Jubilee Community Centre had been finished with a mix of modern wooden and tile floor coverings – a move away from previous carpets (and curtains) and that ceiling height in the Main Hall had been stripped back and increased.

Officers had been working with the centres architect and an acoustic consultant to discuss options to reduce sound reverberation for activities such as speech (conference) – live music and sports activities in the Main Hall and pre-school area and improvements to both areas at Killicomaine Jubilee Community Centre can be undertaken to reduce the level of reverberation by introducing acoustically absorbent material.

Officers were currently working with the Centres' architect to obtain relevant costings and these would be brought back to Committee in due course for their consideration.

A similar report was carried out on the main hall in Brownstown Park Community Centre again covering Speech (conference), Live Music and Sports activities and the recommended reverberation times were exceeded.

Similar to Killicomaine Jubilee Community Centre the level of reverberation in Brownstown Park Community Centre's main hall could be reduced by introducing acoustically absorbent material.

Officers were working with the Centres' architect to bring back costings for Brownstown Park Community Centre for Members' consideration.

D170/2014 PRESENTATION OF COMMUNITY DEVELOPMENT GRANT-AID CHEQUES
(D115/2014)

Further to Councils approval of the schedule of Community Development Grant-aid Cheques to 62 Community and Voluntary Groups including advice services, Members were advised that a presentation evening had been arranged for 8 May 2014 in the Mayes Hall starting at 7.00 pm.

A formal invitation would be issued to Members in due course.

D171/2014 BROWNLOW COMMUNITY FESTIVAL

Brownlow Community Festival Committee organised a highly successful weeklong festival toward the end of the summer of 2013. The Committee, which was made up of local community representatives, worked in partnership with a range of statutory bodies including the PSNI, NI Housing Executive, Southern Health and Social Care Trust, Council Departments and Libraries NI to offer a high quality programme which spanned a full week. Activities included a family Fun Day at the Hub which also celebrated the Hub's second birthday, a play staged in association with the Policing and Community Safety Partnership, health and wellbeing activities and a football tournament. The week of activities concluded with a water sports themed event at the Lakes which offered dragon boat racing, archery, canoe trips and climbing wall. The PSNI played a significant role in coordinating activities on the day providing a mock road traffic collision followed by the PSNI dog handling team.

D171/2014 BROWNLOW COMMUNITY FESTIVAL Continued

The week-long event cost just under £10,000 with the majority of funds going towards the provision of activities at the family fun day in the Hub and the delivery of activities at the Watersports centre which concluded the festival. The festival committee were fortunate to secure funding through the Peace 111 Southern Partnership. As well as this, agencies offered many services in-kind for example the library ran a vintage film event while the Trust co-ordinated various health activities. In addition the level of partnership working between agencies and the community and the relationships which were enhanced through this process served to create a unique opportunity to promote the central area and many of Council's facilities. An example of this was the fun day at the Hub which kicked off the festival. Funding drawn down through the festival committee enabled Council staff at the Hub to provide a range of entertainment for free to local families living in areas recognised as being in the top 10% of deprived wards.

The festival committee had already begun to plan for the 2014 festival which would take place from 31 August to 6 September 2014. In a bid to further enhance the inclusiveness of the committee, the group were working with a facilitator to increase linkages with the new incoming communities, local youth groups and a range of BME groups based in the Central area.

At the time of writing this report the Committee understood that they would receive a contribution to this year's festival to the value of £5,000 from the Peace 111 Southern Partnership. The Committee were actively seeking further funding in the form of sponsorship and by approaching other funding bodies. They would wish to secure a further £5,000 in order to deliver the quality programme which happened in 2013.

The Committee believe that in offering these events geared toward Brownlow that it changes people's perception of Central Craigavon and promotes the many resources available within the area.

D172/2014 MEET YOUR NEIGHBOUR AND COMMUNITY DEVELOPMENT CONFERENCE

The Community Development Section recently organised two high profile events through additional funds received from the Department for Social under the auspices of the Voluntary Community Unit.

The first initiative entitled "Meet your Neighbour" took place on 4 March 2014 from 6.30pm – 9.30pm in Craigavon Civic Centre. It took the form of a Tri Council event with Officers from Craigavon, Armagh and Banbridge working together to coordinate and encourage community and voluntary groups from the 3 areas to attend. The MC and facilitator for the event was the well known lecturer and television presenter, David Mead who provided a motivational workshop encouraging participants to embrace the opportunity for change offered through Local Government Reform and the building of new community relationships across the current three Council areas. Approximately 70 community and voluntary representatives attended on the night and feedback from participants was very encouraging. David Meade used the innovative quizdom software package to gauge the audience's perception of local government reform at the beginning of the event and at the end and results from this were relayed live on the night of the event. The results of the Quizdom evaluation revealed that while at the beginning of the night attendees were somewhat cautious regarding the amalgamation of the three Councils by the end of the night when the questions were reviewed there was a marked rise in attendees viewing the creation of the new super Council in a positive light with a large number of requests for further Tri Council initiatives.

D172/2014 MEET YOUR NEIGHBOUR AND COMMUNITY DEVELOPMENT CONFERENCE
Continued

The second event which took place on 19 March 2014 at Craigavon Civic Centre took the form of a conference on the theme of Community Development in Changing Times. Some 97 community and voluntary groups together with statutory bodies attended. Senior representatives of DSD - Tracy Meharg - *Deputy Secretary, Urban Regeneration and Community Development Group* outlined current and future policy thrusts in the light of local government reform while Tony McKibben - *Head of Urban Policy Branch* outlined the themes of the Community Development and Urban Regeneration Framework. Kate Clifford of the Rural Community Network provided a thought provoking insight as to what inspired her in terms of community development while Aideen McGinley, *former Chief Executive of ILEX Urban Regeneration, Derry-Londonderry* reflected on the successes and challenges of winning the Derry City of Culture bid.

Participants attended workshops on 4 themes which included:

- Exploring the role of Community Development in the new Council structures
- The Challenges facing Community Development
- How groups could ensure their voices would be heard; and
- The impact of the Urban Regeneration and Community Development Framework.

Staff within the Rural Community Network together with Council Officers facilitated the workshops and at the time of writing this report feedback was currently being collated regarding findings. This would help to shape and inform future initiatives which the Community Development Section take forward.

Evaluation responses were extremely positive with almost all participants rating the event as excellent in terms of speakers and content covered. Comments included:

“Overall the speakers seminars were excellent a very worthwhile informative event that should be the first of many”

“Good Focus and discussions on drawing on key issues”

“I look forward to attending future engagement events and being given the opportunity to be informed of the change process.”

Evaluations also indicated a strong desire for further events focusing on these topics and requests that people should be kept informed as Councils amalgamate. At the request of Conference attendees, Officers plan to place extracts from the Conference on the Council website as well as exploring future projects linked to the out-workings of the conference. Members would be updated in due course.

D173/2014 SCHOOLS EVENT – 13 MARCH 2014

Under the Good Relations Action Plan, a hugely successful pilot Tri-Council Good Relations event for schools was held on 13 March 2014. In conjunction with the Good Relations Units of Armagh City & District Council and Banbridge District Council, the Good Relations Unit of Craigavon Borough Council secured a visit from a survivor of the Holocaust, Joanna Millan. Working with the Holocaust Education Trust, Joanna visited schools across the United Kingdom speaking to young people about her experiences of the Holocaust and liberation from a concentration camp at the end of World War Two.

D173/2014 SCHOOLS EVENT – 13 MARCH 2014 Continued

Joanna provided 3 talks during 13 – 14 March 2014 across the three respective Council areas for schools. Following an opening address from the Chair of the Development Committee,

Councillor Mrs Lockhart and Joanna spoke to over 200 pupils and teachers on 13 March 2014 in Brownlow Hub. Participating schools were Drumcree College, Clounagh Junior High School, Killicomaine Junior High School and Banbridge High School. Pupils from Years 9 and 10 were in attendance. The pupils were currently studying the Holocaust as part of their history studies. Joanna's story provided an unique insight in to the prejudice and persecution suffered by the Jewish Community during World War two and encouraged tolerance and respect in today's society for all cultures and traditions. Teachers and pupils in attendance found Joanna's talk extremely beneficial and expressed thanks for the opportunity to avail of the talk.

D174/2014 GOOD NEIGHBOURHOOD FOR AGEING WELL COMMUNITY CONVERSATION EVENT

The Southern Strategic Health Improvement Partnership (SSHIP) was a multi-agency partnership which consisted of representatives from Craigavon, Armagh, Banbridge, Newry and Mourne and Dungannon and South Tyrone Councils; the Southern Health and Social Care Trust (SHSCT); Southern Group Environmental Health Committee (SGEHC); Health and Social Care Board/Local Commissioning Group; Housing Executive NI and the Public Health Agency (PHA). The context for the work of the partnership was the new Public Health Strategy, Transforming Your Care, which was currently out for consultation as well as the Review of Public Administration and the new function of community planning which would become the responsibility of the new Councils. It was recognised that closer working arrangements between all agencies would provide more efficient and effective outcomes for the population.

The theme of work for SSHIP was to develop an environment to encourage sustainable communities with a particular focus in 2013-2016 on older people.

During February and March 2014, SSHIP proposed to host a Community Conversation event in each of the 5 Council areas to be facilitated by an external provider. The events were being organised through Councils with the support of the Trust and were being funded by the Public Health Agency through the Southern Cluster.

SSHIP organised a workshop with the Commissioner for Older People to help inform the programme for the Community Conversation events. This was held on 22 November 2013 in Lough Neagh Discovery Centre and was attended by Council Chief Executives and staff from Environmental Health and Development Departments as well as representatives from the Public Health Agency and the Southern Health and Social Care Trust.

The local Community Conversation events were targeted at people over 65 years, their carers and other members of the community affected by old age such as local residents or good neighbours supporting older people in the selected geographical areas.

The area selected for the Craigavon Borough Council area was the Church and Court electoral wards in Lurgan. This matter was reported to Council on 2 September 2013 (C724/2013).

D174/2014 GOOD NEIGHBOURHOOD FOR AGEING WELL COMMUNITY CONVERSATION
EVENT Continued

In January Community Development And Health Network (CDHN) were appointed, funding of £8,000 was provided by the Public Health Agency.

The Community Conversation event for the Church and Court Ward areas took place on 27 February 2014 in Craigavon Civic Centre from 9.30am – 2pm. The Event was co-ordinated by Officers in partnership with SHSST and CDHN.

On the day 40 exhibitors provided information on services and advice available to older people, a consultation session facilitated by the external provider and Community Development Officers, reminiscence discussion as well as entertainment and lunch for all participants. 120 warm home packs, anti-slip slippers and vouchers for fruit and vegetables to encourage healthier eating were distributed. 110 people attended on the day and the feedback from all the participants was excellent. A report on the outcome of the Community Conversation from CDHN would be forwarded to members in due course.

D175/2014 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS

An informative report covering activities and income at Council's Community Centres and Town Halls for the period January – March 2014 had been circulated previously.

D176/2014 BROWNLOW COMMUNITY HUB – PROGRESS REPORT – MARCH 2014
(D133/2014)

A comprehensive report including tables showing usage and income for the Hub had been circulated previously.

D177/2014 BROWNSTOWN COMMUNITY CENTRE – PROGRESS REPORT – MARCH 2014
(D128/2014)

A comprehensive report including tables showing usage and income for the Brownstown Community Centre had been circulated previously.

D178/2014 KILLICOMAIN JUBILEE COMMUNITY CENTRE – PROGRESS REPORT –
MARCH 2014 (D123/2014)

A comprehensive report including tables showing usage and income for the Killicomaine Jubilee Community Centre had been circulated previously.

D179/2014 PLAYSCHMES – PROGRESS REPORT – MARCH (D125/2014)

A comprehensive report on the play schemes for the month of March 2014 had been circulated previously.

The meeting ended at 7.09pm.

CHAIRMAN_____

DATE_____



Dr Theresa Donaldson
Chief Executive
Craigavon Borough Council
Civic Centre
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Craigavon
BT64 9TB

Voluntary and Community Unit
Level 3, The Lighthouse Building
Gasworks Business Park
Ormeau road
Belfast BT7 2JB
Telephone: (028) 9082 9414
Facsimile: (028) 9082 9422
Email: Anne.killen@dsdni.gov.uk

21st March 2014

Dear Dr Donaldson

Community Support Programme: DSD Funding for 2014 – 2015

Subject to the conditions outlined below for the financial year 2014/15 the Department for Social Development (DSD) will provide grant aid towards **Craigavon Borough Council's** Community Support Programme (CSP).

The offer combines 2 separate elements: Community Support General and Advice Grant, the details of which are explained further in this document.

The award is as follows:

Community Support General	£268,627.03
Advice Grant	£58,169.00
Total CSP Award	£326,796.03

The award is a contribution towards achievement of the overall Programme objectives and performance will be measured against those objectives.

Payments under this programme will be made in **October 2014** and **April 2015** provided that:

- The **Memorandum of Understanding** which includes acceptance of this Offer is returned to the Department signed by Chief Executive within 28 days from the date of this letter;
- An update to the Council's **Community Support Plan** (including updated performance indicators) is received in the Department by 30 June 2014;

- A **CSP Expenditure Profile** authorised by either the Council's Chief Executive or Director of Finance is provided to the Department along with **Bank details**; within 4 weeks from the date of this letter.
- The correctly completed **CSP Grant Claim & Progress Report Form** authorised by either the Council's Chief Executive or Director of Finance, showing actual expenditure against the agreed profile and demonstrating achievement against the funded activities outlined in the Council's Community Support Plan is forwarded by the Council to reach the Department within the required deadlines outlined in **Annex1**. *(Please note: the CSP Grant Claim & Progress Report Form is one document which will be issued to Council in due course).*
- The correctly completed **CSP Advice Statistics Template** detailing services provided through advice providers is forwarded by the Council to reach the Department within the required deadlines outlined in **Annex1**. *(Please note: the Advice Statistics Template is an Excel spreadsheet with 5 tabs).*

This grant is subject to normal Government accounting rules and must be subject to your Council's internal financial controls and may be subject to scrutiny by the Local Government Auditor. The Department may require additional financial assurances and declarations and any other documents it deems necessary for the purposes of financial control and audit.

In order to facilitate monitoring and reporting, the 2014/15 CSP Expenditure Profile enclosed at **Annex 2** must be completed and returned to the Voluntary and Community Unit within 28 days from the date of this offer, (this is also available as an Excel document which will be issued to Council separately); I also require the Council's bank details to be entered on the form at **Annex 3** and the Chief Executive should sign and return the Memorandum of Understanding at **Annex 4**.

Publicity

The DSD logo should be carried on any signage, advertising or publicity material associated with the programme and the financial support from the Department should also be acknowledged in any media publications or statements.

Government Funders Database

In acceptance of this funding Craigavon Borough Council undertakes to take all steps necessary to ensure that all CSP awards to the Voluntary & Community Sector made in 2014/15 are recorded on the Government Funding Database in a timely manner and no later than 4 weeks after the award. In this respect, please contact VCU for the provision of advice and support.

Precondition Meeting

Members of VCU will meet with your Council Officials to discuss the contents of this Letter of Offer and its requirements. This meeting will be arranged by VCU at a mutually convenient time within 28 days of the date of this letter.

Finally, this offer shall remain open for a period of 28 days from the date of this letter. Failure to return one complete copy of the CSP Expenditure Profile and the Memorandum of Understanding, duly signed and dated on behalf of the Council within this period shall result in the offer being deemed as withdrawn.

Yours Sincerely

Elaine Downey
Voluntary and Community Unit

*

D144/2014 DELIVERING SOCIAL CHANGE FOR CHILDREN AND YOUNG PEOPLE
STRATEGY: CONSULTATION DOCUMENT

Consultation Questionnaire

DSC for Children and Young People Consultation

This consultation is to seek your views on the draft Delivering Social Change for Children and Young People Strategy.

Delivering Social Change for Children and Young People will provide an integrated policy framework encompassing policy on children and young people, including child poverty and children's rights. As such, it represents the Executive's Child Poverty Strategy as required by the Child Poverty Act 2010, provides an annual report to the Assembly on child poverty, takes forward the work in our Children and Young People's strategy 'Our Children and Young People – Our Pledge', and delivers on our commitments under the United Nations Convention on the Rights of the Child (UNCRC).

OFMDFM has committed to ensuring active engagement with stakeholders during the development of the Delivering Social Change for Children and Young People strategy. We are keen to ensure that it will be firmly evidence based and informed by the views of children and young people, their families and those who work with them.

This questionnaire is also available to complete online at:
https://www.surveymonkey.com/s/DSC_Children_and_YoungPeople

If you have any queries regarding this consultation please contact the Poverty and Social Inclusion Unit on:

Telephone	028 90 520077
Fax	028 90 523272
Text phone	028 90 522526
Emailing	admin.capu@ofmdfmni.gov.uk

Writing to:	Poverty and Social Inclusion Unit
	OFMDFM
	Room E3.19
	Castle Buildings
	Stormont Estate
	Belfast
	BT4 3SR

Delivering Social Change for Children and Young People Consultation Questionnaire

1. Name: Diane Clarke

2. Address: Development Department
Craigavon Civic & Conference
Lakeview Road
Craigavon

3. Telephone: 028 3831 2580

4. Email: diane.clarke@craigavon.gov.uk

5. Are you responding as an individual or does this response represent the views of an organisation?

Individual

Organisation

6. If responding on behalf of an organisation, please tell us your organisations name:
Craigavon Borough Council

7. What is your role in your organisation?

Principal Community Resources Officer

The proposed **Delivering Social Change for Children and Young People Strategy** encompasses policy on child poverty, policy on children and young people and children's rights (through the United Nations Convention on the Rights of the Child).

8. Please indicate how strongly you agree or disagree with this approach.

Strongly Agree

Agree

Neither Agree / Disagree

Disagree

Strongly Disagree

9. Please provide any detail to further explain your response to the question above.

Craigavon Borough Council notes that the purpose of 'Delivering Social Change for Children & Young People' is to provide an integrated policy framework encompassing policy on children & young people, including child poverty and children's rights.

Craigavon Borough Council further understands that the consultation document serves 3 practical purposes i.e.

a. It provides an annual report to the Assembly on child poverty (as required by the Child Poverty Act 2010)

b. It takes forward the work in OFMDFM's Childrens & Young Peoples Strategy 'Our Children & Young People – Our Pledge 2006 – 2016'.

c. It delivers on the Executives commitments under the United Nations Conventions on the Rights of the Child (UNCRC)

Craigavon Borough Council however is not clear on how this document will be positioned especially in relation to the current Children and Young Peoples Strategy as 2016 approaches. Craigavon Borough Council is confused as to which strategy post 2016 will serve as Executives Integrated Policy framework encompassing policy on children and young people, their rights and child poverty.

The Vision included on page 10 of the consultation document states:

"That all children have the support and nurturing required to allow them to have a healthy, safe and active childhood, have access to good quality education, which will provide them with the skills to gain employment and fulfil their potential as active, engaged citizens."

10. Please indicate how strongly you agree or disagree with the vision as stated above.

Strongly Agree

Agree

Neither Agree / Disagree

Disagree

Strongly Disagree

Craigavon Borough Council would like the Executive to appreciate and make reference to the fact that the current education system does not fit all children and that not all young people leaving the education system obtain 5 GCSE's. Council would ask that the role of informal education for example the Youth Service and other vocational training is taken into consideration as indicators.

Also Council would recommend that the needs of marginalised young people are given due consideration. This would relate to children with physical or learning difficulties or those who are disadvantaged due to their ethnic background.

11. Is there anything not included in the vision that you think should be included for a Delivering Social Change for Children and Young People Strategy?

Council notes that accessible and affordable childcare is included in the document and Council would strongly agree with this proposal. Craigavon Borough Council provides a number of opportunities for parents to access affordable pre-school provision through the hire of its community centres and community led pre-school playgroups. Council agrees with the view that working parents should be actively supported.

Council would also want to see the benefits that volunteering makes to our society and the crucial role that the local advice sector plays in supporting individuals and families recognised in the strategy.

12. Is there anything included in the vision that you think should not be included in a Delivering Social Change for Children and Young People Strategy?

NO

Building on the work on the Child Poverty Outcomes Framework NI published in September 2013 we have identified **six outcomes**. These complement the strategic priorities of the 2010 Strategy and the six outcomes from the ten year strategy for children and young people 2006/2016. The outcomes are detailed on page 10 and page 42 of the consultation document. The next few questions seek your views on those outcomes.

13. Outcome 1 states "**Families have adequate income and work that pays**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY AGREE</u> _____	AGREE _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	<u>STRONGLY DISAGREE</u> _____
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Please provide further comment if you wish to explain your response above.

Craigavon Borough Council is most concerned that official figures show 25% of children were living in absolute poverty in Northern Ireland in 2011/2012 when the target figure set is 5%

Council is equally concerned that 22% of children were living in relative poverty in 2011/2012.

It is well documented that Northern Ireland suffers most in the United Kingdom from an over reliance on employees receiving the minimum wage. The work of Council's strong and very successful Economic Development Department provides opportunities for job creation, entrepreneurship and supporting businesses. Similarly Council's support of local advice services is one way of ensuring that benefit take up can be maximised resulting in more income for households.

14. Outcome 2 states "**Children in poverty achieve good educational outcomes**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
_____	_____	_____	_____	_____

Please provide further comment if you wish to explain your response above.

As per Question 10 above Council feels that other forms of informal education and vocational training should also be taken into consideration in relation to children in poverty achieving good educational outcomes.

15. Outcome 3 states "**Children and families thrive and have a healthy future**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
_____	_____	_____	_____	_____

Please provide further comment if you wish to explain your response above.

Council undertakes a number of programmes that would mirror key first actions in outcomes:

Facilities used to provide community pre-school provision.

Facilities used for various parenting programmes e.g. Sure start.

Council working with Playboard and OFMDFM to produce a Play & Leisure Strategy.

Council running a Childrens Playscheme Service and delivering a 52 week after school provision including summer scheme provision.

Council's Leisure Services running various active communities courses targeting those young people who don't normally participate in sports.

16. Outcome 4 states "**Children and families live in a safe and secure environment**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

STRONGLY AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
_____	_____	_____	_____	_____

Please provide further comment if you wish to explain your response above.

As previous, Council undertakes/supports a range of projects that supports children and families live in a safe and secure environment which include:

- Projects to promote safety and wellbeing of young people through its Policing and Community Safety Partnership.
- Increased service delivery in local communities by improving existing facilities (over £6.2M investment in community facilities in 2011-2013).
- Council having its Child Protection Policy in place with training for staff.
- Council being part of the nationwide Leisure Watch initiative.
- Council supporting the provision of local generalist advice services.

Council would advocate that programmes funding to support children and families to live in a safe and secure environment should be made available universally as abuse/neglect of children crosses all geographical and social boundaries.

17. Outcome 5 states "**Children contribute positively to community and society**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY</u> AGREE	AGREE	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Please provide further comment if you wish to explain your response above.

Council recognises that children should be involved in their communities and in decision making.

Council's after school playschemes would reflect this philosophy and the schemes encourage children attending in programme planning and play park provision.

Council would want to ensure that all children can become involved and contribute positively to their community and to society including children/young people with physical and learning disabilities.

Council would also wish to ensure that children and young people living in rural areas would not be disadvantaged in having opportunities to contribute positively to society.

Council supports initiatives through its local Volunteer Bureau in helping young adults with disabilities become involved in volunteering placements, personal development and other life skills training programmes.

18. Outcome 6 states "**Children live in a society which respects their rights**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY</u> AGREE	<u>AGREE</u>	NEITHER AGREE OR DISAGREE	DISAGREE	STRONGLY DISAGREE
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Please provide further comment if you wish to explain your response above.

While Council agrees that children and young people live in a society which respects their rights, Council would question the indicator for measurement used i.e. (16 year olds who have taken part in the Youth Life & Times Survey).

Council would suggest that other methods of gauging feedback from young people are investigated for example through other statutory and regional organisations such as the Youth Service and Playboard.

Through pages 26 39, the document outlines the six outcomes and **associated indicators** for each outcome.

19. Please indicate if you agree or disagree with the indicators selected for each outcome.

Outcome 1 (page 26)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 2 (page 28)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 3 (page 31/31)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 4 (page 33/34)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 5 (page 36)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 6 (page 38)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	<u>DISAGREE</u> _____	STRONGLY DISAGREE _____
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If you disagreed with any of the indicators, please provide more detail to explain your response.

As per Question 18 above

20. If you have any further comments regarding the monitoring or evaluation of the proposals in this consultation document, please provide detail below.

21. If have any further general comments in relation to the Delivering Social Change for Children and Young People Draft Strategy, please provide more detail below.

That completes the consultation survey.

We thank you for taking the time to provide your input.

Please send your completed response to:

Poverty and Social Inclusion Unit

OFMDFM

Room E3.19

Castle Buildings

Stormont Estate

Belfast

BT4 3SR

Confidentiality and Access to Information Legislation

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with access to information legislation: these are chiefly the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004 (EIR).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice (section 45) with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Office of the First Minister and deputy First Minister.

For further information about confidentiality of responses please contact the Information Commissioner's Office on 028 9026 9380 or email ni@ico.gsi.gov.uk (or see their website at www.ico.gov.uk).

D145/2014 USE OF CENTRES BY POLITICAL PARTIES

PCSO, CSO(L), CSO(P)
 Director of Leisure Services
*Use of Community Centres for
 Political purposes*

8th July 1997

At the meeting of the Council on 8th June Council approved the undernoted policy. Please act in accordance with this policy.

COUNCIL POLICY ON USE OF COMMUNITY CENTRES BY ELECTED MEMBERS OR FOR POLITICAL PURPOSES

Craigavon Borough Council, in order to secure and as far as possible maintain the management and use of Community Centres free from the appearance or reality of party political control and/or influence, does not accept bookings for the use of Community Centres from political parties or elected members, or for party political or constituency work or for meetings of political parties, in accordance with established Government Policy which states – *'no aspect of the activity for which support is requested should be party political in intention, use or presentation'*.

Please also note that individual elected members have been informed that they do not have authority acting alone to instruct Council Officers. The authority of elected members is collective and must be exercised through the Council at its regular meetings and then through line management. Requests for co-operation received from elected members should be dealt with, as for any citizen, with courtesy and helpfully, but clearly and firmly in accordance with Council policy.

If in doubt please refer request to your line manager.

H Averley

CC Chief Executive
 CC & Town Hall Managers
 SAO(LS) and Booking Clerk

ITEM FOR INFORMATION

3.1 NEIGHBOURHOOD FESTIVAL EVENT SCHEME

Report by: Tracey Johnston, Community Development Officer (Brownlow)

Members are asked to note that the Neighbourhood Festival Events Scheme will be advertised in local papers week commencing 5 May 2014 for events being organised from 1 September through to 31 December 2014.

Members will be aware that this scheme is open to local residents groups with a community development focus who are hoping to organise a community event within their local area.

The application process will be open for a 3-week period closing on Friday 22 June 2014 at 12 noon. Applications will be available on line via the Council website or from Mrs Sheenagh McCann or Mr Glen Dickson from Thursday 8 May 2014.

ITEMS FOR DECISION

4.1 LOCAL GOVERNMENT REFORM

Report by: Olga Murtagh, Director of Development

Purpose of Report

To advise Members of the project work being undertaken by Officers in the Development Department in relation to Local Government Reform.

Recommendation

That Members note the project work being undertaken in relation to Local Government Reform.

Background

Over recent years Directors and Senior Officers from Council departments have been working with colleagues in Armagh and Banbridge to prepare work programmes and the harmonization of services in the lead-up to Local Government Reform with the establishment of the new Council in April 2015.

In relation to the development and regeneration agenda, preparatory work has started with the preparation of Terms of Reference to appoint a consultancy team to develop a socio-economic profile for the new Council area. **Appendix 1A**

Furthermore work has already commenced in relation to the development of a financial assistance framework for the new Council.

Key Issues

As part of Local Government Reform a number of new functions and powers will transfer from Central Government departments to Local Government in April 2015 including operational responsibility for the delivery of local regeneration and community development activities currently under the remit of the Department for Social Development which will help shape the development and regeneration agenda for the new Council. The Statutory Transition Committee received a presentation from officials of DSD on 27 March 2014 advising of their current programme of work and forward work plan. **Appendix 1B**

An increasing amount of time would be required from Officers to complete the tasks set out in the presentation which was given to the three Chief Executives whilst continuing to ensure the delivery of projects as outlined in the Development Department's business plan. **Appendix 1C**

Further updates will be presented to the Committee over the forthcoming transitional year.

4.1 LOCAL GOVERNMENT REFORM

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.2 CRAIGAVON SISTER CITY INTERNATIONAL COMMITTEE (D104/2014)

Report by: Lewis Porter, Principal Administrative Officer & SCI Liaison Officer

Purpose of Report

To respond to queries raised by Members at the March Meeting of the Development Committee in respect of the estimated cost of hosting a Civic Visit from LaGrange together with details as to monies remaining in the SCI budget and Craigavon SCI Charity Foundation funds.

Recommendation

- 1 That Members note the estimated costs associated with the proposed Civic Visit by a delegation from LaGrange;**
- 2 That Members consider the options available for the expenditure of any funds remaining in the Craigavon SCI Charity Foundation; and**
- 3 That Members consider permitting a carry over of the remaining £3,200 in the SCI Budget for the 2013/14 financial year into the 2014/15 financial year to help offset the costs of the proposed Civic Visit.**

Background

At the March Meeting of the Development Committee, it was recommended that approval be given to issuing an invitation to LaGrange City Council to make a Civic Visit to Craigavon and that detailed costings be brought back to the April Committee, including how much spend was left in the budget and the Charity Account with details of what would happen to these funds.

Civic Visit Costs

Until such times as Council approves the recommendations; the invitation is issued and a response received in terms of numbers, it is only possible to give indicative costs.

Based on figures to hand, estimated costs would be as follows:- £

Accommodation

20 persons for 6 nights at Seagoe Hotel	
£97.50 B&B per double room (8 rooms)	
£73.50 B&B per single room (4 rooms)	6,500
Transport (bus)	2,500
Civic Reception (100 persons)	3,000
Meals	<u>1,000</u>
	<u>13,000</u>

It should be noted that on previous occasions, LaGrange City Council have insisted on paying for accommodation and for some meals during the visit.

4.2 CRAIGAVON SISTER CITY INTERNATIONAL COMMITTEE (D104/2014) – Cont.

Budgets

The 2013/14 SCI budget has approximately £3,200 remaining. Council has approved a budget of £5k for the 2014/15 financial year to the SCI Committee. Council may wish to consider permitting a carry over of the remaining £3,200 in the SCI Budget for the 2013/14 financial year into the 2014/15 financial year which would cover the cost of the Civic Reception.

The Craigavon SCI Charity Foundation has currently funds totalling £14,322.99.

Given the desire of Members to have the monies spent for the benefit of Craigavon, there are a number of options available:-

- a. The new Mayor of LaGrange has indicated that he would be keen to have the Director of Development and Development Officers of LaGrange City Council accompany the delegation as neither have previously been to Craigavon. As there would be a large educational element to such a visit, i.e. in terms of educating the visitors regarding Craigavon and its surrounding area, at least some of the costs of the proposed Civic Visit could be borne out of the Charity Foundation account;
- b. The Craigavon SCI Charity Foundation could continue to exist post RPA/LGR with funds being ring-fenced for the benefit of the citizens of the Craigavon area or on activities designed to educate those coming from LaGrange and visiting the Craigavon area;
- c. A larger than usual grant could be given to members of e.g. the SELB Music Ensemble who are interested in visiting and performing in LaGrange, to assist with fundraising; or
- d. Funds could be utilised in relation to the proposed multi-faculty visit by students and staff from LaGrange (University) College towards the end of the 2014/15 financial year.

Employee Implications

N/A

Financial Implications

As per Recommendation 1 above – all expenditure to be covered from within the SCI budget and Charity Foundation monies.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.3 LURGAN PUBLIC REALM UPDATE (D100/2014)

Report by: Richard Griffin, Development Manager

Purpose of Report

To provide Members with information regarding committed and potential Public Realm Works in Lurgan.

Recommendation

That Members note the progress in relation to the completion of Phase 2 of Public Realm, and the procurement of an Integrated Consultant Team to design and deliver Phase 3 of Public Realm works in Lurgan.

Background

Work is progressing to extend Public Realm Works throughout Lurgan town centre, to include streets originally detailed in the Economic Appraisal and planning approval. Budget availability and procurement thresholds require that the works will continue to be delivered over a number of phases. The current status of each phase of work is set out below.

Phase 2 (High Street & Market Street/William Street/Edward Street)

The current phase of works is now fully complete, with the exception of a small number of minor snags.

Phase 2 Extension (North Street)

To date works within North Street have been delivered in line with the agreed programme and budget. A small number of queries have been raised by traders in the street, which have largely been resolved. The works are expected to be complete by late March.

Phase 3 (Union Street/Carnegie Street/Castle Lane/Church Walk/Watsons Lane)

Council are proceeding with the procurement an Integrated Consultant Team to oversee the detailed design and delivery of Phase 3 of Public Realm in Lurgan.

Council will continue to work closely with DSD to explore options to assemble a funding package that will enable completion of all of the scheme.

Employee Implications

N/A

Financial Implication

Council has contributed £200,000 to Phase 2.

Council has committed a contribution of £130,000 to the extension of Phase 2 into North Street

Council has committed a contribution of £300,000 to Phase 3.

Level of Delegated Authority Sought

Delegated authority has been granted to the Chief Executive.

Equality Screening

N/A

4.4 PORTADOWN LINKAGES (D94/2014)

Report by: Richard Griffin, Development Manager

Purpose of Report

To update Members on progress with the Portadown Linkages project.

Recommendation

That Members note the completion of the consultation phase of the Portadown Linkages project, which will progress to Economic Appraisal and outline design stage during April and May 2014.

Background

Members will recall the presentation by representatives of RPS Consulting to the March meeting of Development Committee. The presentation set out the draft designs for each area and was subsequently circulated to Members for comment. A further meeting with town centre traders was facilitated in Portadown Town Hall on 24 March 2014.

The consultant team has amended the designs to reflect findings from the public and stakeholder consultation and have begun preparation of the Economic Appraisal.

The overall programme for this phase of the work estimates a completion date in April/May 2014, at which stage Council and DSD will review findings and funding availability before instructing RPS to continue through a detailed design process, planning application, technical design, appointment of a contractor and delivery of works on site.

Employee Implications

N/A

Financial Implications

Council has committed £24,900 to be funded from reserves.

Level of Delegated Authority Sought

Delegated authority for the Chief Executive.

Equality Screening

N/A

4.5 URBAN VILLAGES

Report by: Richard Griffin, Development Manager

Purpose of Report

To seek approval to promote the Brownlow area to Central Government Departments designating 4 'urban villages' in Northern Ireland.

Recommendation

That Officers highlight Brownlow as an area suitable for designation as an urban village, and prepare a submission to OFMDFM in line with their 'Together: Building a United Community Strategy' published in May 2013.

Background

Members may be aware that Colin and the Lower Newtownards Road have been announced as the first two urban villages through the 'Together: Building a United Community Strategy' published by OFMDFM in May 2013.

The strategy announced at the time that four 'urban villages' would be established to create and stabilise change within communities. Colin has been chosen because of the specific challenges it faces as a large urban area with a high population roughly 26,000, which suffers from "a distinct lack of social infrastructure".

The Lower Newtownards Road has been selected as it is "a recognised area of high urban deprivation and decay. It is an area impacted by dereliction and cross-community challenges, and it is issues such as these that the urban village vision is designed to assist".

The Department for Social Development will work to have each area designated as a development zone and create project Boards to coordinate and oversee the planning, design and delivery of all aspects of the urban villages.

The 'Together: Building a United Community Strategy' proposed the designation of four urban villages, with Colin and the Lower Newtownards Road the first two. It is considered that the Brownlow area exhibits many of the characteristics which have led to the designation of these areas, and it is therefore proposed that Council highlight the need and opportunity that exists in the area to the relevant Central Government Departments.

Employee Implications

N/A

Financial Implication

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.6 CHANGING LANDSCAPES CONFERENCE (D101/2014)

Report by: Richard Griffin, Development Manager

Purpose of Report

To seek approval of additional costs associated with the 'Changing Landscapes' Conference hosted in January 2014.

Recommendation

- 1 That additional costs of £6,001.80 be approved for payment in relation to the Changing Landscapes Conference hosted in January 2014 as detailed below.**
- 2 Furthermore, it is recommended that Members approve the research and preparation of a paper highlighting the fifty years of the development of Craigavon and work with Government departments and Landscape Institute in profiling progress achieved.**

Background

Changing Landscape Conference

Members will recall a Conference titled 'Changing Landscapes' was hosted at the Civic Centre on 16 January 2014. The conference highlighted the landscape assets of Craigavon, celebrated the 50th anniversary of the decision to form the new town, and also explored future opportunities to influence 'place making' in Craigavon that will be presented by Local Government Reform. Over 100 delegates attended the event which was opened by Minister for the Environment Mark Durkan.

The original accepted tender for event management fees from 'Happening NI' detailed direct costs of £3,475. However, the scope and scale of the event changed significantly following the appointment of 'Happening NI', resulting in additional costs. The primary reason for these additional costs was the significant increase in numbers attending the event from 75, to approximately 110.

The fixed date of the event and the challenging timescale to deliver meant additional direct costs and project management fees had to be approved swiftly to ensure delivery. Members are advised that the Funding Advice and Information Officer position was vacant at this time and additional support was required due to this vacancy.

The invoice received details actual costs of £10,491.05, and a credit note has been received for £1,014.25 in respect of speaker expenses which are to be covered by a third party - Landscape Institute Northern Ireland. This brings the actual total Council cost to £9,476.80.

The invoice relating to these costs is attached which illustrates the breakdown of design and print (£2,683), speaker expenses (£1,014.25), miscellaneous (£1,893.80) and professional conference organiser services (£4,900). **Appendix 2A**

A detailed breakdown of these costs is also attached.

Appendix 2B

In terms of local coverage, an article appeared in the Lurgan Mail while further articles were published in the Landscape Institute NI members' newsletter.

4.6 CHANGING LANDSCAPES CONFERENCE (D101/2014) – Cont.

Both articles are attached. Additional coverage was included in the 'London Landscape Observatory', while PLACE (the built environment centre for Northern Ireland) are preparing additional pages for their and the Landscape Institute NI websites. The Irish Landscape institute, and Northern Ireland Environmental Link also covered the event.

Appendix 2C

Perspective Magazine, the journal of the Royal Society of Ulster Architects also included an article in the March edition. Perspective has a readership of 13000 in Northern Ireland, including every registered architectural practice in Northern Ireland.

Council is working with the Landscape Institute and NIEA to explore ways of building on the success of the event, including the preparation of a paper reflecting much of the Conference agenda. The paper is being prepared by Council with the Institute and will set out the 50 year legacy of Craigavon, as well as continuing the debate around best practice in place making in the context of Local Government Reform.

Original Craigavon Architect William Cairns who spoke at the event in January 2014 is assisting with the paper and has expressed an interest in the preparation of a book that fully explores these issues. The proposed structure for the book tabled by William Cairns is attached.

Appendix 2D

The purpose of a paper/book is to continue to position Craigavon as an exemplar in terms of place making in Northern Ireland. Council is working with NIEA and the Landscape Institute to explore funding opportunities for further work.

Employee Implications

N/A

Financial Implication

Council committed £3,500 for event management costs to be funded from existing CIDF budget.

A further contribution of £6,001.80 is now sought to cover additional costs associated with the increased scope and scale of the event.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.7 PITCH BOOKINGS AT 3G PITCH AT BROWNSTOWN PARK (D128/2014)

Report by: Olga Murtagh, Director of Development

Purpose of Report

To advise Members on suggested improvements to make pitch bookings at Brownstown more customer friendly.

Recommendation

That Members consider the pilot approach as outlined in the report.

Background

Officers from Development and Leisure Services Departments have been asked to consider how football bookings at Brownstown Park Community Centre can be made more customer friendly.

The current system of pitch bookings is controlled centrally by the Leisure Service Department who have in excess of 60 teams regularly booking pitches throughout the Borough. Bookings are a mix of block or individual bookings for junior and senior league matches as well as for training and independent competitions.

Customers can access Leisure Services website to check pitch availability in advance of making their booking but all reservations must be made by phone or email with the booking Office. Payment can also be made with Credit Cards over the telephone and cheques can also be posted in advance.

However, before any match can be played Council must be in possession of a signed booking form detailing all of the information relating to the match. This is an essential requirement in order to meet our legal and liability obligations. The requirement of having the booking form has made the booking process difficult for some teams and consequently Officers have considered ways in which the process can be made more accessible.

Following discussions Officers would propose the following:

- a) That Leisure Services make copies of the football booking forms available for customers to complete and return to Leisure Services by scanned email. This would ensure that Customers were able to complete the process at short notice without having to travel to Lough Neagh Discovery Centre and would mirror the system for community centre bookings operated by the Development Department
- b) Extra copies of pitch booking forms could be made available at Brownstown Park Community Centre for customers to avail of
- c) Customers could complete booking forms at Brownstown and staff could scan and forward booking forms to Leisure Services for customers who do not have their own access to email. Corresponding payment could be made in the normal way as above.

4.7 PITCH BOOKINGS AT 3G PITCH AT BROWNSTOWN PARK (D128/2014) – Cont.

- d) Officers would suggest that the above approach is piloted for a period of 6 months i.e until 30 September 2014 when the process can be reviewed.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.8 GRANT-AID TO ADVICE SERVICES (D52/2014)

Report by: Nicola Lane, Head of Community Development

Purpose of Report

To seek approval from Members to allocate the Department for Social Development's contribution to Advice Services in order to facilitate requests for the Advice Services providers regarding financial planning.

Recommendation

- 1 That Members approve the awards to CDCAB and LIAISE from the Department for Social Development's contribution to advice services in the amounts of £51,188.72 and £6,980.28 respectively; and**
- 2 That delegated authority be given to the Director of Development to progress the awards.**

Background

The Advice Services Grant-Aid Scheme 2014/15 closed on 19 March 2014 with two applications received from Craigavon District Citizens Advice Bureau and LIAISE.

Members will be aware that Council had agreed to give an initial award from Council's contribution towards Advice Services in the amount of £91,784.08 to Craigavon District Citizen's Advice Bureau and £12,511.92 to LIAISE pending receipt of satisfactory relevant information. The Director of Development was given delegated authority to agree the initial awards.

In the meantime, Officers have received correspondence from the Department for Social Development confirming its contribution to advice services in the amount of £58,169 as in previous years.

Therefore, Officers would recommend that the amount of £58,169 be allocated in keeping with previous years. The Advice Services budget would be allocated as follows:

Name of Organisation	Amount requested	Council Contribution	DSD Contribution	Total
CDCAB	£182,584	£91,754.08	£51,188.72	£142,942.00
LIAISE	£45,900	£12,511.92	£6,980.28	£19,492.20
Total	£228,484	£104,266.00	£58,169.00	£162,435.00

Members are advised that the Department will be undertaking a consultation on its Advice Services provision, in addition, under Local Government Reform, similarly to the area of Community Support, the budget for Advice Services will be transferred to local Councils. Members should note that at this stage within the budget allocation model, the amount targeted towards Advice Services has not been ringfenced.

Employee Implications

N/A

4.8 GRANT-AID TO ADVICE SERVICES (D52/2014) – Cont.

Financial Implications

Within agreed budgets.

Level of Delegated Authority Sought

Delegated authority to be given to the Director of Development as outlined

Equality Screening

N/A

4.9 LAUNCH OF CRAIGAVON CHILDREN AND YOUNG PEOPLE'S LOCALITY GROUP

Report by: Nicola Lane, Head of Community Development

Purpose of Report

To advise Members of the launch of the Children and Young People's Locality Planning Group.

Recommendation

- 1 To advise Members of the launch of the Craigavon Children and Young People's Locality Planning Group;**
- 2 That Members note the date of the launch of the Craigavon Children and Young People's Locality Planning Group on 10 June 2014 at 1pm in the Lakeview Suite, Civic Centre, Craigavon; and**
- 3 That Members agree to cover the cost of venue hire of the Lakeview Suite as Council's contribution towards the event.**

Background

In 2011, the Health and Social Care Board established the Children and Young People's Strategic Partnership (CYPSP) to carry out integrated planning and commissioning to improve the outcomes for children and young people across Northern Ireland.

The CYPSP is a cross-sectoral strategic partnership consisting of the leadership of all key agencies who have responsibility for improving outcomes for all children and young people in Northern Ireland.

The Southern Outcomes Group has been mandated by the CYPSP to implement outcomes based planning for the Southern area which includes Armagh, Banbridge, Craigavon, Dungannon and Newry and Mourne Council areas.

The Head of Community Development sits on the Southern Outcomes Group and to represent the Council. This group has produced a plan which is due for review shortly and links to outcomes at a local level such as 'Being Healthy', 'Enjoy Learning and Achieving', 'Living in Safety', 'Experiencing Economic and Environmental Wellbeing', 'Contributing Positively to Community and Society which Respect their Rights'.

Within the above structure each Council area will have a locality planning group – this is to be a partnership between children, young people, families and representatives of agencies at a local level. They will develop a Locality Plan to address priorities identified to mobilise local resources from the statutory community and voluntary sectors to address the priorities.

Work has been undertaken by staff of the CYPSP to organise a number of events across each of the Council areas to allow young people to have their say about local services for families, find out what is happening and how they can be involved.

The event for Craigavon is being held on 10 June 2014 at 1pm in the Lakeview Suite, Civic Centre, Craigavon.

4.9 LAUNCH OF CRAIGAVON CHILDREN AND YOUNG PEOPLE'S LOCALITY GROUP - Cont.

This will take the form of a stakeholder event which will give people an opportunity to detail the needs of families, children and young people in the area and then a Locality Planning Group will be launched – this will be open to all those who are involved in the context of families, children and young people.

Representatives from the Board and the Health Trust will also be in attendance and the staff from CYPSP will facilitate the event. Other Councils have agreed to host the event in their areas as one of the partners in the project, and refreshments are being provided by the Trust. Similarly Craigavon Council has been asked to cover venue costs at approximately £56 which will be covered through the community development budget.

Members are invited to attend the event and to approve only the cost of the event venue hire at a cost of £56.

Employee Implications

N/A

Financial Implications

Cost to be covered by the Community Development budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.10 COMMUNITY SUPPORT PLAN – FUNDING 2014/2015 (D290/2013)

Report by: Nicola Lane, Head of Community Development

Purpose of Report

To seek approval from Members to accept a Letter of Offer from the Department for Social Development in respect of the Community Support Programme 2014/15.

Recommendation

- 1 That the Letter of Offer from the Department for Social Development in the amount of £326,796.03 be accepted towards the Community Support Programme for 2014-2015.**
- 2 That this item be referred to the Mid-Monthly meeting of Council to comply with the deadline contained within the Letter of Offer.**

Background

A Letter of Offer has been received from the Voluntary and Community Unit in the Department for Social Development for the amount of £326,796.03. The purpose of the grant-aid is to provide support towards the Council's Community Support Programme and this offer is awarded on an annual basis.

The amount awarded is the same as in previous years with £268,627.03 targeted towards general community support costs and £58,169 ring fenced towards advice services. A copy of the Letter of Offer is attached for Members information.

Appendix 3

The Letter of Offer has been made subject to a number of conditions which includes the return of specific documentation. Members are reminded that a 2-year Community Support Plan for 2013/14 and 2014/15 was agreed previously by Council in October 2013.

Members are also reminded that under Local Government Reform, urban regeneration and community development operational delivery will transfer to the new Council in April 2015 and as part of this transfer, the DSD's budget will be allocated directly to Councils.

As the offer of funding is open for a period of 28 days from the date of the letter, Officers would request that this item be referred to the Mid-Monthly meeting of Council to comply with the deadline.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.11 LIGHT IT UP BLUE: WORLD AUTISM DAY

Report by: Diane Clarke, Principal Community Resources Officer

Purpose of Report

To advise Members on initiatives that the Development Department will be taking part in, in support of World Autism Day.

Recommendation

- 1 That Members note the content of the report; and**
- 2 That Members approve the expenditure of £300 towards Autism Awareness training to be divided as detailed in the report.**

Background

Council has agreed to support 'Light It Up Blue: World Autism Awareness Day' by lighting up the Civic Centre blue on 2 April 2014 and to support some type of fund raising effort for Autism NI.

Council has also agreed 'that some initiative to raise awareness of autism, how to treat children and adults with autism and the training of staff in conjunction with Council Officers be undertaken'.

Members are advised that Council's Childrens After School Playscheme which operates at a number of community centres including the Hub has a number of children diagnosed as being on various stages of the autism spectrum disorder with potentially further children who are awaiting a formal diagnosis.

Officers have contacted Autism NI to discuss an awareness raising course for front line staff from both the Development and Leisure Services Departments.

The cost of the training would be in the region of £300 for a maximum of 30 attendees.

Officers would anticipate that the costs would be split between the Development and Leisure Services Departments and Council's Policy Development Officer has also advised that some of the costs could be covered from Council's Equality Budget.

Due to various staff training commitments scheduled over the next few months, Officers would anticipate that the Autism Awareness training would take place in early Autumn 2014.

A copy of the outline training programme is attached for Members information.

Appendix 4

Employee Implications

N/A

4.11 LIGHT IT UP BLUE: WORLD AUTISM DAY – Cont.

Financial Implications

£300.00 to be split between the Development and Leisure Services Departments with some financial support from Council's Equality Budget.

Level of Delegated Authority

N/A

Equality Screening

N/A

4.12 DELIVERING SOCIAL CHANGE FOR CHILDREN AND YOUNG PEOPLE STRATEGY: CONSULTATION DOCUMENT

Report by: Diane Clarke, Principal Community Resources Officer

Purpose of Report

To provide a response by Council to OFMDFM's Consultation Document 'Delivering Social Change for Children and Young People'.

Recommendation

That Members endorse the Officers' response to the Delivering Social Change for Children and Young People Strategy - Consultation Document.

Background

OFMDFM have produced a consultation document 'Delivering Social Change for Children and Young People Strategy'.

OFMDFM propose that 'Delivering Social Change for Children and Young People' will provide an integrated policy framework encompassing policy on children and young people, including child poverty and children's rights.

The consultation document and the questionnaire can be obtained from the Office of the First Minister and Deputy First Minister by emailing:
admin.capu@ofmdfmi.gov.uk.

The closing date for responses was 31 March 2014 and in order to meet this deadline Officers drafted and submitted a response of copy of which is attached for Members' endorsement.

Appendix 5

As part of the consultation process the Executive put in place specific arrangements to engage with children and young people in line with its commitments under the United Nations Convention on the Rights of the Child (UNCRC). The Executive also planned to seek the view of parents and families and to produce a child friendly version of the document.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.13 USE OF CENTRES BY POLITICAL PARTIES

Report by: Diane Clarke, Principal Community Resources Officer

Purpose of Report

To seek Members' views on our current policy.

Recommendation

That Members consider if they wish to investigate amending the current policy on use of community centres by Elected Members for political purposes as part of their work of the shadow Council.

Background

Council's Policy on the use of community centres by Elected Members for political purposes was adopted in 1997.

The aim of the policy is to ensure that community centres are free from the appearance or reality of party political control and/or influence.

Council therefore does not accept community centre bookings from political parties or Elected Members for party political or constituency work or for meetings of political parties.

The policy does not relate to use of the Town Halls or Council's Leisure Centres. A copy of the policy is attached.

Appendix 6

Members will be aware that Council receives funding from the Department for Social Development (DSD) of approximately £268K per year to support Council's Community Centres and Community Support Programme and any change to Council's Policy would require discussion with the DSD to assess if our funding would be affected.

Difficulties with the current policy arise when some events booked by community groups or private individuals become linked to Elected Members or political parties for example by Facebook where Elected Members or Political Parties Facebook pages are 'in support' 'host' 'in conjunction with' the booking.

Armagh City & District Council (ACDC) has no restrictions on political use of their facilities although the majority of ACDC premises are Leisure facilities and not community centres.

Banbridge Council's Policy states that "The Council will ensure as far as is reasonably practical and with resource limitations that its premises and services are accessible to all with the specified exception of durational lettings for party political use, and that in the provision of such facilities fair and equitable treatment will be given".

Similar to Armagh City & District Council Banbridge Council's facilities are leisure centres and not community centres.

Members may wish to consider reviewing our policy as part of the work of the shadow Council, where other issues such as charges for the hiring of Council facilities will also be reviewed.

4.13 USE OF CENTRES BY POLITICAL PARTIES – Cont.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

Any changes to Council's current policy would require an equality screening to be carried out.

4.14 ASSETS RECOVERY COMMUNITY SCHEME – LETTER OF OFFER

Report by: Sarah Wilson, PCSP Manager

Purpose of Report

To provide Members with information regarding a Letter of Offer received from the Department of Justice (DOJ) Assets Recovery Community Scheme Funding and the Policing and Community Safety Partnership's (PCSP) agreement to accept the offer. This is in accordance with the agreed financial guidelines which stipulate that funding for the PCSP should go through the Council as the Council Chief Executive is the Accounting Officer for this funding.

Recommendation

That Members approve the content of the report given that the PCSP had agreed to submit an application for the funding and agreed to accept the funding from the Assets Recovery Community Scheme in the sum of £8,500, subject to ratification by the PCSP.

Background

Members are informed that the DOJ Community Safety Unit released an invitation to bid for Assets Recovery Community Scheme funding aimed at Safer, Shared Communities.

The Policing & Community Safety Partnerships (PCSPs) submitted an application for £8,500 to develop a project to implement an initiative which will help to raise awareness within the Craigavon Borough of Child Sexual Exploitation, to ensure communities take action if they suspect this type of behaviour is occurring in their areas and to ensure communities know where to report or get help regarding this.

Members will note that Council should agree to accept the LoO with the caveat that the offer be approved by the PCSP. The PCSP will meet on Tuesday 8 April 2014 and will consider approving the LoO and agreeing that it should be drawn down for spend within the Borough.

The Letter of Offer has been released by the DOJ for the funding with a deadline of 28 days for response. A copy of the correspondence is attached for Members' information.

Appendix 7

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.15 WORLD WAR ONE SMALL GRANT SCHEME

Report by: Emma McCabe, Good Relations Support Officer

Purpose of Report

To seek Members approval of the proposed World War One Small Grant Scheme.

Recommendation

- 1 That Members approve the scheme designed for the World War One Small Grants programme;**
- 2 To expedite the process that delegated authority be granted to the Director of Development; and**
- 3 That the report be forwarded to the April Mid Monthly meeting of Council to ensure groups are awarded funding as soon as possible.**

Background

Members will recall that a Committee has been established within Council to examine initiatives for the Borough to commemorate the centenary of the commencement of World War One which commenced in August 1914. The Committee has proposed a small grants scheme to enable community groups within the Borough to hold events to mark the commencement of World War One.

Key Issues

Officers have devised a Small Grants Policy and accompanying Application Form to facilitate a World War One small grants scheme. Copies are attached.

Appendix 8A & 8B

The scheme has been envisaged as a rolling scheme for projects to be undertaken between 1 June 2014 and 31 December 2014 to incorporate projects that will mark the centenary of the commencement of World War One in August 1914. The grant scheme will be promoted through advertisement in the local press, Council Facebook and to all contacts on the Community database held by the Development Department. It is anticipated that a four-week turnaround period will be implemented from submission of an application to assessment to enable projects to commence as soon as possible subject to compliance by potential applicants with submission of all required documentation. In order to expedite the assessment process, delegated authority is sought to enable the Director of Development to approve Officers recommendations for award of grant.

Employee Implications

Officers' time to assist with the implementation, assessment and award of the grants.

Financial Implications

Members are reminded that approximately £5,000 has been reserved for the implementation of Small Grants Scheme through the World War One budget. It is proposed that groups can apply for a maximum grant award of £500 conditional to groups meeting key objectives and principles of commemorations as outlined in policy and submission of all necessary documentation.

4.15 WORLD WAR ONE SMALL GRANT SCHEME

Level of Delegated Authority Sought

Delegated authority is sought to enable the Director of Development to approve assessments of grant applications to expedite the award of grants and ensure a timely turnaround from application to award subject to receipt of all requested documentation from applicants.

Equality Screening

An equality screening exercise has been undertaken. An equality impact assessment is not required.

4.16 PRIDE OF PLACE 2014

Report by: Bernie Marshall, Community Development Officer (Lurgan)

Purpose of Report

To advise Members that nominations are being sought for Pride of Place Competition 2014.

Recommendation

That no nomination from the Craigavon Borough area is made to Pride of Place competition 2014 due to costs as outlined in the report.

Key Issues

Correspondence has been received from the organisers of the annual Pride of Place competition seeking nominations from each Council for entrants.

The competition is presented by Co-operation Ireland, the purpose of the competition is to acknowledge the work undertaken by committees and it is open to all local community groups to apply. This year the themes are:

Category Population (1-5)	CategoryTheme (6-8)	Category -Non population (9-11)
0-250	Eco Community Initiative	Housing estates
250-750	Community Innovation	Islands & Coastal communities
750-1500	Community Health Initiative-physical activity	Urban Neighbourhoods
1,500-4,000		
Over 4,000		

The entry fee for each nomination in Northern Ireland would cost £500 and the deadline for receipt of entry is 2 May 2014.

Judging would take place Mid-June and conclude in August with the Awards ceremony taking place in Co Clare at Treacy's West County Hotel in Ennis.

Council had agreed not to make a nomination from Craigavon Borough Council area to the competition for the last two years. This was due to the fact that Officers had reviewed the outcome of previous entries to the competition and the value for money received with little success. The process involved a significant amount of work not only from Council Officers but from the groups themselves which Council had nominated. The decision also took into account the cost of entry fees, accommodation for judges, travel and accommodation costs for Council representatives and the groups to the awards ceremony.

Officers had sought the opportunity to explore the potential to implement a local celebration ceremony more relevant to local groups, the outcome of which was the very successful Pride of Craigavon Awards held on 19 March 2013 to which 64 nominations had been made with 9 winners. Officers intend to organise a similar event which will be reported to Committee in due course.

4.16 PRIDE OF PLACE 2014

Therefore given the scenario regarding value for money, the success of the Pride of Craigavon awards and the future event planned, it is recommended that Council does not make a nomination from the Craigavon Borough Council Area for the Pride of Place competition 2014.

Employee Implications

N/A

Financial Implications

£500 per nomination plus cost of judge's expenses, accommodation costs for Council representatives and local groups

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.17 PRIDE OF CRAIGAVON 2014

Report by: Bernie Marshall, Community Development Officer (Lurgan)

Purpose of Report

To seek approval from Members regarding the commitment of £10,000 towards the cost of the Pride of Craigavon Awards Scheme 2014 and to advise Members of the draft categories for the scheme.

Recommendation

- 1 That Members agree to hold a Pride of Craigavon Event in November 2014 as part of the final year of Craigavon Borough Council; and**
- 2 That Members consider if they wish to suggest any further categories for the Awards.**

Background

Members will recall that Council agreed last year to host a Pride of Craigavon recognition event as part of the work being taken under the Community Support Plan. The aim of the event was to recognise the voluntary commitment that the community groups in Craigavon give and the contribution they make to the community life of the Borough.

The Awards were grouped into 9 categories in the Awards Ceremony 2013 which are outlined on the attached document. **Appendix 9**

It is proposed that these categories remain the same for 2014, however Members are asked to consider if they wish to suggest any additional categories.

Over 60 groups submitted applications to the Inaugural Pride of Craigavon awards scheme which took place last March. With a very tight lead in time the event proved to be extremely popular.

Comments from groups included:

"I just wanted to thank you all sincerely for an amazing night, from the start to the end it was a night to remember. My leaders from Scotch Street Youth Club were overcome and the icing on the cake was for their award. Again Craigavon has so much to be proud off and the team at CBC are one in a million, "we are all just one big family"

The event was covered widely in the local papers raising Craigavon Borough Council's profile. In addition while a Ministerial visit had been planned the Head of the Voluntary and Community Unit attended in place of Minister McCausland. The process proved inspirational to community representatives who attended on the night as video footage was played of category contenders and this afforded them an opportunity to showcase their work and enable attendees to fully appreciate the level of voluntary activity being delivered in the Borough.

In this the final year of Craigavon Borough Council the award scheme will be a fitting tribute to the work which has been supported by Council and will provide an excellent opportunity to celebrate the wealth of community spirit which exists in the Borough. Officers plan to invite their counterparts in Armagh and Banbridge in order to enable them to gain knowledge of the process and perhaps develop similar schemes in the new Council.

4.17 PRIDE OF CRAIGAVON 2014 – Cont.

It is proposed that the format of the evening will remain largely unchanged from the previous year however in order to ensure deadlines are met Officers will begin reviewing the application process in the coming months. In addition, Officers would propose that the Chair and the Vice Chair of Development Committee be invited to sit on the voting panel in order to share their expertise. Officers will also explore the potential to have some of the award categories sponsored by various sections within Council, for example, Good Relations and Community Safety will be approached to see if they will provide resources.

Due to the popularity of the Civic Centre a provisional date for the award event has been selected for 25 November 2014 in the Civic Centre.

The Proposed Time Line would be as follows:

May	Review of application process
3 rd June	Advertisement – Applications made available on line and hard copy
5 th August	Deadline for Applications
9 th September	Assessment of Applications
25 th November	Pride of Craigavon

The call for nominations will be publicised in the local press, sent to groups on the Council's Community database, through Partnerships and Interagency meetings, Website and Social Media. It will also be sent out to umbrella groups and other statutory partners.

A further report will be brought to Committee in due course.

Employee Implications

N/A

Financial Implications

A maximum of £10,000 (based on 2013 costs) will be found within the existing budget from the Community Development budget - cover cost of venue, hospitality, publicity, awards, and speakers including invitations advertisement filming of the event.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.18 NORTH LURGAN COMMUNITY CENTRE: SENSORY GARDEN (D18/2013)

Report by: Karen Callaghan, Manager, North Lurgan Community

Purpose of Report

To update Members on North Lurgan Community Centre's new Sensory Garden.

Recommendation

That Members note that the Official Opening of the Sensory Garden at North Lurgan Community Centre will take place on Friday 11 April 2014.

Key Issues

A Sensory Garden has just been completed at North Lurgan Community Centre which was funded through Neighbourhood Renewal through the Department for Social Development (DSD) at a total of £42,000.

The garden will provide a fun, safe and stimulating environment for all the Centre's clients to utilise. The application was put forward by Karen Callaghan, Centre Manager on behalf of Craigavon Borough Council with the support of North Lurgan Pre School Playgroup and North Lurgan Community Association.

Members are asked to note that the official opening of the garden will be held on Friday 11 April 2014 at 10.30am in North Lurgan Community Centre.

The garden will be officially opened by The Mayor of Craigavon and a representative from DSD who has yet to be confirmed and all Members are invited to attend.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.19 BUSINESS ENGAGEMENT PROJECT - LAUNCH

Report by: Arlene Barton, Business Engagement Project Officer

Purpose of Report

To seek Development Committee representation at the launch for the Business Engagement Project on 8 May 2014.

Recommendation

That Development Committee Members consider attending the launch of the Business Engagement Project on 8 May 2014.

Background

The Craigavon Business Engagement Project will be launched at a lunch-time event on Thursday 8 May 2014 attended by the key business sector representatives and stakeholders.

The event will be an excellent platform to publicise the project to SMEs within the Borough and to launch the new website designed specifically for the project.

Members are asked to consider attending this important working lunch as it clearly demonstrates Council's commitment to engaging fully with the Borough's vital business community.

Employee Implications

N/A

Financial Implications

Total cost of project is £279,960, 75% (£209,970) funded and Council's contribution is 25% (£69,990).

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.20 LURGAN TOURIST INFORMATION POINT – UPDATE (D111/2014)

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To provide Members with an update on the Tourist Information Point hosted by Lurgan Town Hall with the objective of increasing the profile of the service in Lurgan town centre.

Recommendation

That Members note the work being undertaken to profile the tourist information centre in Lurgan Town Hall.

Key Issues

Members will be aware that Council has a Service Level Agreement in place with Lurgan Town Hall to host a Tourist Information Point (TIP) for Lurgan Town Centre and the wider Borough. Members will also be aware that in Lurgan Town Hall minor improvements in literature display, signage, additional lighting and the inclusion of a video monitor, had been previously agreed by Committee and that these works are currently ongoing. In addition, Officers met with the Director of Development to explore opportunities to increase the profile the TIP from the exterior of the building and to evaluate a robust method of collecting footfall figures utilizing the service currently, as the reception of the Town Hall is not manned. Officers propose to erect a banner on the exterior of the building on the railings and install a footfall counter which will give a true reflection of visitor numbers to the building.

Employee Implications

N/A

Financial Implications

Funding for the SLA and the minor improvement works are available through the Tourism Development budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.21 COUNTRY COMES TO TOWN (D333/2013)

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To seek Members' approval to organize and deliver 'Craft Street' in Edward Street, Portadown, providing a supporting event to Country Comes to Town in 2014.

Recommendation

- 1 That Members approve a budget in the region of £6,000 to deliver 'Craft Street' in Edward Street Portadown as a supporting event to Country Comes to Town; and that 'Craft Street' is organized and delivered by Craigavon Borough Council; and**
- 2 That Members note through the Festival & Events Financial Assistance Policy the organizers of Country Comes to Town will receive up to £12,000 as previously agreed by Committee to stage the 2014 event (D63/2014) and that the £6,000 proposed would be an additional investment by Council in this event.**

Key Issues

Members will recall that at the October 2013 meeting of Committee, Officers were tasked with investigating the provision of further funding to Country Comes to Town. Members will also recall that as part of the events organized for Portadown 400 Council ran a number of very successful events in partnership with Country Comes to Town including Steam Train rides, Applied Art & Design Exhibition in Portadown Town Hall and Crafts of the Past & Crafts of the future in Edward Street, Portadown. Retail businesses in Edward Street provided Officers with very positive feedback in relation to these events being staged and the impact they had on their businesses throughout the day.

As part of the Portadown 400 events in 2013, 'The Crafts of the Past and Crafts of the Future' exhibit was planned to bring old and new crafts back into Portadown as part of Country Comes to Town and give the public the chance to see old and new trades being demonstrated and craft people at work.

The demonstrations and trade stands were all situated in Edward Street, this was to keep it unique and contained in one space and the public could walk along and see everything on display. In total there were 8 demonstrators that showcased their work continuously throughout the day. Demonstrations included, Tannaghmore Blacksmiths, Carrickmacross Lace, Woodturning, Straw Craft Ireland, Basketry, and Jewellery making using a 3-d printer. The display also included a Weaver using a mini loom and a Ceramicist. There were 4 trade stands selling contemporary jewellery, each demonstrator and trade stand had their own marquee that was sectioned off to give the public more of a personal space to see all the individual work.

4.21 COUNTRY COMES TO TOWN (D333/2013) – Cont.

In addition, the public were given the chance to participate in some of the demonstrations especially with straw craft and the mini loom. This event was a unique opportunity to enhance culture, heritage, diversity and celebrate all these talents throughout the town.

It is envisaged the plans to stage the event in 2014 would replicate the very successful model established in 2013 as part of the Portadown 400 celebrations.

Employee Implications

Council Officers will organize the 'Craft Street' event in partnership with Country Comes to Town.

Financial Implications

The budget in the region of £6,000 is available from the Tourism Development.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.22 UTILISATION OF MOBILE TECHNOLOGY TO PROMOTE THE TOURISM AND TOWN CENTRE PRODUCT IN CONJUNCTION WITH AN AWARENESS RAISING INITIATIVE

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To seek Members' approval to develop the interactivity and visitor content of the tourism & town centre elements of the LOCALi application (app) thereby achieving a revenue growth objective for local service providers and in addition, to seek approval to implement an awareness raising initiative to profile the availability of this innovative app and profile the businesses utilizing the 'app' successfully to increase turnover and awareness levels to new and repeat consumers.

Recommendation

- 1 That Members approve a budget in the region of £10,000 being expended in partnership with BNL Productions, as the app developer & service provider, to grow the interactivity & visitor content of the LOCALi app with the objective of generating revenue for local service providers.**
- 2 That Members also approve a further budget in the region of £10,000 to raise the profile of this innovative app and provide valuable profile for the businesses utilizing the app successfully to grow their business**

Key Issues

Members will be aware that the Craigavon LOCALi app was developed recently; to date the app has been downloaded 800 times. This leading edge technology was developed as a result of funding from NESTA for a partnership comprising Council, local multi-media company BNL and Queens University. The concept is based upon the UK Governments drive towards a 'digital by default' basis for communication between citizens and government. NESTA, which is closely associated with the Technology Strategy Board in the UK, provided funding for the project with the aim of developing and rolling out a 'hyper local' communications channel. Craigavon was the 'test bed' for the project.

The LOCALi app was built for free for Craigavon Borough Council. Its next stage is to market and promote the service throughout the Borough as a single platform to facilitate the wealth of tasks Council offers for citizens in an innovative way. The intention is to release an app that engages, promotes and interacts with people in a way never seen before across the UK. More recently the Sports Development Section of Council obtained external funding to build a new section to the LOCALi app that pinpoints on a map where heart defibrillators are located & links people to access them.

Local town trails are a true asset to our town centres, however paper-based exercises fail to harness the full opportunity of interacting with the public. Building an audio trail that explains the history and stories of the trails allows us to take people on a journey to learn about our towns, to introduce them to local shops, restaurants, visitor attractions and accommodation providers and to encourage more vibrant town centres. The user would be guided with an on screen map that triggers new audio files.

4.22 UTILISATION OF MOBILE TECHNOLOGY TO PROMOTE THE TOURISM AND TOWN CENTRE PRODUCT IN CONJUNCTION WITH AN AWARENESS RAISING INITIATIVE – Cont.

The benefits of building this tourism/town centre element into LOCALi are:

- Value for money, as the £50k platform already exists this would allow the trail element of the app to be built to a great scale with more features than by starting from scratch and will result in a more dynamic high end product. The cost to develop a standalone app is estimated to be in the region of £25,000 to £28,000
- Using the LOCALi app enables the audio files to be cached offline & by having free wifi allows the opportunity to integrate video footage into the experience
- There is already a management system in place to enable new downloads, growing trails and 'in app' purchases to help sustainability
- When LOCALi is fully launched through an awareness campaign this will allow the town trails, the free Wifi and the defibrillator sections to be bolted on, so the public reach will encourage people to use the app more and for more reasons.
- There are challenges associated with reaching the hardest to engage citizens, such as younger people, people from minority ethnic backgrounds and those from socially disadvantaged backgrounds. It is not surprising that the opportunities presented by mobile technology in providing solutions to these challenges are fast being replaced by local authorities across the UK. Around three-quarters of the UK population already own a smart phone and that figure is continuously growing – making digital formats highly attractive as a communication solution.

Procurement of the additional services, if approved by Members, will take place through a 'single tender action', as BNL is the single service provider for this work, as advised by Council's Procurement Officer.

In addition, Officers will undertake preliminary work with Armagh & Banbridge Council's on extending the app in recognition of RPA taking place in the near future.

Employee Implications

N/A

Financial Implications

The budget is available from Tourism & Town Centre budgets.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.23 RESPONSE FROM MINISTER FOR REGIONAL DEVELOPMENT FOLLOWING A MEETING REQUEST FROM THE CHAIR OF DEVELOPMENT COMMITTEE REFERENDCE 'OFF STREET' CAR PARKING IN LURGAN AND PORTADOWN TOWN CENTRES (D112/2014)

Report by: Lyn McNeill, Town Centre Manager

Purpose of Report

To provide Members with a copy of correspondence received from the Office of the Minister for Regional Development in response to recent correspondence sent to the Minister from the Chairman of Development Committee.

Recommendation

That Members note the contents of a holding letter from the Office of the Minister for Regional Development sent in response to a letter from the Chair of Development Committee requesting a meeting about 'Off Street' car parking in Lurgan and Portadown town centres.

Key Issues

Members will recall that a motion was passed by Council in December 2013 to have a "free parking day" within both Lurgan and Portadown town centre car parks on Saturday 21 December 2013. This initiative, funded by Council, aimed to help local traders boost their footfall in the run-up to Christmas and was promoted using social media, posters and regional radio advertising.

Consumer surveys carried out on the day of the initiative highlighted that dwell time and most probably spend was increased whilst the business survey results were also positive implying increased footfall and turnover compared with the same pre-Christmas Saturday in 2012.

Following the initiative Members requested that correspondence be sent to the Minister requesting a meeting to discuss potential DRD Roads Service led initiatives in 2014.

The initial response to the Chairman's' letter is attached for Members consideration and further correspondence will be brought back to a future meeting of the Development Committee.

Appendix 10

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.24 FOOTFALL COUNTING AND SUSTAINABLE KPI (KEY PERFORMANCE INDICATOR) GATHERING (INCLUDING FOOTFALL COUNTERS) FOR THE ARMAGH/BANBRIDGE/CRAIGAVON CLUSTER (D41/2014)

Report by: Lyn McNeill, Town Centre Manager

Purpose of Report

To update Members on the successful subscription based solution for footfall counting and gathering Key Performance Indicators (KPI's) in town/city centres across the Armagh/Banbridge/Craigavon Cluster and the subsequent implications for funding.

Recommendation

- 1 That Members note that due to the subscription based nature of the successful solution for gathering footfall figures and other Key Performance Indicators (KPI's) across town centres within Armagh, Banbridge and Craigavon, the cluster are only eligible for Year 1 funding (£18,079.62 of the £45,000.00 originally offered) from the Department for Social Development);**
- 2 That the costs for Year 2 & Year 3 (£13,673.94 & £12,056.75 respectively) will be met by the new Armagh/Banbridge/Craigavon Super Council; and**
- 3 That the matter will be brought to the attention of the STC.**

Background

As Members are aware the Armagh/Banbridge/Craigavon cluster were successful in securing funding from the Department for Social Development to install footfall counters and establish a suitable system for gathering key performance indicators across the main town and city centres in the cluster (Armagh, Banbridge, Lurgan and Portadown). Craigavon has taken the role of lead administrative Council in respect of procurement and financial management and Members approved Delegated Authority to the Director of Development to appoint a suitable delivery agent for the project.

Following the procurement process the successful solution was a subscription based three year license from Springboard Research Ltd.

Springboard's automated footfall monitoring service is provided at around 450 high street locations across the UK and they are the only provider of an online performance monitoring and benchmarking service specifically for town and city centres (Milestone Service).

The automated footfall service provided by Springboard allows for benchmarking against other regional and national town centres as well as the region as a whole. There is also a comparison reporting function to monitor footfall increases or decreases in each town centre over weeks, months or even years.

The Milestone Service is grouped into five main reporting areas: Economic Trends, Property Trends, Consumer Demand, Centre Provision and Centre Quality and it enables towns to benchmark against peer towns on the basis of a wide range of factors such as trading performance and catchment characteristics.

4.24 FOOTFALL COUNTING AND SUSTAINABLE KPI (KEY PERFORMANCE INDICATOR) GATHERING (INCLUDING FOOTFALL COUNTERS) FOR THE ARMAGH/BANBRIDGE/CRAIGAVON CLUSTER (D41/2014) – Cont.

Whilst the solution proposed is ideal for the cluster the annual subscription means that the Department for Social Development are only able to fund Year 1 (£18,079.62) and a letter of variance is awaited.

However, Members are aware that when LGR takes place in April 2015 DSD powers and budgets will be transferring to the 11 newly formed super Councils and the funding allocation for the Armagh, Banbridge, Craigavon cluster will be in the region of £6.5million per annum. (DSD Officials were in attendance at the March meeting of the STC to confirm this).

Evidence from the footfall and milestone data will allow the Council to make informed decisions for their work in town centres and to evaluate service provision.

As such, the subscription costs quoted by Springboard for Year 2 and Year 3 across the Cluster (£13,673.94 & £12,056.75 respectively) are relatively small for such a valuable project.

In the circumstances, the three year solution from Springboard has been accepted and a report will be brought to the April meeting of the STC to appraise them of this.

Employee Implications

N/A

Financial Implications

Year 1 costs £18,079.62 will be funded by the Department for Social Development. It is anticipated that Year 2 & Year 3 costs (£13,673.94 & £12,056.75 respectively) will be funded by the new Armagh, Banbridge, Craigavon cluster by monies transferring in with the Social Development function under LGR.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.25 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D114/2014)

Report by: Lyn McNeill, Town Centre Manager

Purpose of Report

To provide Members with an update on town centre regeneration activity delivered as part of the Town Centre Regeneration & Revitalisation Action Plan (2013-2015).

Recommendation

- 1 That Members approve the production of incentive voucher booklets for circulation at key events in Lurgan and Portadown at a cost in the region of £2,000.00;**
- 2 That Members approve the replication of the 2013 ‘Discover Craigavon....this Summer’ Campaign this summer for a six week period commencing on Saturday 26 July 2014 at a cost in the region of £13,500; and**
- 3 Due to the timescales involved and the requirement to correspond with retailers that these matters are referred to the Mid-Monthly meeting of Council.**

Key Issues

The ‘Spring is in the Air’ Digital campaign closed on Friday 28 March and resulted in an additional 583 likes on the Discover Craigavon facebook page taking the total number of followers to 7,118. The campaign generated significant two way interaction and the private sector partners involved were very appreciative of the exposure they gleaned from taking part.

Following discussions with the private sector, plans are underway for ‘Spring Made Stylish’ fashion events in Lurgan and Portadown town centres scheduled for Easter Saturday – 19 April 2014. Professional models will showcase each town’s Spring/Summer fashion offering in cafes/restaurants and other town centre areas with high footfall. Siobhan McGarry will perform the role of guest escort in Lurgan with Pamela Ballantine taking this role in Portadown.

In addition, to complement the fashion and beauty elements there will be pop up, family friendly entertainment in the form of street performers and live music throughout each town. Promotion of the event will include Cool FM radio advertising, local press coverage, social media, A5 flyers and promotion via the town centre sound systems.

Members will recall that to improve linkages between Lurgan Park and Lurgan town centre on key event days in 2013 (Lurgan Show, Craigavon Pipe Band Championships and Lurgan Rally) a voucher booklet was created and circulated by professional promotional staff. This booklet worked well attracting footfall at these successful events into Lurgan town centre. Feedback from retailers was extremely positive with one retailer commenting:

“I had about ten sets of customers come in because of the voucher booklets on each day - not one of them used the discount!! My cakes and sandwiches must have looked too good to resist, so many had lunch!”

4.25 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D114/2014) – Cont.

Once again, following discussions with private sector representatives and feedback from retailers and Elected Members, Officers recommend creating a similar voucher booklet for circulation at the same three Lurgan events which are all taking place in Lurgan Park in June 2014.

In addition, Officers recommend extending the initiative to include Portadown with a Portadown specific incentive voucher booklet being created for circulation to visitors attending The Viking Experience event at the Pleasure Gardens on 17 May 2014 and at Country Comes to Town on 20 September 2014.

Members will also recall that arising from the internal Strategic Marketing Campaigns Working Group for Tourism and Town Centres Officers created a campaign called **Discover Craigavon....this Summer**. This 2013 campaign involved a combination of innovative marketing activity with a series of pop up style events in Lurgan and Portadown town centres for a period of six weeks (20 July and 24 August 2013 inclusive). In addition, Officers working with media partner Cool FM recruited retailers from the food and drink sector in each town and collaborated with Council's Leisure Services Department to cross-promote the town centres and Council's summer tourism/leisure offering. Further detail of the 2013 campaign are attached.

Appendix 11A & 11B

Following the success of this campaign, Officers recommend replicating the format for summer 2014 (26TH July – 30th August inclusive) to ensure vibrancy in the town centres during the summer period. Officers will bring back further detail including campaign visuals to Development Committee in June 2014.

Employee Implications

N/A

Financial Implications

The budgets for the projects described are available from the Town Centre Management and Tourism Budgets 2014/15.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.26 ABSENCE MANAGEMENT (D96/2014)

Report by: Olga Murtagh, Director of Development

Purpose of Report

To update Members on absence within Development Directorate.

Recommendation

That Members note the content of the report.

Background

The tables attached set out absence statistics for the Development Directorate for the 2012/2013 financial year, month of February 2014. Comparison figures are provided for the 3 previous years. 84.4% of employees within Development recorded no absence in February 2014.

Appendix 12

The Council's target for 2013/2014 is 4%. The Department figure for the month of February 2014 is 4.30%. The year-to-date figure is 5.51%. Currently there are three members of staff off on long-term absence. Officers are actively managing case reviews relating to long-term sick absences within the Department. Absence is being monitored in liaison with the Council's policy and training in attendance management is being rolled out to all Managers.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.27 DEVELOPMENT DEPARTMENT FINANCIAL PERFORMANCE REPORT APRIL 2013 TO FEBRUARY 2014 (D97/2014)

Report by: Olga Murtagh, Director of Development

Purpose of Report

To consider the financial performance report which shows how the Department's actual spend varied from its budgeted spend for the period April 2013 to February 2014.

Recommendation

That the report at Appendix 13A is noted along with the explanations for variances at Appendix 13B.

Background

Management information is now being reported to budget holders in a timely, relevant and accurate manner. Finance will continue to provide this information moving forward to assist budget holders manage their budgets as effectively as possible.

Overall Position

The Department is currently £21k under budget for the first 11 months of the 2013/2014 financial year. This has been achieved through savings in energy costs to date and additional income in the community centres.

Please note that any expenditure that Council has agreed to be funded from Council's reserves has been removed from the current reported budget position.

Employee Implications

The continuing improvement in provision of management information will assist budget holders in their decision-making in order to continue to provide services within budget constraints.

Financial Implications

Detailed performance reports have been forwarded to the Departments with high level figures shown in Committee reports.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.28 SUMMARY SPEND ON OVERTIME, AGENCY AND CASUALS – DEVELOPMENT (D98/2014)

Report by: Olga Murtagh, Director of Development

Purpose of Report

To update Members on expenditure within each of the three categories referred to above.

Recommendation

That Members note the content of the report.

Background

Monthly reports for spend on agency, overtime & casuals have been brought to the Committees since May 2010.

Current Position

Each Department continues to monitor the use of and expenditure on Overtime, Agency and Casual staff. Reports on expenditure are provided to Members on an ongoing monthly basis. Managers are required to monitor expenditure moving forward and consider if additional cost reductions can be identified. Finance will continue to provide monthly management reports regarding this.

Summary of Total Spend (Overtime, Agency, Casuals)

Appendix 14(a) shows a reconciliation of the expenditure in Overtime, Agency and Casual sections for the Development Department in comparison with the Development Employee Costs Budget for the year-to-date position. Members are asked to note that all amounts recorded are in thousands.

Included at **Appendix 14(b)** is the Overtime, Agency and Casual expenditure incurred by the Development Department for the eight months of this financial year, to the end of February 2014 in comparison to the same period last year, to the end of February 2013.

Appendix 14(c) looks at the Overtime expenditure and the equivalent number of hours worked by each section for the eight months of the financial year to the end of February 2014, compared against the same period last year, to the end of February 2013.

Appendix 15 shows the total expenditure incurred by Development on Overtime, Agency and Casual costs to the end of February 2014, compared with their overall Employee Cost budget. In conclusion, £150k has been spent on these services year-to-date and the Department is over spent by £65k on its overall Employee Costs budget.

Members may wish to note that the implementation of single status grading has impacted on the rates payable to staff. This has increased the overtime pay as higher basic pay grades are now in place.

4.28 SUMMARY SPEND ON OVERTIME, AGENCY AND CASUALS – DEVELOPMENT (D98/2014) - Cont.

Future Actions

Officers and Directors will be examining options and various proposals to reduce costs while considering services implications. This will be reported to departmental committees for further consideration.

SUMMARY

Provision of costings to directorates will improve management information and assist with the reduction of overall costs through service reviews.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

ITEMS FOR INFORMATION

4.29 HOSTING THE NORTHERN IRELAND FOOD AND DRINK ASSOCIATION MEETING AND AGM

Report by: Louise Cushnahan, Regeneration & Economic Development Officer

Officers have been exploring potential ways of supporting and raising awareness of the Agri-Food Sector in the Borough.

Following a successful meeting with Michael Bell (Executive Director) and Tony O'Neill (Chairman) of Northern Ireland Food and Drink Association in December 2013, Officers were granted approval by Council to host the NIFDA Board meeting and AGM.

NIFDA is a voluntary organisation committed to helping Northern Ireland food and beverage companies compete successfully and to represent and promote their interests. It was established to provide services to enhance, promote, inform, educate and develop member business.

The Board meeting and AGM took place in Lakeview Suite 2, Civic Centre, Criagavon and provided an opportunity for Councillor Carla Lockhart to address some of the key players in the Agri-food sector, including WD Irwin and Sons, Moy Park, Allied Bakeries, Mash Direct and Linden Foods. This event has enabled Council to raise the profile of the sector and lay out how Council plans to further promote/grow this sector within the Borough as a key economic driver.

In a letter of thanks from Michael Bell he stated the appreciation of the NIFDA Board for the hosting of the event and that they look forward to "a long and productive working relationship with Craigavon Borough Council". Letter is attached for Members' information.

Appendix 16

4.30 LIFE SCIENCES EXPLORATORY VISIT TO BRUSSELS (D107/2014)

Report by: Louise Cushnahan, Regeneration & Economic Development Officer

In the compilation of the Craigavon Borough Council Corporate plan in 2011 it was identified under the Growing the Economy Theme that CBC would focus on creating opportunities to stimulate growth and competitiveness in key growth areas such as Life Sciences.

The aim of “Craigavon as a Centre of Excellence for Life Sciences” is to maximize the economic benefits available to the Craigavon Borough through the Life and Health Sciences Industry now and in the future.

As identified in the Life Sciences Strategy we aim to secure further funding post 2015. The next stage in development is to promote our capability capacity and confidence at a European Level in relation to “Craigavon as a Centre of Excellence in Life Sciences”. As part of the DETI/Invest NI early engagement with Councils, it is becoming increasingly clear that access to ERDF will be limited in the new round of funds. More strategic initiatives with new EU partners need to be sought.

With this in mind an exploratory visit to Brussels was identified as the most appropriate way of meeting with as many potential project partners as possible in such a short space of time. After checking with the Change Manager it can be advised that this visit does not fall under the remit of the Statutory Transition Committee.

Contact has been made with relevant regional offices including, North and East Finland, Galicia, Estonia, Germany, Scotland, Wales, Croatia, Sweden and Denmark. The offices contacted include a mix of high innovators and moderate innovators which is the ideal mix for successful applications.

There will be a multiplier effect to these meetings as; if we are able to establish CBC as a capable partner and region to the finalized group of regional offices they will then promote us to their wider network of contacts. This will result in CBC being invited/ included as a partner in future projects and provide us with a wider network for those projects that we aim to lead.

During the meetings Officers will present an overview of Craigavon, our successes to date, as well as future Life Sciences project ideas within the Horizon 2020 framework and indeed other future funding streams that become available. This will allow for a “brokerage” element to the visit in which key partnerships could be established in turning project ideas into proposals and ultimately drawing down funding to encourage economic growth and benefit the micro and SME’s within the Craigavon Borough.

Travel and accommodation costs will be in the region of £800.

4.31 NORTHERN IRELAND'S FIRST PILOT ENTERPRISE ZONE IN COLERAINE

Report by: Ciaran Tipping, Economic Development Officer

The Chancellor George Osborne in his budget on the 19 March 2014 announced that a site close to the University of Ulster Campus in Coleraine would be the location of a pilot Enterprise Zone, the first in Northern Ireland.

Enterprise Zones are specific geographical areas within local enterprise partnerships' boundaries. Enterprise zones can offer a range of incentives for businesses to start up or expand.

The Coleraine Enterprise Zone will offer 100% first year capital allowances meaning that companies setting up in the zone can write off 100% of the cost of equipment against that year's taxable profits.

All business rates growth generated within an enterprise zone will - for at least 25 years - be kept and used by the relevant local enterprise partnership and local authorities to reinvest in local economic growth.

The site of the Coleraine zone had already been the planned location of a new £20m data centre to be set up by UK data company 5NINES that will create 15 jobs. It is hoped that this investment will encourage other firms particularly those focused on cloud computing to set up nearby.

Currently in the UK Enterprise Zones are awarded to, and are being driven by, Local Enterprise Partnerships which are partnerships between local authorities and businesses.

The Local Enterprise Partnership apply for an area to be designated as an enterprise zone and where successful are then responsible for the management of the zone.

In the UK the Department of Business Innovation and Skills provide best practice guidance and in the past had provided funded support for the setting up of new Local Enterprise Partnerships.

24 Enterprise Zones have been set up in England which have been successful in attracting new investment by companies attracted by a range of incentives to set up within the location.

Further exploratory work on this initiative will be undertaken.

4.32 CRAIGAVON PIPE BAND CHAMPIONSHIPS 2014 (D109/2014)

Report by: Sandra Durand, Tourism Development Manager

Members will be aware that from the March 2014 meeting of Committee, Officers were tasked with investigating the possibility of the entrance of £5.00 being set for adults with those 18yrs and under gaining entrance for free. The local section of the Royal Scottish Pipe Band Association (NI), has agreed to this formula and have given approval to proceed.

Officers were also tasked with bringing more information back to Committee with regard to the proposals for promotion of this key event in 2014. Members will be aware that in October 2013 approval was given to allocate in the region of £15,277 to commission the production of a television advertisement to promote Lurgan Show, Craigavon Pipe Band Championships and Lurgan Park Rally, all events taking place in Lurgan Park in June 2014. Lyle Bailie International, in line with Council's procurement Policy, has been commissioned to undertake this task. The media schedule is across the following channels with some exposure to the Republic of Ireland market; the channels include: UTV (including RoI), C4, Five and Daybreak. The selection of TV planning schedules will be tailored to family audiences i.e. top rating soaps, dramas, family shows, farming community, news, sports and weather programmes in order to best target audiences. Air dates for edit one are Monday 26th May – Friday 6th June 2014 (featuring all three events); air dates for edit two are Sunday 15th June – Saturday 21st June 2014 (featuring Pipe Band Championships and Orchard Lurgan Park Rally).

Public Relations activity including a photo launch and editorial to local and daily papers will also be delivered in conjunction with a competition to give away tickets for a wider tourism experience in Lurgan as an incentive to attend the events.

The amount of £15,700 has previously been approved from the Event/Tourism Development budget 2014/2015 to organize the event, including the Children's' Fun area at a cost of £3,000 and a further amount of £15, 277 to promote three key events through television advertising that are taking place in Lurgan Park in June 2014 including Lurgan Show, Lurgan Park Rally and the Pipe Band Championships has also been previously approved from the Tourism Development budget

4.33 VISITOR SERVICING PLATFORMS (D366/2013)

Report by: Bronagh Harbinson, Project Officer (Tourism)

Members will be aware that approval was previously granted to commence promotion of the Borough at Belfast International Airport, Dublin International Airport and Visit Belfast Welcome Centre.

Airports

A lightbox is currently in-situ at Belfast International Airport, profiling an iconic image with the strapline – ‘Be Inspired by Sublime Scenery’. Three lightboxes are also in-situ at the Arrivals Corridor, Dublin International Airport until the end of August 2014, depicting a storyboard concept for the following themes:

- Be Inspired by Somewhere Special
- Discover new Adventures
- Explore a Unique Heritage

Copies of the visuals are attached for Members’ information.

Appendix 17A

Visit Belfast Welcome Centre

Members will also be aware that a ‘Bronze Partner’ contract is currently in place at the new Visit Belfast Welcome Centre until March 2015, further enhancing exposure of Craigavon via a multitude of interactive and engaging platforms, eg. Touch screen technology to create an itinerary for the day.

Appendix 17B

A photocall was recently held at the Welcome Centre with the Chair of Development Committee and Director of Visitor Servicing for profile via press and digital platforms.

ASDA

A new wall mounted contemporary interpretative panel was recently installed in ASDA, hosting complimentary copies of the Craigavon Visitor Map and showcasing the Borough as a visitor inspired destination. The structure includes an interchangeable section featuring key pictorial imagery. A photocall was recently held with the Chair of Development Committee and Assistant Manager for profile via press and digital platforms.

4.34 TOURISM FAMILIARISATION TOUR

Report by: Bronagh Harbinson, Project Officer (Tourism)

The Development Department hosted a Tourism Familiarisation Tour on 27 March 2014 for industry delegates from the ROI market, including front-line staff from Irish Rail, Failte Ireland, independent Travel Journalists and Guides to primarily showcase the unique offering across the Borough. An accredited Blue Badge Guide was appointed to facilitate on the day.

The itinerary entailed visits to Ballydugan Pottery, Oxford Island Nature Reserve included a shoreline boat trip, Edenmore Golf & Country Club, Brownlow House, Lurgan Park and McConville's Bar for afternoon hospitality provided by One Eighty Café, Portadown.

Media packs containing tourism literature including token momentos were presented to all delegates. Feedback was extremely positive, with responses including 'Very interesting and informative – I'd no prior knowledge of the area at all but I will be back very soon!', "Very impressive"; and 'I will endeavour to promote the area in my role as NIR Supervisor'.

4.35 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPS (D118/2014)

Report by: Bronagh Harbinson, Project Officer (Tourism)

SLA agreements are operational at Lurgan Town Hall, Millennium Court Arts Centre and Lough Neagh Discovery Centre TIPS for the provision of visitor information.

Monthly enquiry statistics are detailed below

FEBRUARY 2014			
	COUNTER	TELEPHONE	TOTALS
Lough Neagh Discovery Centre	559	90	649
Millennium Court Arts Centre	375	34	409
Lurgan Town Hall	230	0	230

4.36 FINANCIAL ASSISTANCE POLICY

Report by: Nicola Lane, Head of Community Development

Members will be aware that the Statutory Transition Committee had agreed that a new comprehensive financial policy be developed for the new Council. This is to ensure a critical development in advance of Local Government Reform to ensure that there is a seamless transition in respect of support to various sectors during a period of unprecedented change.

Williamson Consulting have been appointed to undertake this research across the cluster area with the aim of informing the Council of the best approach in supporting the following themes:

Community Support
Recreation and Leisure
Community Festivals
Good Relations

The research will be undertaken in two stages – firstly a wide ranging consultation exercise including a review of existing provision to identify high level themes and secondly, advise regarding options on how the policy should be administered efficiently and effectively while meeting the needs of the identified sectors. It is anticipated that the final report should be supplied by November 2014.

The process will involve a wide ranging consultation given the complexity of the themes, target groups and areas involved. Consultation with Elected Members will obviously form part of the process and Members will be advised of details of the consultation in due course.

4.37 SOUND ISSUES AT KILLICOMAIN JUBILEE & BROWNSTOWN PARK COMMUNITY CENTRES (D123/2014)

Report by: Diane Clarke, Principal Community Resources Officer

Some complaints have been received from user groups regarding issues with sound such as echoes in the Main Hall at Killicomaine Jubilee Community Centre and Officers have been asked to bring a report back to Committee.

As both Killicomaine Jubilee Community Centre and Brownstown Park Community Centre were completed by the same architect and given that their meeting rooms are similar a report has also been provided for Brownstown Park Community Centre in order to be proactive in providing Members with information on sound issues at this facility also.

It should be noted that these halls are multipurpose in brief – meaning that they are trying to be all things to all people. To provide for this scenario acoustically would be unrealistic and far too costly. The halls perform excellently in certain contexts but in others the resonance is too noticeable. The lower number occupancy contexts can be addressed with minimum treatment.

Members will be aware that the new Killicomaine Jubilee Community Centre has been finished with a mix of modern wooden and tile floor coverings – a move away from previous carpets (and curtains) and that ceiling height in the Main Hall has been stripped back and increased.

Officers have been working with the centres architect and an acoustic consultant to discuss options to reduce sound reverberation for activities such as speech (conference) – live music and sports activities in the Main Hall and pre-school area and improvements to both areas at Killicomaine Jubilee Community Centre can be undertaken to reduce the level of reverberation by introducing acoustically absorbent material.

Officers are currently working with the Centres' architect to obtain relevant costings and these will be brought back to Committee in due course for their consideration.

A similar report was carried out on the main hall in Brownstown Park Community Centre again covering Speech (conference), Live Music and Sports activities and the recommended reverberation times were exceeded.

Similar to Killicomaine Jubilee Community Centre the level of reverberation in Brownstown Park Community Centre's main hall can be reduced by introducing acoustically absorbent material.

As previous Officers are working with the Centres' architect to bring back costings for Brownstown Park Community Centre for Members' consideration.

4.38 PRESENTATION OF COMMUNITY DEVELOPMENT GRANT-AID CHEQUES (D115/2014)

Report by: Diane Clarke, Principal Community Resources Officer

Further to Councils approval of the schedule of Community Development Grant-aid Cheques to 62 Community and Voluntary Groups including advice services, Members are advised that a presentation evening has been arranged for Thursday 8 May 2014 in the Mayes Hall starting at 7.00 pm.

A formal invitation will be issued to Members in due course.

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4.39 BROWNLOW COMMUNITY FESTIVAL

Report by: Tracey Johnston, Community Development Officer (Brownlow)

Members will recall that Brownlow Community Festival Committee organised a highly successful weeklong festival toward the end of the summer of 2013. The Committee which is made up of local community representatives worked in partnership with a range of statutory bodies including the PSNI, NI Housing Executive, Southern Health and Social Care Trust, Council Departments and Libraries NI to offer a high quality programme which spanned a full week. Activities included a family Fun Day at the Hub which also celebrated the Hub's second birthday, a play staged in association with the Policing and Community Safety Partnership, health and wellbeing activities and a football tournament. The week of activities concluded with a water sports themed event at the Lakes which offered dragon boat racing, archery, canoe trips and climbing wall. The PSNI played a significant role in coordinating activities on the day providing a mock road traffic collision followed by the PSNI dog handling team.

The weeklong event cost just under £10,000 with the majority of funds going towards the provision of activities at the family fun day in the Hub and the delivery of activities at the Watersports centre which concluded the festival. The festival committee were fortunate to secure funding through the Peace 111 Southern Partnership. As well as this, agencies offered many services in-kind for example the library ran a vintage film event while the Trust co-ordinated various health activities. In addition the level of partnership working between agencies and the community and the relationships which were enhanced through this process served to create a unique opportunity to promote the central area and many of Council's facilities. An example of this is the fun day at the Hub which kicked off the festival. Funding drawn down through the festival committee enabled Council staff at the Hub to provide a range of entertainment for free to local families living in areas recognised as being in the top 10% of deprived wards.

The festival committee have already begun to plan for the 2014 festival which will take place from 31 August to 6 September 2014. In a bid to further enhance the inclusiveness of the committee, the group are working with a facilitator to increase linkages with the new incoming communities, local youth groups and a range of BME groups based in the Central area.

At the time of writing this report the Committee understand that they will receive a contribution to this year's festival to the value of £5,000 from the Peace 111 Southern Partnership. The Committee are actively seeking further funding in the form of sponsorship and by approaching other funding bodies. They would wish to secure a further £5,000 in order to deliver the quality programme which happened in 2013.

The Committee believe that in offering these events geared toward Brownlow that it changes people's perception of Central Craiagavon and promotes the many resources available within the area.

4.40 MEET YOUR NEIGHBOUR AND COMMUNITY DEVELOPMENT CONFERENCE

Report by: Tracey Johnston Community Development Officer (Brownlow)

Members will be aware that the Community Development Section recently organised two high profile events through additional funds received from the Department for Social under the auspices of the Voluntary Community Unit.

The first initiative entitled "Meet your Neighbour" took place on Tuesday 4 March 2014 from 6.30pm – 9.30pm in Craigavon Civic Centre. It took the form of a Tri Council event with Officers from Craigavon, Armagh and Banbridge working together to coordinate and encourage community and voluntary groups from the 3 areas to attend. The MC and facilitator for the event was the well known lecturer and television presenter, David Mead who provided a motivational workshop encouraging participants to embrace the opportunity for change offered through Local Government Reform and the building of new community relationships across the current three Council areas. Approximately 70 community and voluntary representatives attended on the night and feedback from participants was very encouraging. David Meade used the innovative quizdom software package to gauge the audience's perception of local government reform at the beginning of the event and at the end and results from this were relayed live on the night of the event. The results of the Quizdom evaluation revealed that while at the beginning of the night attendees were somewhat cautious regarding the amalgamation of the three Councils by the end of the night when the questions were reviewed there was a marked rise in attendees viewing the creation of the new super Council in a positive light with a large number of requests for further Tri Council initiatives.

The second event which took place on Wednesday 19 March 2014 at Craigavon Civic Centre took the form of a conference on the theme of Community Development in Changing Times. Some 97 community and voluntary groups together with statutory bodies attended. Senior representatives of DSD - Tracy Meharg - *Deputy Secretary, Urban Regeneration and Community Development Group* outlined current and future policy thrusts in the light of local government reform while Tony McKibben - *Head of Urban Policy Branch* outlined the themes of the Community Development and Urban Regeneration Framework. Kate Clifford of the Rural Community Network provided a thought provoking insight as to what inspired her in terms of community development while Aideen McGinley, *former Chief Executive of ILEX Urban Regeneration, Derry-Londonderry* reflected on the successes and challenges of winning the Derry City of Culture bid.

Participants attended workshops on 4 themes which included - Exploring the role of Community Development in the new Council structures, the Challenges facing Community Development, How groups can ensure their voices will be heard and the impact of the Urban Regeneration and Community Development Framework. Staff within the Rural Community Network together with Council Officers facilitated the workshops and at the time of writing this report feedback is currently being collated regarding findings. This will help to shape and inform future initiatives which the Community Development Section take forward.

Evaluation responses were extremely positive with almost all participants rating the event as excellent in terms of speakers and content covered. Comments included:

"Overall the speakers seminars were excellent a very worthwhile informative event that should be the first of many"

"Good Focus and discussions on drawing on key issues"

"I look forward to attending future engagement events and being given the opportunity to be informed of the change process."

4.40 MEET YOUR NEIGHBOUR AND COMMUNITY DEVELOPMENT CONFERENCE – Cont.

Evaluations also indicated a strong desire for further events focusing on these topics and requests that people should be kept informed as Councils amalgamate. At the request of Conference attendees, Officers plan to place extracts from the Conference on the Council website as well as exploring future projects linked to the outworkings of the conference. Members will be updated in due course.

4.41 SCHOOLS EVENT – 13 MARCH 2014

Report by: Emma McCabe, Good Relations Support Officer

Members are informed that under the Good Relations Action Plan, a hugely successful pilot Tri-Council Good Relations event for schools was held on 13 March 2014. In conjunction with the Good Relations Units of Armagh City & District Council and Banbridge District Council, the Good Relations Unit of Craigavon Borough Council were able to secure a visit from a survivor of the Holocaust, Joanna Millan. Working with the Holocaust Education Trust, Joanna visits schools across the United Kingdom speaking to young people about her experiences of the Holocaust and liberation from a concentration camp at the end of World War Two.

Joanna provided three talks during 13 – 14 March 2014 across the three respective Council areas for schools. Following an opening address from the Chair of the Development Committee,

Councillor Carla Lockhart and Joanna spoke to over 200 pupils and teachers on Thursday 13 March 2014 in the impressive Council venue of Brownlow Hub. Participating schools were Drumcree College, Clounagh Junior High School, Killicomaine Junior High School and Banbridge High School. Pupils from Years 9 and 10 were in attendance. The pupils are currently studying the Holocaust as part of their history studies. Joanna's story provided an unique insight in to the prejudice and persecution suffered by the Jewish Community during World War two and encouraged tolerance and respect in today's society for all cultures and traditions. Teachers and pupils in attendance found Joanna's talk extremely beneficial and expressed thanks for the opportunity to avail of the talk.

4.42 GOOD NEIGHBOURHOOD FOR AGEING WELL COMMUNITY CONVERSATION EVENT

Report by: Bernie Marshall, Community Development Officer (Lurgan)

The Southern Strategic Health Improvement Partnership (SSHIP) is a multi-agency partnership which consists of representatives from Craigavon, Armagh, Banbridge, Newry and Mourne and Dungannon and South Tyrone Councils; the Southern Health and Social Care Trust (SHSCT); Southern Group Environmental Health Committee (SGEHC); Health and Social Care Board/Local Commissioning Group; Housing Executive NI and the Public Health Agency (PHA). The context for the work of the partnership is the new Public Health Strategy, Transforming Your Care, which is currently out for consultation as well as the Review of Public Administration and the new function of community planning which will become the responsibility of the new Councils. It is recognised that closer working arrangements between all agencies will provide more efficient and effective outcomes for the population.

The theme of work for SSHIP is to develop an environment to encourage sustainable communities with a particular focus in 2013-2016 on older people.

Community Conversations

During February and March 2014, SSHIP proposed to host a Community Conversation event in each of the five Council areas to be facilitated by an external provider. The events were being organised through Councils with the support of the Trust and are being funded by the Public Health Agency through the Southern Cluster.

SSHIP organised a workshop with the Commissioner for Older People to help inform the programme for the Community Conversation events. This was held on 22 November 2013 in Lough Neagh Discovery Centre and was attended by Council Chief Executives and staff from Environmental Health and Development Departments as well as representatives from the Public Health Agency and the Southern Health and Social Care Trust.

The local Community Conversation events were targeted at people over 65 years, their carers and other members of the community affected by old age such as local residents or good neighbours supporting older people in the selected geographical areas.

The area selected for the Craigavon Borough Council area is the Church and Court electoral wards in Lurgan. This matter was reported to Council on 2 September 2013 (C724/2013).

In January Community Development And Health Network (CDHN) were appointed, funding of £8,000 was provided by the Public Health Agency.

Lurgan event

The Community Conversation event for the Church and Court Ward areas took place on 27 February 2014 in Craigavon Civic Centre from 9.30am – 2pm. The Event was coordinated by Officers in partnership with SHSST and CDHN.

4.42 GOOD NEIGHBOURHOOD FOR AGEING WELL COMMUNITY CONVERSATION EVENT – Cont.

On the day 40 exhibitors provided information on services and advice available to older people, a consultation session facilitated by the external provider and Community Development Officers, reminiscence discussion as well as entertainment and lunch for all participants. 120 warm home packs, anti-slip slippers and vouchers for fruit and vegetables to encourage healthier eating were distributed. 110 people attended on the day and the feedback from all the participants was excellent. A report on the outcome of the Community Conversation from CDHN will be forwarded to members in due course.

4.43 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS

Report by: Paul Kavanagh, Economic Development Officer

Reports covering activities and income at Council's Community Centres and Town Halls for the period January – March 2014 are detailed below:

Ashgrove Community Centre

Appendix 18A

Usage

The following groups have long-term bookings at the community centre.

Normal weekly bookings are:

Monday: Carrickmacross Lace Craft Class, Hip-Hop Dance and Ashgrove Playgroup.

Tuesday: Ashgrove Senior Luncheon Club, St. Malachy's Bowling Club, Ambassadors Soccer Club and Ashgrove Playgroup.

Wednesday: Ballyoran Seniors Club, St Mary's Women's Guild, Pride of Eireann Band Practice and Ashgrove Playgroup.

Thursday: St. Malachy's Bowling Club, Irish Language Class, Ashgrove Senior Luncheon Club and Ashgrove Playgroup.

Friday: Ashgrove Playgroup.

Saturday: Christian Group Meeting.

Income

£4,726.54

New programmes/projects

On Saturday the 15 March we held a free family fun day at Ashgrove Community Centre offering a wide variety of activities for everyone to enjoy.

This event took place from 10am to 3pm and included activities such as mosaics, a pottery wheel, jewellery making, patchwork, mod roc modelling, straw craft, face painting, balloon modelling, magic shows, cartoon characters and refreshments.

This proved to be an exceptional day for both the local and wider community of Ashgrove with over 300 members of the public attending throughout the day. Feedback was extremely positive not only from the public but also the activity providers whom many of which have been involved in similar events and in a position to compare the success of our family fun day.

Actions completed from Business plan

Attention continues to be focused on increasing the usage of the centre by promoting the services offered and developing new opportunities. Advertising in local bulletin is ongoing and information is updated regularly on internet and intranet. Regular team meetings are held to keep staff update to date with current issues. PPR's are held bi-annually with training needs continuously identified.

Hosting the family fun day has successfully achieved the business plan objectives of promoting the centre to the local community and advertising to new potential customers and groups for booking our facility in the future.

Avenue Road Community Centre

Appendix 18B

Usage

Kidzone 24 children plus 4 staff, Church 20 people one session per week, Dance class Saturday 40 children plus week day class of 20, Historical society every third Thursday, Play scheme 32 weeks of the year every Thursday & Friday.

Income

£3,371.25

4.43 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS – Cont.

Upcoming events

Kidzone Christmas party
Play scheme Christmas party
Worldwide Church Christmas party
Linzi Martin Dance Parents night
Health and fitness Program 5 week duration commencing 25th January 2014
DSD funded enrolment and taster day Yoga, Zumba, Karate & relaxation class
Events promoted on CBC website, Facebook, Posters, Leaflets, Lurgan mail, Craigavon Area hospital radio.

New projects/events

Non Denominational Christian church Sunday 4pm-6pm
Karate Tuesday night 7pm-8.30pm
Triathlon Club Mondays 7.30pm-8.30pm

Actions completed from Business plan

Constant attention is focused on increasing the usage of the e by promoting the services offered and developing new opportunities. Advertising in local bulletin is ongoing and information is updated regularly on internet and intranet.

Centre improvements

New windows throughout centre completed 6 January 2014

Mourneview Community Centre

Appendix 18C

Usage

Block bookings all year round Senior bowls attended by 12 senior citizens, Laura May Dance class attended by 15 local children and Trasna way Disability Group attended by 12 learning disability clients, two mother & toddler groups 30 parents per session, Children's gospel church attended by 60 local children, Flower arranging attended by 12 local ladies, Senior craft class attended by 12 local ladies, The Mustard Seed Voluntary group providing 35 free meals for senior citizens, Barnardo's parenting counseling, Lurgan institute football training October-November, Craigavon Protestant Boys band practice October – March.

Income

£1,089.30

Upcoming events

Mother & Toddler Jumble Sale 14 April 2014

New projects/events

DSD funded Taster enrolment day (Mind Body & Soul)
Zumba dancercise DSD
Reiki Level 1 healing DSD
Flower arranging & craft on a budget DSD
DSD funded enrolment and taster day Yoga, Zumba, Karate & relaxation class
Events promoted on CBC website, Facebook, Posters, Leaflets, Lurgan mail, Craigavon Area hospital radio, (Centre exterior) Notice board and exterior banner.

Actions completed from Business plan

Constant attention is focused on increasing the usage of the e by promoting the services offered and developing new opportunities. Advertising in local bulletin is ongoing and information is updated regularly on internet and intranet.

4.43 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS – Cont.

Centre Improvements

Office re-located

North Lurgan Community Centre

Appendix 18D

Usage

Members are advised that following the Christmas break North Lurgans programme is back in full swing, with all groups renewing bookings:

Youth club x 6 sessions per week- x 120 children- age 5 to 18

Boxercise class x 5 sessions per week- x 40 adults attending each session

Preschool playgroup x 5 mornings per week- x 24 children (full capacity)

Play scheme x 6 sessions per week- x 24 children per session

Good News Club x 1 session per week- x 30 children

Yoga x 8 sessions x 10 participants

Historical society x 1 session per month- x 12 members

North Lurgan Community Association x1 session per month- x 8 members

CDO Lurgan x 6 sessions x 20 people

Verve Programme x 5 sessions complimentary therapy

Youth Works x 8 sessions x 20 participants

Birthday parties x 4 sessions.

Senior Citizens Christmas Dinner, hosted by North Lurgan Community Centre in partnership with ECF and NICA. It's hoped due to the success of the event that this will be an annual centre event.

Drumnamoe Nursery School annual winter wonderland event, attended by 150

Income

£3,057.75

New Programmes/projects

Detached Youth Project x2 sessions per week

Emmanuel Christian Fellowship Church x 10 sessions x 20 participants

IT for beginners classes- 1 session per week x 14 students x 16 weeks

Senior citizens group have secured funding for 10 art workshops e.g. jewellery & craft. Funding secured from Dart for transport provision

The Centre Manager has identified funding from the Trust for £1000 which will secure an active/engaging programme of activities for this group.

Centre Manager and Senior Play Leader to expand after schools club from 3 days to 5 days to meet local need – commences Spring 2014

Actions completed from Business Plan

Continue to recruit and support volunteers

Provide support/advice to North Lurgan Community Association

Continue to identify potential funding for Community Development.

Support North Lurgan Community Association in applications for funding.

Continue to target projects that will increase revenue and encourage participation in community life i.e. IT classes and Senior Citizen activity programme

Centre Improvements

External and internal painting planned in 2014/2015 year

New window blinds fitted throughout in February 2014

Shutter Art work complete.

Car Park refurbishment

4.43 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS – Cont.

Work has begun to install a Sensory Garden and completion should be mid March. Funding of £42K was secured from Department for Social Development to develop the grassed area to the rear of the community centre, for use as an outdoor play area and sensory garden.

Portadown Town Hall

Appendix 18E

Usage

The winter programme included the ever popular Pantomime which ran for the month of January and was indeed very successful.

Regular users include: Church group, Gardening Group, Luncheon Club, a variety of Dance and Drama classes, Yoga Classes.

Special/Up Coming Events

Portadown Ladies Choir held their annual concert on 20 February 2014 and was enjoyed by all who attended.

Portadown Festival Association commenced with the Speech festival followed by Drama in their series of festivals.

Income

£25,280.25

Upcoming Events

Portadown Festival will continue with the Folk, Music and Dance Festivals to end on 4 May 2014.

Actions completed from Business Plan

We are successfully continuing to provide a high standard of care to all citizens of the Borough and to encourage usage and increase income.

Centre Improvements

A new dishwasher was installed in the Main Kitchen and the Committee Room was re-decorated to include a new wooden floor.

Members are asked to note that it has not been possible to include information from Lurgan Town Hall due to staff bereavement but this will be included in a future report to Committee.

4.44 BROWNLOW COMMUNITY HUB – PROGRESS REPORT – MARCH 2014 (D122/2014)

Report by: Chris Cassidy, Facility Development Manager

Tables showing usage and income for the Hub are attached for Members' information. **Appendix 19**

Members will note that March has been an extremely busy month which is reflected in the highest monthly income level of £11,104 in the 2013/2014 financial year.

Brownlow Hub hosted the Craigavon Borough Council 7 week 'Weigh to Health Programme'. The programme was organized by Cathy Devlin and was aimed to attract employees and to encourage healthy eating and educate participants of healthy lifestyles. During the month of March the Hub hosted 4 birthday parties in a variety of the centre's rooms. Parents and customers are using the facility more often now for family and life celebrations. They were extremely pleased with the high quality of rooms available to hire and the additional services that are offered.

Thurs 13 March – Good Relations Event – Emma McCabe – over 220 secondary schoolchildren from Portadown area attended a very interesting and emotional talk by a Holocaust survivor. Friday 14 March – Splash Surestart Family Day (their third Family Day at the Hub) – a very successful fun/interactional/educational and informative day – over 78 families and up to 230 attended from the Neighbourhood Renewal areas.

Craigavon Intercultural Programme held their 'Meet your Neighbour' community event on Friday 14 March. The event was well attended with around 30 people coming along to engage with the community and raise cultural awareness. Craigavon Intercultural Programme organisers commented on the helpfulness of the staff and the quality of service offered.

On Monday 24 March the Hub hosted Armagh Zone Indoor Bowls Final. Around 150 people attended the event which included bowling teams from all over Armagh. Those who attended the Hub for the first time commented on the building and the quality of rooms available to hire.

Thursday 27 March - Age on Stage Gig and Get together – first ever performance of Craigavon's own new Age on Stage seniors dance group accompanied by Lisburn's Age on Stage (this group began at the Hub and have met every Thursday morning). This project is supported by ABC Community Network, NI Executive, SHSCT.

The Hub will host a 'Celebration of Culture' Family Event on Saturday 29 March. The event will be in partnership between the Hub, DSD and Craigavon Intercultural Programme. Further details from the event will be picked up in next month's report.

The Play scheme continues its programme at the Hub from Monday to Friday 2pm to 6pm offering a range of recreational and physical activities. The play scheme offers two sessions per day with the first session aimed at primary 1 to primary 3, 2pm-4pm (junior) and the second session for primary 4 to year 10 children, 4pm-6pm (seniors).

Moyraverty Preschool Playgroup is based at the Hub five days per week Monday to Friday from 9am-12pm with around 26 children attending. Splash Sure Start offer Play group activities at the Hub for children from Neighbourhood renewal area through a referral process. This service is offered on Tuesday, Wednesday and Thursday from 1.30pm to 5.00pm with 25 children attending.

£11,104 income for March 2014.

4.45 BROWNSTOWN COMMUNITY CENTRE - PROGRESS REPORT – MARCH 2014 (D128/2014)

Report by: Stephen Black, Manager Brownstown Community Centre

Tables showing usage and income for the Community Centre are attached for Members' Information. **Appendix 20**

A local fitness instructor, Jenna Love, is running Zumba exercise classes two evenings per week in the studio and due to demand has plans to run additional classes. The instructor initially trialed the class once a week but it has grown greatly in popularity.

Craigavon Borough Council Play scheme is running successfully three afternoons every week, on a Wednesday, Thursday and Friday from 1.30pm – 6.00pm. The play scheme offers two sessions per day with the first session aimed at primary 1 to primary 3, 2pm-4pm (junior) and the second session for primary 4 to year 10 children, 4pm-6pm (seniors).

An antique and collectables fair is held on the second Saturday of every month from 8.30am to 4.00pm.

In addition to the Zumba exercise classes, the studio also hosts a Yoga/Pilates class every Monday and dance classes on a Tuesday and Thursday evening. Portadown Youth also use the main hall on a Tuesday and Wednesday evening.

Kim Bailie has started two dance classes in the centre and March has also seen a rise in the number of private individuals booking the dance studio to practice for upcoming dance festivals.

Linda May has commenced dance classes every Tuesday evening.

Three six week classes commenced in the centre and are well attended i.e. an art class, a jewellery making class and a ceramic/mosaic class.

A new fitness class now takes place in the Main Hall every Thursday evening and a local instructor now takes Tai Chi classes three times per week.

There has been an increase in the number of birthday parties booking the main hall and studio at weekends, on 22 March, in particular we had three birthday parties on the one day.

£1,591.70 income total for March 2014

4.46 KILlicOMAINe JUBILEE COMMUNITY CENTRE – PROGRESS REPORT – MARCH 2014 (D123/2014)

Report by: Gillian McAllister, Manager, Killicomaine Jubilee Community Centre

Tables showing usage and income for the Community Centre are attached for Members' Information. **Appendix 21**

The centre continues to grow positively in all aspects of Community Development and maintaining the level of bookings within the centre. The centre's success is reflected in the income for March of £3,073

Any issues associated with the snagging list are continuing to be addressed i.e. the acoustics within the Main Hall and Childcare space- see separate Committee Item.

We continue to receive a high level of compliments and positive feedback from customers and potential customers, regarding the cleanliness of centre, staff service and professionalism.

New bookings are outlined below:-

Killicomaine Residents Group – Committee Meetings

Dance Preparation Classes

We also have had a number of internal bookings from Good Relations and a number of one-off bookings.

The MUGA is being continually used by the local community and an Activity Programme organised by Sports Development still continues to run. We also have been made aware that local schools are using the facility for activities such as Hockey.

Entertainment Evening – As part of the Centre's Re-Imaging, money was allocated from DSD to organise activities or an event. On Thursday 20 March an Entertainment Evening was held managed through BNL Productions. It was an evening thoroughly enjoyed by members of the local community, local Councillors and various community organisations. The entertainment was provided by Emma Horan, Colm Fitzpatrick and John Linehan alias May McFetridge. The event has good coverage in the local press.

Lough Ree Food Collection – On Tuesday 25 March, the centre was used as a collection point for food, clothing and toiletry items for Volunteers helping with the Lough Ree Search. This was an invaluable opportunity for the centre in being able to open its doors to the public to show their support towards the appeal but also to showcase the centre as being there for the community. The media coverage highlighted the centre throughout various newspapers and also local radio.

£3,073 income for March 2014.

4.47 PLAYSCHEMES – PROGRESS REPORT – MARCH (D125/2014)

Report by: Cathy Roberts, Senior Play Leader

The three main events children were involved in this month were Pancake Tuesday, St Patricks Day and Mothers Day. Children were encouraged to make the pancakes while the Playleaders cooked and served them up. We also celebrated Mardi Gras which takes place on the same day. Children made beautiful colourful masquerade masks and learnt some history about the festival and how it's celebrated in New Orleans, Brazil and Italy. For St Patricks Day, the children learnt about St Patrick whilst undertaking arts and crafts.

At the time of writing the children are preparing cards and diplomas to give to their mum's on Mother's Day. Playleaders are currently planning this year's Summerscheme. Registration for regulars will begin on 1 April 2014. Places in the Summerscheme will then be allocated on a first come first served basis to the wider Craigavon area.

Hub Playleaders are currently at Stage 3 of the Belong Charter. Consultations have been undertaken with BME parents to assess how we can best meet their needs which may involve translating some of the Playschemes regularly used policies such as Child Protection and the Councils Play Policy.

Playscheme Numbers during March:

Avenue Road 192 x 2days per week

North Lurgan 240 x 3 days per week

Killicomaine 70 x 2days per week

Brownstown 240 x 3 days per week

Brownlow Hub 760 x 5 days per week



Appendix 1A

Analysis of need in preparation for a regeneration strategy for the Armagh, Banbridge Craigavon Council

THE PROJECT BRIEF

1.0 Background

The reform of local government will see the reduction of 26 Councils to 11 with the process to be completed by 1 April 2015. The vision is to have “a thriving dynamic local government that creates vibrant, healthy, prosperous, safe and sustainable communities that have the needs of the citizens at their core”. (Local Government Reform – Back to Basics – what are the benefits DOE Feb 2013).

Local Government Regeneration Functions currently include the following:

- Economic and Enterprise Development,
- Development of local towns and rural areas
- Tourism
- Arts, Events and Culture
- Community Development and Social Economy
- Good Relations and Peace Building
- Police and Community Safety Partnerships

As part of local government reform, a number of functions will be transferred from central to local government – these include planning, community development, local economic development, tourism and urban regeneration and community development.

Armagh, Banbridge and Craigavon Councils, under the reform of Local Government will be merging to form a single unitary authority in 2015. This new authority will cover an area of 554 square mile and a population of 200,600 and will be the second largest authority outside of Belfast. Under the reform of Local Government new powers will be transferred to the established new entity and this will include:-

Planning

- Local development plan functions (this will allow the Council both to formulate economic spacial policy, economic zonings and identify comprehensive redevelopment and regeneration areas)
- Development, enforcement and control

Urban Regeneration and Community Development

Functions associated:

- Tackling disadvantage
- Physical regeneration
- Community support programmes
- Area based regeneration (e.g. Neighbourhood Renewal)
- Community development for the voluntary/community sector

Housing

- Housing in multiple occupancy, housing matters responsibilities including repair and demolition notices.

Local Economic Development (transferring from INI)

- (e.g. Regional Start Initiative, Youth and Social Entrepreneurship)
- Local Tourism (e.g. small scale accommodation, business support start up advice and training, general advice)
- Armagh County Museum
- Department of Regional Development.
- Responsibility for transfer of car parks.

Community Planning

In addition Councils will also receive new powers relating to community planning which will enable the new authority, following consultation and engagement with key statutory partners and the community, to identify and integrate long term objectives for improving the social, economic and environmental wellbeing of the district and actions to be performed and functions to be exercised by the Council and its community planning partners.

In the transition period leading up to reform a Community Planning Foundations Programme has been announced and Councils are being encouraged to prepare and implement pilot projects.

In preparation for the establishment of the new authority in 2015, a Statutory Transition Committee has now been formed and following planned elections in May 2014, a shadow Council will be established.

In advance of 2015 when the new Council will come into being, the Regeneration and Development departments of Armagh, Banbridge and Craigavon Councils respectively would now wish to define and develop a clear evidence based Regeneration Strategy reflecting the needs of the new council area, from the present, during the transition period and beyond.

Phase 1 in the development of the new ABC Regeneration Strategy requires that a baseline be established for each of the current and new functions of the Regeneration Department. This baseline research will help to identify areas of best practice, highlight gaps in provision/investment, which in turn will determine key priorities for future action.

1.2 Aim

Armagh, Banbridge and Craigavon Councils wish to develop a new Regeneration Strategy which will set the direction for the delivery of Regeneration and Development priorities in the Armagh, Banbridge and Craigavon Council area during the transition up to 2015, and for a medium period to 2020 and long term to 2030.

1.3 Requirements

Armagh, Banbridge and Craigavon Councils now wish to appoint a suitable qualified company to lead the development and production of an up to date socio-economic analysis of the new Council area as an evidence base to set the priorities for a single Regeneration and Development Strategy for the Armagh, Banbridge and Craigavon area. Specifically the following will be required:-

Phase 1 – Baseline Analysis, Social Economic profile – Mar - Jun

- Review and analysis of the existing Armagh, Banbridge and Craigavon Council Strategy prepared in 2009 and any subsequent relevant strategies at individual Council level since this date including the Craigavon Integrated Development Framework.
- Review and consider existing or imminent regional strategies and policies which will have an impact on the new Council area.
- Review and consider current statutory Development Plans covering the new Council area and any challenges and opportunities considered, especially to delivery of the Council's strategic priorities
- Review any recent evaluations undertaken by the functions that are transferring to local Councils

- Consideration of the impact of Europe 2020, ERDF and ESF thematic priorities, NI Economic Strategy, Transforming your care, The Education Area Learning Plans, Invest NI's five year corporate plan, the programme for Government, the draft skills and employability plan
- The consultants will be expected to undertake a Data Analysis and priority setting based on a review of currently available statistics for the new Council area and forecasting future to 2030 in relation to the following issues:
 - Baseline information with regard to a profile of the area in terms of client groups (Section 75 of the NI Act 1998) and population projections are provided in Appendix A
 - Health
 - Housing and Settlement, Urban and Rural (with forward planning for land needs to 2030) including special housing needs
 - Crime
 - Skills and Educational achievement
 - Tourism growth
 - Industrial and Employment (labour market trends)
 - An analysis of the current economic downturn, the impact on the region of any existing or planned initiatives to address this. This should include the regions current growth trajectory and undertake scenario planning based on a range of forecasts
 - Physical Dereliction
 - Industrial/Commercial property availability
 - A survey of industrial and business land to identify the average number of jobs that are provided per hectare
 - Any other indicator of social and economic need (e.g. life and times survey)
- Engagement and discussion with transferring functions organisations led by Armagh, Banbridge and Craigavon Councils Directors, having due regard to their current service provision and proposed arrangements in the future.
- Consideration of boundary, and convergence changes linked to new funding programmes – e.g. Peace, Rural Development, tourism
- Connectivity – existing and planned within the period. An analysis of the infrastructure needs of the region, both physical and digital
- An examination of the amount of land available for economic development including zoning and opportunity sites within existing industrial estates and proposed in statutory plans.

- Review and consider list of pipeline projects developed for European funding 2014-2015 and assess the appropriateness of these, based on the needs of the new Council area and provide recommendations. (LED, interreg., Rural, Peace etc.)
- Any major projects within the planning process pipeline.
- Identification and development of key strategic priorities for the new Council area which reflects regional policy framework and locality considerations.
- An analysis of the impact of historic investment by Councils, Central Government and EU funding should contribute to the identification of future priorities

Outcome – the desired outcome from Phase 1 will be a robust socio economic profile of the new Council area, identification of high level priority considerations (social, economic, environmental, etc.) including a review and analysis of:

- recent performance of the economy of the new Council area
- the strengths, weaknesses, opportunities and threats facing the new Council area
- a document on the current economic situation in the new Council area and the key forecasts/scenario planning
- Provision of full data sets – that detail findings by sector, area theme etc.
- An analysis of the key sectoral clusters which should be prioritised and developed in a bid to support regional growth and recommendations to guide future strategies and policy in the regeneration areas.
- Assess the amount of new jobs that the Council and its partners should try to facilitate in the three sectors (primary, secondary and tertiary), that need to be created to satisfy employment needs for 2020, 2025 and 2030 to achieve 2% unemployment. An identification of the land required for industrial and service users to meet these employment needs and ideas as to how this land should be distributed across the new Council area.
- Comparison of the ABC Council area with surrounding local authorities and other relevant areas in Northern Ireland and the wider UK region.
- A review of social economic trends and any significant changes over recent years and the impact of the various funding streams (DSD, European, DETI, OFMDFM)
- Identify the key areas of need and the priorities for supporting those parts of the district that have historically suffered from deprivation and the output measures which can be used to record impacts. (A separate piece of work is being undertaken at this time to develop a policy for financial support to the community sector for the new Council).

Please note the above list is not exhaustive and the successful delivery organisation will be required to ensure all relevant sources of data including the data on the Children and Young Peoples web site are introduced to those areas highlighted above. All data should clearly demonstrate a comparative analysis of local, regional and national data and statistics and where variances do exist then these should be clearly identified. The service provider should clearly set out in their submission their proposed Outputs from the analysis and the methodology used for the analysis. All research collated as part of Phase 1 will help inform the development of strategy in Phase 2 of the project. Please note that service providers may not be invited to progress to stage 2 and that this element of work should be tendered for on a stand-alone basis. All material produced in Phase 1 becomes the property of Banbridge Council and will be made available to those undertaking the second phase of the project.

The successful delivery organisation will be expected to utilise the most up to date data available on each of the aforementioned areas and provide it in a format that is concise, informative and user friendly.

All research undertaken as part of this assignment must be properly referenced identifying sources and dates.

Phase 2 – Strategy Formulation (not part of this assignment)

- Develop a Vision, Strategic Priorities and Action Plan which will detail collaboration opportunities during the transition phase 2014-2015 and also beyond 2015-2017 including costs and funding considerations.
- Consider and document the impact of the new transferring functions in defining future delivery arrangements to support strategy delivery and outline the added value and synergy that can be achieved from an end to end approach to regeneration. In addition the potential opportunity from community planning powers in Armagh, Banbridge and Craigavon Councils areas must also be considered. Further work will also be undertaken in a separate piece of research to support the development of the Community Planning process within the new Council.

General Requirements

Tenderers should note that a range of meetings will be required with Armagh, Banbridge and Craigavon Councils officials and also transferring functions and for the purposes of costing, allocation should be made for up

to 20 meetings. This will include engagement, project reporting, review meetings and presentation to STC, TMT and Shadow Council Committees.

The outcome will be a needs analysis and prioritisation plan which will form the basis for the development of a Regeneration and Development Strategy for the new Council area, based on socio economic need, locality strengths and future opportunities.

This invitation to tender is a process to select an organisation to undertake the first phase of this work. A draft plan will be required by end of July and final report in Sept.

2.0 Governance, Engagement and Budget Arrangements

2.1 Project Governance

A small project team including Directors from Armagh, Banbridge and Craigavon Councils and representatives from key transferring departments (DARD, INI, DSD, Planning) will be established to oversee progress and development of the Strategy will also be reported to the Armagh, Banbridge and Craigavon Councils Transition Management Team and also the STC.

2.2 Stakeholder Engagement

Stakeholder	Objectives	Method	Phase	Who
Transferring Functions: <ul style="list-style-type: none">• DSD	Input to development of Strategy, Policy current and future.	One to one meetings. Desktop Review.	Information Gathering Strategy development.	Appointed Consultant
<ul style="list-style-type: none">• DARD	Clarify transferring services. Inform and influence new programme development.	Desktop Review. One to one meetings. Project group meetings.	Information Gathering Strategy development.	Appointed Consultant
<ul style="list-style-type: none">• INI	Input to development of Strategy, current and future policy. <ul style="list-style-type: none">• INI provision.• Transferring arrangements.	Desktop Review. One to one meetings. Project group meetings.	Information Gathering Strategy development.	Appointed Consultant
Other Statutory Agencies <ul style="list-style-type: none">• SHSCT	Input to development of Strategy and share current and future policy.	Desktop Review. One to one meetings.	Information Gathering Strategy development.	Appointed Consultant
<ul style="list-style-type: none">• SELB	Input to development of Strategy and share current and	Desktop Review. One to one meetings.	Information Gathering Strategy development.	Appointed Consultant

	future policy.			
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Stakeholder	Objectives	Method	Phase	Who
<ul style="list-style-type: none"> Neighbouring Councils which individually Armagh, Banbridge and Craigavon work collaboratively with currently (SEED and other groups) 	To consider Councils boundary/ collaboration issues and development of future area based funding bids, (Peace/Rural Development)	Project Team meetings.	Information Gathering Strategy development.	Appointed Consultant
<ul style="list-style-type: none"> Other transition working groups Community Planning Sub Group Asset Management Group Governance Group 	To explore areas of overlap and strategy	Consultation meeting	Information Gathering	Appointed Consultant
<ul style="list-style-type: none"> Enterprise Partners :- Southern Regional College, Enterprise Agencies, Princes Trust, Advantage NI, Young Enterprise Other Econ Dev Groups such as Mayfair, Brownlow, Keady, etc 	Consider roles and remit of SRC to support regeneration and economic growth	One to one meeting	Information Gathering Strategy development	Appointed Consultant

2.3 **Communications Plan**

Regular updates on progress on this assignment will be reported by the Regeneration and Development Transition Sub Group team to Council Committees, STC, Officer Meeting Teams.

3.0 Bidder Requirements

Companies interested in tendering for this commission should submit Proposals on no more than 12 A4 pages detailing their:-

- Approach to Task/Methodology.
- Experience of undertaking similar projects of this size and scale.
- A detailed plan of the work that will be undertaken and the outputs that will be delivered
- All materials, travel and subsistence should be budgeted for within the bid.
- 4 presentations (e.g. to the Shadow Council, stakeholder organisations, CEO e.t.c.) need to be individually costed.

4.0 Timetable

A final report detailing findings and making recommendations must be supplied by Sept 2014. A draft reports should be provided by end of July 2014.

Materials

All materials should be budgeted for within the bid.

Travel and Subsistence

All travel and subsistence must be budgeted for within the bid.

6.0 Results

The successful service provider must present the findings in pdf format on three pen drives and three hard copies.

The successful service provider must also present the findings to the Transitional Management Team, the Statutory Transition Committee and any other committees as deemed appropriate.

Banbridge District Council is not bound to accept the lowest or any tender.



The Department for Social Development

Armagh, Banbridge & Craigavon Council Cluster

DSD Current Programme of Work and Forward Work Plan

Jerome Burns
Deputy Director
RDO Southern Team



Background

The operational delivery of urban regeneration and community development at a local level will transfer to Councils as part of the Reform of Local Government. The Department will transfer to the new Councils the budgets associated with delivery of urban regeneration and community development and the indicative allocation for the Armagh, Banbridge & Craigavon Cluster is **£6.663m** per annum. The breakdown of the allocation is detailed below.

COMPONENT	BUDGET ALLOCATION
Tackling Disadvantage	£2,619,000.00
Physical Regeneration	£2,765,000.00
Community Development	£684,000.00
Salary & GAE Costs	£596,000.00
Total Allocation per Annum	£6,663,000.00

DSD Transferring Activities

The Minister for Social Development, Nelson McCausland MLA agreed that the following activities currently carried out by Urban Regeneration and Community Development Group (URCDG) should transfer to the new Council structure on 1 April 2015. These business areas are as follows:

<i>Tackling Deprivation</i>	<ul style="list-style-type: none"> • Neighbourhood Renewal • Areas at Risk
<i>Physical Development</i>	<ul style="list-style-type: none"> • Master plans (and consultancy procurement) • Urban Development Grant • Public Realm and Revitalisation • Comprehensive Development
<i>Community Development</i>	<ul style="list-style-type: none"> • Community Support Programme • Community Investment fund

Tackling Deprivation – Neighbourhood Renewal

The NR Programme aims to reduce the social and economic inequalities which characterise the most deprived areas and to close the gap between the quality of life for people in the most deprived neighbourhoods and the rest of society. The Strategy has four interlinking strategic objectives:

- **Community Renewal** – to develop confident communities able and committed to improving the quality of life in their areas
- **Economic Renewal** – to develop economic activity in the most deprived neighbourhoods and connect them to the wider urban economy
- **Social Renewal** – to improve social conditions for the people who live in the most deprived neighbourhoods through better co-ordinated public services and the creation of safer environments

- **Physical Renewal** – to help create attractive safe and sustainable environments in the most deprived neighbourhoods.

Tackling Deprivation – Areas at Risk

The Areas at Risk Programme was established to identify and intervene in areas at risk of slipping into a spiral of decline. These areas are identified as being in the 11 – 20% range in the NIMDM. The programme focuses on building social cohesion within the target areas, building confidence in dealing with neighbouring communities and creating a wider sense of belonging.

Physical Development – Master-plans

DSD has been helping to create sustainable, welcoming and accessible urban centres by having up to date Masterplans for each city and town in Northern Ireland. Masterplans are in place for most towns and cities across Northern Ireland including this council cluster. The Masterplans are intended to set out a shared vision of the physical development potential of each of the targeted areas.

Physical Development - Comprehensive Development and Urban Development Grants

Comprehensive Development (CD) is a process of land acquisition and disposal to secure the better planning and regeneration of selected areas of towns and cities. CD Schemes unlock development opportunities by releasing underused or derelict land and buildings. Urban Development Grants is targeted at bring derelict or vacant Town Centre properties back into productive use and at enhancing the commercial viability of existing properties.

Physical Development - Public Realm and Revitalisation

Public realm is the term given to the physical environment in a town or city to which the public has access. It includes streets, parks and squares as well as the physical elements that are located within that space such as street furniture, signage and lighting and soft and hard landscaping finishes. These projects have the potential to act as a catalyst for regeneration in a city or town by making it a more attractive place in which to invest, work and live. Revitalisation provides relatively small amounts of funding assistance to improve streetscapes and building frontages, and to promote and market the areas being revitalised.

Community Development – Community Investment Fund

The Community Investment Fund (CIF) was established with the aim of “providing a stable basis for funding of community development activity, enabling a strategic, longer-term approach which would also help to strengthen communities, tackle disadvantage and ensure better publicly-funded services to local communities.” The objectives identify what the programme aimed to achieve:

- Support for community development activity to build better relationships within and between communities;
- Capacity-building by and for community organisations, especially where activity is low or fragmented, as a prerequisite to further work on improvement of local services;
- Support for and promotion of good practice; and
- An emphasis on building more cohesive and sustainable communities.

Community Development – Community Support Programme

The Community Support Programme (CSP) is delivered in a partnership between the Department for Social Development and the current 26 District Councils. The overall aim of the Programme is “to

strengthen local communities, increase community participation and promote social inclusion through the stimulation and support of community groups, community activity and local advice services”.

Historical Spend

Good engagement and financial investment has been invested in the Armagh, Banbridge and Craigavon Council areas to tackle area based deprivation and strengthening the competitiveness of the towns and cities within this cluster through the various programmes DSD currently runs. Since 2007/2008 roughly £38M has been allocated to a wide range of projects, a great number of which have been advanced in partnership with the 3 Councils.

Total Programme Expenditure

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Armagh	1,470,199	3,480,068	926,277	609,609	614,318	1,181,144	1,027,844
Banbridge	272,104	141,376	63,676	63,677	137,690	594,646	264,040
Craigavon	1,413,915	3,557,589	4,560,211	3,990,399	4,119,967	4,172,746	4,539,030

Examples of Projects within the Cluster Area are:

Physical Development - **Armagh**

- Tandragee Public Realm
- Armagh City Centre Public Realm
- Armagh Masterplan
- Armagh Consultancy CD Development Brief
- Armagh Revitalisation
- Armagh College Street EI Scheme

Physical Development – **Craigavon**

- Lurgan Public Realm Phase 1
- Lurgan ReStore
- Lurgan Revitalisation
- Portadown 2000 IDF
- Portadown Public Realm
- Portadown Revitalisation
- Curran Street Vesting
- Curran Street Development Brief
- Integrated Development Framework
- Development Briefs Consultancy
- Central C/von Regen Consultancy
- Public Art & EI Scheme
- Town Centre WiFi
- Meanwhile Space

Physical Development - **Banbridge**

- Dromore Public Realm
- Dromore Revitalisation
- Banbridge Rathfriland Street Public Realm

Tackling Deprivation NR - **Lurgan projects**

- Pre-school and youth – Zion's Den, ECF, YMCA
- Sports – MUGA and Playpark programme, Sport in the Community, Cycling, Angling.
- Community – North Lurgan Sensory Garden, Citizen 21
- Environmental Improvements

Tackling Deprivation NR - Portadown Projects

- Pre School - Drumcree Community Trust, Orchard Cots and Tots, Irish Language Nursery -
- Economic - Mayfair refurbishment
- Community Facilities, Bannside, Darby & Joan, Drumcree Community Centre, Edgarstown, St John's Scouts, St Mary's YC
- Environmental Improvements

Tackling Deprivation NR - Brownlow projects

- Youth – Business in the Community, Tots at the Bridge
- Environmental Improvements
- Economic – Bluestone
- Community Facilities – St Anthony's, Drumellan Family Centre, Enniskeen Community House

Tackling Deprivation NR - Armagh projects

- Growing Communities
- Community Houses
- Environmental Improvements
- Cathedral Road pitch
- Drumbreda Play Facility
- Men's Shed
- Sports programme

Other programmes include

- Health & Wellbeing Programme – targeting health promotion & education, cancer bus services, drug & alcohol awareness, young people healthy lifestyles, male parenting etc -
- Education Programme – targeting literacy, out of school learning, family learning, positive behaviours youth engagement etc
- Education Capital Programme
- Southern Regional College – Employability and economic programmes etc

DSD's Approach to Managing the Transfer

The Department's engagement with local government suggests that some of the new Councils may wish to deliver regeneration and community development activities in ways which differ from DSD's current practice. However, given the timeframe involved in developing new policies and strategies, it is likely that the changes will be evolutionary rather than revolutionary.

In order to ensure that regeneration work continues in the interim, the Department's intention is to manage the transfer by working with Councils to create local plans. These will, in the main, comprise projects which the Department has already been working up for each new Council area.

The figures that are used for potential expenditure from 2015 onwards for the forward work plan are for planning purposes only. **NO** approvals have yet been given to any projects where expenditure will cross the 31st March 2015 transfer date.

Summary of Forward Work Plan

Programme of Work		2014/15 Funding	Shadow Council Approved Funding 2015/16	Funding Proposals for consideration Post RLG
Tackling Disadvantage Component	NR Revenue	£1,897,385.97	£0.00	£1,393,227.18
	NR Capital	£3,187,634.44	£0.00	£5,039,758.02 ¹
	Areas At Risk	£61,314.00	£0.00	£0.00
Physical Regeneration Component	Town Centre Regeneration	£1,102,350.00	£0.00	£2,725,000.00 ³
	<i>Requires approval</i>		<i>£7.87m²</i>	
Community Development Component	Community Investment Fund	£189,716.84	£0.00	£189,716.84
	Community Support Programme	£484,848.26	£0.00	£484,848.26
TOTAL		£6,923,249.51	£7.87m	£9,832,550.30

¹ Proposals for consideration can span over several years

² Proposals due to start during 2014/15 which will not be completed by 31/03/15 – requires council approval

³ Proposals for consideration can span over several years



REGENERATION & DEVELOPMENT SUB GROUP

PURPOSE OF PRESENTATION

- To update on progress of Regeneration & Development RPA Sub Group Project Plan
- To consider and discuss future consideration

PURPOSE OF PRESENTATION

Area of Work: Strategy and Service Delivery – Local ID Ref – L4.1

Action: Develop Regeneration & Development Strategy for new ABC Council

Completion Date: June 2014

Progress:

- Budget approved by TMT/STC supported by match Council resources(current estimate phase 1 £20k)
- Terms of Reference prepared, shortlist of companies invited for tender agreed. Timeframe – appointment by end March
- Two phase process proposed. Project Management Team to be established
- Input and contribution required from Governance and Community Planning Sub Group

PURPOSE OF PRESENTATION

Area of Work: Identify and Confirm Opportunities for Shared Service Delivery

Action: Explore areas of shared service approach

Progress:

- Urban Regeneration – collaborative ABC bid submitted to DSD for funding consideration, decision awaited.
- Good Relations – initial discussions held, Officers advancing collaborative brand to GR plans for 2014/15
- ABC Social Economy event planned for 14th February 2014 – at the Hub, Craigavon
- Community Development Team organising a networking event for Community/ Voluntary Sectors
- Economic Development – ongoing collaboration on SEED initiatives

Considerations: Monitor and review cluster arrangements for new Peace/Rural bids

PURPOSE OF PRESENTATION

Area of Work: Integration of Transferring Functions

Action: Engagement and discussion with transferring functions - DSD, Planning, INI, DARD, County Museum

Progress:

- Initial discussions held at Director level with INI/DSD
- Meeting last week regarding Armagh County Museum
- Transferring functions will be formally invited to join Working Group

Considerations: Input and discussion with Planning Service - initial discussions held, will now be invited onto Sub Group

PURPOSE OF PRESENTATION

Area of Work: Development of Single Financial Policy Framework

Action: Agree Single Financial Policy for new ABC Council

Progress:

- Terms of Reference developed and approved by Sub Group, TMT, STC
- Tender process to be completed
- Consultant appointed by end February

PURPOSE OF PRESENTATION

Area of Work: Influencing Policy

Action: Preparation of Shared Policy Responses by ABC Councils

Progress: Shared responses submitted on the following:

- Seed Innovation- Strategy
- City Services Strategy
- DSD Budget Allocation Funding Formulas

PURPOSE OF PRESENTATION

Area of Work: Community Planning

Action: Comply with Foundation Guidance and Framework and advance Community Planning Pilot

Progress:

- Sub Group formed and work progressing

PURPOSE OF PRESENTATION

Area of Work: Review of Existing Partnership and Continuity Issue

Action: Scope existing Council Partnership involvement

Progress:

- To be considered as part of work of the Community Planning Sub Group

PURPOSE OF PRESENTATION

Area of Work:	<u>Place Shaping Principles Paper</u>
Action:	Recommendation coming from recent TMT
Progress:	Outline issues for consideration paper being proposed

Appendix 2A

Craigavon Borough Council
Craigavon Civic and Conference Centre
Lakeview Road
Craigavon
BT64 1AL

Invoice Number	Job Number	Invoice Date	Client Purchase Order No.	Terms
1385	23/14	31.01.14		Strictly 14 Days

Description	Amount
Craigavon Changing Landscapes Conference 16th January 2014	
Design and print	2,683.00
Speaker Expenses	1,014.25
Miscellaneous	1,893.80
Professional Conference Organiser Services	4,900.00
If you would like to pay by BACs or have any other questions regarding this invoice, please contact Ingrid (accounts@happen.co.uk) or telephone 028 9066 4020. We understand and will exercise our statutory right to interest under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to agreed credit terms.	Subtotal 10,491.05
	VAT 2098.21
	Total Due 12,589.26

THANK YOU FOR YOUR BUSINESS!

VAT REGISTRATION NUMBER: 662 361 834

REGISTRATION NO: NI49730

CONFERENCE & EVENT MANAGEMENT • PUBLIC RELATIONS • CORPORATE HOSPITALITY • MARKETING • MOTIVATIONAL & INCENTIVE PROGRAMMES

BUDGET V2 - Craigavon Changing Landscapes			
Based on 75 Delegates	Units	Cost	Amount
TOTAL ESTIMATED COSTS			
Design/Print			2,683.00
Speaker Expenses			1,014.25
Miscellaneous			1,893.80
Professional Conference Organisation Services			4,900.00
			10,491.05
Design / Print	Estimated Days / Unit	Cost	Amount
Roller Banners			-
Graphic Panels Evolution inc roller banners	1	1,167.00	1,167.00
Graphic panel transport	1	40.00	40.00
Design - Invitations	1	395.00	395.00
Final Programme / LDA Brochure	1		-
Name Badges	113	2.00	226.00
Delegate Pack - folders	120	4.00	480.00
Registration / Email response	1	375.00	375.00
			2,683.00
Speaker Costs	Estimated Days / Unit	Cost	Amount
Accommodation	6	65.25	391.50
Expenses	1	622.75	622.75
Transport from Belfast to Craigavon		187.12	187.12
Transport for tour of Craigavon (Bus)			
			1,014.25
Miscellaneous / On site	Estimated Days / Unit	Cost	Amount
Staff (2 Staff x 7 Hours and 2 x 3.5	21		

Appendix 2B

hrs)		25.00	525.00
Signage /Staging	1		
Technical support and staff	1	870.00	870.00
Additional laptops	2	50.00	100.00
Mileage	1	217.00	217.00
Postage / Miscellaneous	3	0.60	1.80
Photocopying	1200	0.15	180.00
Miscellaneous Sub Total			1,893.80
Professional Conference Organisers	Estimated Days / Unit	Cost	Amount
Management Fee	1	1,400.00	1,400.00
Additional days x10	10	350.00	3,500.00
			4,900.00
Additional options	Estimated Days / Unit	Cost	Amount
Video recordings of speakers			

[View this mail in a browser](#)



Changing Landscapes conference and LINI dinner - 16 Jan 2014, Craigavon

The joint NIEA / LINI and Craigavon Borough Council event was attended by over 100 people from local and national government, landscape architecture and other professions in the natural and built environment.

The conference was opened by the **Minister for Environment, Mark H Durkan**, who openly recognised the work of the landscape architecture profession in effective site planning and sustainable design, creating a landscape legacy of green infrastructure— urban, pedestrian and cycle transport, communications, drainage, ecosystems and structural planting. He recognised the role in Northern Ireland of the process of landscape character assessment in protecting, stewarding and enhancing our landscapes – to enable sustainable growth in a time of increased energy, waste, food and urban generation and infrastructure. He made several important announcements: the revision by NIEA of **Northern Ireland Landscape Character Assessment** in two phases, the first phase of which is to be completed by April 2015; the launch by NIEA of a **Northern Ireland Landscape Charter** as 'a non-statutory call to action for every section of society to wake up to their surroundings'; and his intention to have a **Landscape Strategy for Northern Ireland** as 'sound economic and environmental sense' to 'define policy to assist councils at a local level, post 2015'. Other key speakers included Bill Cairns from the original integrated design team of the Craigavon Development Commission, Merrick Denton-Thompson, Chair of the Landscape Institute's Policy Committee, and UK policy experts in Landscape Character Assessment guidance. **LINI is grateful to PLACE for recording the conference, which will be available soon on the LINI website.**

Following the conference, a lively bus tour took delegates around Craigavon area before the final event of a stimulating conversation over tea with the CEO of Craigavon Borough Council, Theresa Donaldson, to review the development, design objectives and legacy of Craigavon's landscape framework.

Delegates and speakers and LINI members convened that evening in Hadski's restaurant and neighbouring venues for well-earned refreshments and dinner.

Unfortunately, LI CEO Phil Mulligan missed the evening entertainment, but expressed his support for a 'very impressive event'. Many thanks are due to Pete Mullin, LI Policy Consultant for Northern Ireland, and Mansil Miller, Principal Landscape Architect NIEA, for their work in coordinating the event.

See Landscape Institute Press Release at <http://www.landscapeinstitute.org/news/Conference-in-Craigavon-marks-launch-of-Northern-Ireland-landscape-charter>

The conference is also reviewed in the February 2014 edition of Perspective.

Landscape Institute Northern Ireland
c/o PLACE Built Environment Centre, 11 Rosemary Street, Belfast BT1 1QF

www.landscapeinstitute.org/northernireland/

www.landscapeinstitute.org

Registered Charity No.: 1073396

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Thursday, January 15, 2015 www.belfastguard.co.uk THE BELFAST GUARD 33

NEWS

Event Guests from all over UK and Ireland at Civic Centre



Guest speakers at the 'Changing Landscapes' conference at the Craigavon Civic and Conference Centre. Back, from left, Olga Murtagh, Director of Development, Craigavon Borough Council; Peter Mullin, CMLL Policy Officer, Northern Ireland Landscape Institute; Councillor Carla Lockhart; William J. Cairns, Cairns Interiors Consulting Ltd.; Ian Hedges, Associate at LDA Design and Member of the Landscape Institute Policy and Communications Committee; Dennis Kelly, Donagh City Council; Dr Theresa Donohue, Chief Executive of Craigavon Borough Council; Dr Chris Bower Doherty, Merrick Denton Thompson, Chair of Landscape Institute Policy & Communications Committee. Front row (left to right): John Thompson, Scottish Natural Heritage; Christine Taylor, Natural England; Mayor of Craigavon, Councillor Mark Baxter; Mairi Miller, Northern Ireland Employment Agency.

Original Craigavon architect is the guest speaker at conference

By CAMMIE ROBINSON
Northern Ireland Correspondent

One of the original architects of the Craigavon Borough, William J. Cairns was the keynote speaker at a major conference on Northern Ireland's changing landscape last Thursday.

The former chief landscape architect of the Craigavon Development Commission was joined by Minister for the Environment, Mark H. Durkan MLA, and delegates from all over the UK and Ireland.

They met to discuss some of the most pressing challenges facing landscape architects and planners in 21st Century Northern Ireland.

The Northern Ireland Environment Agency (NIEA) and the Landscape Institute (LI) hosted the conference entitled 'Changing Landscapes' at the Craigavon Civic Centre.

Councillor Mark Baxter, Councillor Mark H. Durkan said: "This conference takes place at a time of significant change under local government reform and with major challenges facing those charged with planning and designing the environment in which we live, work and play.

"We're delighted to host it here at the civic centre in this Craigavon's 50th year."

Delegates opened the conference by welcoming delegates and officially launching a Landscape Charter for Northern Ireland aimed at opening and encouraging a dialogue between everyone with an interest in the regional Country Northern Ireland.

Minister, Mark H. Durkan, said: "Today's conference comes in response to a growing awareness of our unique sense of place here, the speed of change and the increasing power people can exercise locally in their surroundings.

"The European Landscape Convention which came into force here in 2000 empowers us all to make a difference. One of its guiding principles is that 'all landscapes matter'.

"I am therefore delighted by the public response so far to Northern Ireland's new Landscape Charter. This is a call to action for everyone in the North, individuals and organisations alike, to sign up to the Charter online with their comments and suggestions of good practice which they think should be included.

"The North's landscapes are its hidden treasure and must be valued. The conversation about our places and landscapes and why we value them has already started, this conference will ensure that it continues."

To celebrate the 50th anniversary of both Craigavon New Town and the formation of the Landscape Institute in Ireland, the conference focused on the importance of landscape legacy and landscape design.

Significantly, planning function will be transferred to the 11 new councils in April 2016, with the new local authorities taking charge of planning decisions, preparation and delivery of future development plans, and implementation of local policies.

The conference offered an opportunity to increase awareness and highlight best practice from throughout the UK and Ireland.

Speakers have been invited from Natural England, Scottish Natural Heritage, The Landscape Institute and Department of the Environment.

The Landscape Charter can be found at the DOE NIEA website - <http://www.doeniea.gov.uk/northernlandscapes/landscapecharter>



Councillor Mark Baxter, Mayor of Craigavon, Dr Theresa Donohue, chief executive of Craigavon Borough Council and Minister for the Environment, Mark H. Durkan.



From left, Dr Theresa Donohue, Chief executive of Craigavon Borough Council; Councillor Carla Lockhart, Mayor of Craigavon; Councillor Mark Baxter; Minister for the Environment, Mark Durkan and Peter Mullin, CMLL Policy Officer, Northern Ireland Landscape Institute.

Appendix 2D

DRAFT IDEAS ON POSSIBLE FORMAT, CONTENT AND ISSUES BY WJ CAIRNS
for
CEO, CRAIGAVON BOROUGH COUNCIL

CRAIGAVON: Proposed Book

Possible Title: **THE NEW CITY OF CRAIGAVON: LANDSCAPE AS THE DRIVER OF CITY FORM**

Contents

List of Illustrations, Maps and Diagrams

FOREWORD: Minister of the Environment

Acknowledgements

PREFACE

1 INTRODUCTION:

Theresa Donaldson and William Cairns, Joint Editors

“CONCEPTUAL FRAMEWORK”

SECTIONS

2 ORIGINS

- Brief history of Craigavon area – influence of Lough Neagh, river systems and drumlins to settlement pattern historical economic development, e.g., mill developments;
- Influence of regional planning in UK and the in N Ireland – Matthew and Wilson reports
- Locational significance – Lough Neagh, International Rail link, Motorway links, Recreational/ Landscape destinations such as the Upper Bann Valley, Mourne Mountains
- New town remit

3 NEW TOWN PLANNING PROCESS (UNSTRUCTURED LIST)

- Concept, goals and principles
- Conservation and sustainability
- Segregation of traffic and pedestrians
- Incorporation of pre-existing towns of Lurgan and Portadown and designated area of 100 square miles
- Initial reliance on existing infrastructure including Lurgan and Portadown town centres
- Development of sectors (20,000) and neighbourhoods (between 4-6 per sector)

- Landscape Development Plan and City Structure
- Recreation Development Plan (a major emphasis and linked to Landscape)
- Embracing multi and inter-disciplinary approaches including landscape and engineering
- Balancing lakes and drainage channels reinforcing green swaths
- Governance including legislative mandates
- Macro Significance of industrial and inward investment
- State of the Art environmental and recreational and planning
- Founding of Landscape Architects in Ireland and LINI
- Innovative components including:
 - Lough Neagh Nature Reserve
 - Oxford Island/ Kinnegoe Marina
 - Tannaghmore Gardens
 - Golf centre
 - Ski centre
 - Rectory Park
 - Tree nursery
 - Primary and Secondary Roads System incorporating Landscape Corridors

4 FIFTY YEARS ON

- Peace settlements and formation of N. Ireland Assembly
- Neighbourhoods/residential areas – increasing influence of private sector
- Strong influence of community development initiatives
- Demographic factors (young population)
- Accelerating evolution of the industrial sector
- Changing retail balance (Rushmere shopping centre)
- Richness of landscape legacy

5 FUTURE PROSPECTS AND ASPIRATIONS (VISION)

- Re-organisation of local government with formation of 11 authorities from 26 councils
- Formation of expanded Craigavon Borough administrative area and jurisdictions
- Third most important economic development region in the province
- Regional recreational destination –cf. Giant's Causeway Antrim Coast and Mourne
- Balanced public and private sector leadership & investment

6 APPEDICES

- Paragraph statements from residents and employers (incl .quotations)
- Listing of former New City Development Team and Organograms
- Listing of Craigavon Borough Elected Members and Staff
- Listing of Institutes and Government Departmental Staff involved

- Map Library and References

KEY ISSUES CONCERNING BOOK STRUCTURE AND CONTENT

- What is the primary purpose of the book?
- What are the key objectives that are to be satisfied?
- Electronic and hard copy?
- What is the market size and segmentation?
- Is it a promotional or historic publication, or both?
- Will this be a book of international, national or provincial significance?
- Will be on the shelves of the RIBA Bookshop?
- What are the constraints on length?
- Multi-authored concept?
- Editorial structure and production management?
- Who are to be the key authors?
- What are the available resources and archives to be used?
- How much affirmative research will be required?
- How much will the project cost?
- What are the available funding sources to meet the costs?
- Funding Strategy?

POSSIBLE LIST OF AUTHORS

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Facsimile: (028) 9082 9422
Email: Anne.killen@dsdni.gov.uk

21st March 2014

Dear Dr Donaldson

Community Support Programme: DSD Funding for 2014 – 2015

Subject to the conditions outlined below for the financial year 2014/15 the Department for Social Development (DSD) will provide grant aid towards **Craigavon Borough Council's** Community Support Programme (CSP).

The offer combines 2 separate elements: Community Support General and Advice Grant, the details of which are explained further in this document.

The award is as follows:

Community Support General	£268,627.03
Advice Grant	£58,169.00
Total CSP Award	£326,796.03

The award is a contribution towards achievement of the overall Programme objectives and performance will be measured against those objectives.

Payments under this programme will be made in **October 2014** and **April 2015** provided that:

- The **Memorandum of Understanding** which includes acceptance of this Offer is returned to the Department signed by Chief Executive within 28 days from the date of this letter;
- An update to the Council's **Community Support Plan** (including updated performance indicators) is received in the Department by 30 June 2014;

- A **CSP Expenditure Profile** authorised by either the Council's Chief Executive or Director of Finance is provided to the Department along with **Bank details**; within 4 weeks from the date of this letter.
- The correctly completed **CSP Grant Claim & Progress Report Form** authorised by either the Council's Chief Executive or Director of Finance, showing actual expenditure against the agreed profile and demonstrating achievement against the funded activities outlined in the Council's Community Support Plan is forwarded by the Council to reach the Department within the required deadlines outlined in **Annex1**. *(Please note: the CSP Grant Claim & Progress Report Form is one document which will be issued to Council in due course).*
- The correctly completed **CSP Advice Statistics Template** detailing services provided through advice providers is forwarded by the Council to reach the Department within the required deadlines outlined in **Annex1**. *(Please note: the Advice Statistics Template is an Excel spreadsheet with 5 tabs).*

This grant is subject to normal Government accounting rules and must be subject to your Council's internal financial controls and may be subject to scrutiny by the Local Government Auditor. The Department may require additional financial assurances and declarations and any other documents it deems necessary for the purposes of financial control and audit.

In order to facilitate monitoring and reporting, the 2014/15 CSP Expenditure Profile enclosed at **Annex 2** must be completed and returned to the Voluntary and Community Unit within 28 days from the date of this offer, (this is also available as an Excel document which will be issued to Council separately); I also require the Council's bank details to be entered on the form at **Annex 3** and the Chief Executive should sign and return the Memorandum of Understanding at **Annex 4**.

Publicity

The DSD logo should be carried on any signage, advertising or publicity material associated with the programme and the financial support from the Department should also be acknowledged in any media publications or statements.

Government Funders Database

In acceptance of this funding Craigavon Borough Council undertakes to take all steps necessary to ensure that all CSP awards to the Voluntary & Community Sector made in 2014/15 are recorded on the Government Funding Database in a timely manner and no later than 4 weeks after the award. In this respect, please contact VCU for the provision of advice and support.

Precondition Meeting

Members of VCU will meet with your Council Officials to discuss the contents of this Letter of Offer and its requirements. This meeting will be arranged by VCU at a mutually convenient time within 28 days of the date of this letter.

Finally, this offer shall remain open for a period of 28 days from the date of this letter. Failure to return one complete copy of the CSP Expenditure Profile and the Memorandum of Understanding, duly signed and dated on behalf of the Council within this period shall result in the offer being deemed as withdrawn.

Yours Sincerely

Elaine Downey
Voluntary and Community Unit

Fundamentals of Autism Spectrum Disorder



Level 1: Basic Introduction

Aim:

To assist public bodies in understanding their obligations under the new Autism Act 2011 with regard to improving access to services and facilities for individuals with ASD.

Who should attend?

This course is for anyone working with adults or children with Autism during the course of their work.

Content:

- Introduction to Autism Spectrum Disorder.
- Main features associated with Autism Spectrum Disorder.
- Awareness of the particular differences of using and understanding language with individuals with Autism Spectrum Disorder.
- An understanding of the importance of routine and predictability in their lives.
- Appreciate the sensory issues.
- To identify and be aware of various adaptations that may be of help.

Cost: 2 hour session £300

Comments from Delegates.

“To always be aware that the patrons you are dealing with may have the disability”.

“Learning what it is like from a different perspective”.

“Specific examples for how to adapt the workplace and my attitude towards people who may/may not have Autism”.

“A better understanding of the issues regarding Autism”.

“An insight into the eyes of someone with Autism”.

For further information please contact Christine on 028 9040 1729 (option 2)
or email christine@autismni.org

Expression of Interest

If you would like to book a 2 hour training session with Autism NI, please complete the following.

Key ContactName:_____

Council Name:_____

Address:_____

Telephone number:_____

Potential Dates:_____

Possible Venue:_____

Please return completed form by post: Autism NI, Donard, Knockbracken Healthcare Park, Saintfield Road, Belfast BT8 8BH or Fax 02890 403467 or email christine@autismni.org

Consultation Questionnaire

DSC for Children and Young People Consultation

This consultation is to seek your views on the draft Delivering Social Change for Children and Young People Strategy.

Delivering Social Change for Children and Young People will provide an integrated policy framework encompassing policy on children and young people, including child poverty and children's rights. As such, it represents the Executive's Child Poverty Strategy as required by the Child Poverty Act 2010, provides an annual report to the Assembly on child poverty, takes forward the work in our Children and Young People's strategy 'Our Children and Young People – Our Pledge', and delivers on our commitments under the United Nations Convention on the Rights of the Child (UNCRC).

OFMDFM has committed to ensuring active engagement with stakeholders during the development of the Delivering Social Change for Children and Young People strategy. We are keen to ensure that it will be firmly evidence based and informed by the views of children and young people, their families and those who work with them.

This questionnaire is also available to complete online at: https://www.surveymonkey.com/s/DSC_Children_and_YoungPeople

If you have any queries regarding this consultation please contact the Poverty and Social Inclusion Unit on:

Telephone	028 90 520077
Fax	028 90 523272
Text phone	028 90 522526
Emailing	admin.capu@ofmdfmni.gov.uk

Writing to:	Poverty and Social Inclusion Unit OFMDFM Room E3.19 Castle Buildings Stormont Estate Belfast BT4 3SR
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Delivering Social Change for Children and Young People Consultation Questionnaire

1. Name: Diane Clarke

2. Address: Development Department
Craigavon Civic & Conference
Lakeview Road
Craigavon

3. Telephone: 028 3831 2580

4. Email: diane.clarke@craigavon.gov.uk

5. Are you responding as an individual or does this response represent the views of an organisation?

Individual

Organisation

6. If responding on behalf of an organisation, please tell us your organisations name:
Craigavon Borough Council

7. What is your role in your organisation?
Principal Community Resources Officer

The proposed **Delivering Social Change for Children and Young People Strategy** encompasses policy on child poverty, policy on children and young people and children's rights (through the United Nations Convention on the Rights of the Child).

8. Please indicate how strongly you agree or disagree with this approach.

Strongly Agree

Agree

Neither Agree / Disagree

Disagree

Strongly Disagree

9. Please provide any detail to further explain your response to the question above.

Craigavon Borough Council notes that the purpose of 'Delivering Social Change for Children & Young People' is to provide an integrated policy framework encompassing policy on children & young people, including child poverty and children's rights.

Craigavon Borough Council further understands that the consultation document serves 3 practical purposes i.e.

- a. It provides an annual report to the Assembly on child poverty (as required by the Child Poverty Act 2010)
- b. It takes forward the work in OFMDFM's Childrens & Young Peoples Strategy 'Our Children & Young People – Our Pledge 2006 – 2016'.
- c. It delivers on the Executives commitments under the United Nations Conventions on the Rights of the Child (UNCRC)

Craigavon Borough Council however is not clear on how this document will be positioned especially in relation to the current Children and Young Peoples Strategy as 2016 approaches. Craigavon Borough Council is confused as to which strategy post 2016 will serve as Executives Integrated Policy framework encompassing policy on children and young people, their rights and child poverty.

The Vision included on page 10 of the consultation document states:

"That all children have the support and nurturing required to allow them to have a healthy, safe and active childhood, have access to good quality education, which will provide them with the skills to gain employment and fulfil their potential as active, engaged citizens."

10. Please indicate how strongly you agree or disagree with the vision as stated above.

Strongly Agree

Agree

Neither Agree / Disagree

Disagree

Strongly Disagree

Craigavon Borough Council would like the Executive to appreciate and make reference to the fact that the current education system does not fit all children and that not all young people leaving the education system obtain 5 GCSE's. Council would ask that the role of informal education for example the Youth Service and other vocational training is taken into consideration as indicators.

Also Council would recommend that the needs of marginalised young people are given due consideration. This would relate to children with physical or learning difficulties or those who are disadvantaged due to their ethnic background.

11. Is there anything not included in the vision that you think should be included for a Delivering Social Change for Children and Young People Strategy?

Council notes that accessible and affordable childcare is included in the document and Council would strongly agree with this proposal. Craigavon Borough Council provides a number of opportunities for parents to access affordable pre-school provision through the hire of its community centres and community led pre-school playgroups. Council agrees with the view that working parents should be actively supported.

Council would also want to see the benefits that volunteering makes to our society and the crucial role that the local advice sector plays in supporting individuals and families recognised in the strategy.

12. Is there anything included in the vision that you think should not be included in a Delivering Social Change for Children and Young People Strategy?

NO

Building on the work on the Child Poverty Outcomes Framework NI published in September 2013 we have identified **six outcomes**. These complement the strategic priorities of the 2010 Strategy and the six outcomes from the ten year strategy for children and young people 2006-2016. The outcomes are detailed on page 10 and page 42 of the consultation document. The next few questions seek your views on those outcomes.

13. Outcome 1 states "**Families have adequate income and work that pays**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY AGREE</u> <hr/>	AGREE <hr/>	NEITHER AGREE OR DISAGREE <hr/>	DISAGREE <hr/>	<u>STRONGLY DISAGREE</u> <hr/>
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Please provide further comment if you wish to explain your response above.

Craigavon Borough Council is most concerned that official figures show 25% of children were living in absolute poverty in Northern Ireland in 2011/2012 when the target figure set is 5%

Council is equally concerned that 22% of children were living in relative poverty in 2011/2012.

It is well documented that Northern Ireland suffers most in the United Kingdom from an over reliance on employees receiving the minimum wage. The work of Council's strong and very successful Economic Development Department provides opportunities for job creation, entrepreneurship and supporting businesses. Similarly Council's support of local advice services is one way of ensuring that benefit take up can be maximised resulting in more income for households.

14. Outcome 2 states "**Children in poverty achieve good educational outcomes**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

STRONGLY AGREE _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Please provide further comment if you wish to explain your response above.

As per Question 10 above Council feels that other forms of informal education and vocational training should also be taken into consideration in relation to children in poverty achieving good educational outcomes.

15. Outcome 3 states "**Children and families thrive and have a healthy future**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY AGREE</u> _____	AGREE _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Please provide further comment if you wish to explain your response above.

Council undertakes a number of programmes that would mirror key first actions in outcomes:

Facilities used to provide community pre-school provision.

Facilities used for various parenting programmes e.g. Sure start.

Council working with Playboard and OFMDFM to produce a Play & Leisure Strategy.

Council running a Childrens Playscheme Service and delivering a 52 week after school provision including summer scheme provision.

Council's Leisure Services running various active communities courses targeting those young people who don't normally participate in sports.

16. Outcome 4 states "**Children and families live in a safe and secure environment**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY AGREE</u> _____	AGREE _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Please provide further comment if you wish to explain your response above.

As previous, Council undertakes/supports a range of projects that supports children and families live in a safe and secure environment which include:

- Projects to promote safety and wellbeing of young people through its Policing and Community Safety Partnership.
- Increased service delivery in local communities by improving existing facilities (over £6.2M investment in community facilities in 2011-2013).
- Council having its Child Protection Policy in place with training for staff.
- Council being part of the nationwide Leisure Watch initiative.
- Council supporting the provision of local generalist advice services.

Council would advocate that programmes funding to support children and families to live in a safe and secure environment should be made available universally as abuse/neglect of children crosses all geographical and social boundaries.

17. Outcome 5 states "**Children contribute positively to community and society**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY AGREE</u> _____	AGREE _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	<u>STRONGLY DISAGREE</u> _____
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Please provide further comment if you wish to explain your response above.

Council recognises that children should be involved in their communities and in decision making.

Council's after school playschemes would reflect this philosophy and the schemes encourage children attending in programme planning and play park provision.

Council would want to ensure that all children can become involved and contribute positively to their community and to society including children/young people with physical and learning disabilities.

Council would also wish to ensure that children and young people living in rural areas would not be disadvantaged in having opportunities to contribute positively to society.

Council supports initiatives through its local Volunteer Bureau in helping young adults with disabilities become involved in volunteering placements, personal development and other life skills training programmes.

18. Outcome 6 states "**Children live in a society which respects their rights**". Please indicate how strongly you agree or disagree with the inclusion of this outcome.

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	<u>STRONGLY DISAGREE</u> _____
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Please provide further comment if you wish to explain your response above.

While Council agrees that children and young people live in a society which respects their rights, Council would question the indicator for measurement used i.e. (16 year olds who have taken part in the Youth Life & Times Survey).

Council would suggest that other methods of gauging feedback from young people are investigated for example through other statutory and regional organisations such as the Youth Service and Playboard.

Through pages 26 39, the document outlines the six outcomes and **associated indicators** for each outcome.

19. Please indicate if you agree or disagree with the indicators selected for each outcome.

Outcome 1 (page 26)

<u>STRONGLY AGREE</u> _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 2 (page 28)

STRONGLY AGREE _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 3 (page 31/31)

STRONGLY AGREE _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 4 (page 33/34)

STRONGLY AGREE _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 5 (page 36)

STRONGLY AGREE _____	<u>AGREE</u> _____	NEITHER AGREE OR DISAGREE _____	DISAGREE _____	STRONGLY DISAGREE _____
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Outcome 6 (page 38)

STRONGLY AGREE _____	AGREE _____	NEITHER AGREE OR DISAGREE _____	<u>DISAGREE</u> _____	STRONGLY DISAGREE _____
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If you disagreed with any of the indicators, please provide more detail to explain your response.

As per Question 18 above

20. If you have any further comments regarding the monitoring or evaluation of the proposals in this consultation document, please provide detail below.

21. If have any further general comments in relation to the Delivering Social Change for Children and Young People Draft Strategy, please provide more detail below.

That completes the consultation survey.

We thank you for taking the time to provide your input.

Please send your completed response to:

Poverty and Social Inclusion Unit

OFMDFM

Room E3.19

Castle Buildings

Stormont Estate

Belfast

BT4 3SR

Confidentiality and Access to Information Legislation

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with access to information legislation: these are chiefly the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004 (EIR).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice (section 45) with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Office of the First Minister and deputy First Minister.

For further information about confidentiality of responses please contact the Information Commissioner's Office on 028 9026 9380 or email ni@ico.gsi.gov.uk (or see their website at www.ico.gov.uk).

PCSO, CSO(L), CSO(P)

8th July 1997

Director of Leisure Services

*Use of Community Centres for
Political purposes*

At the meeting of the Council on 8th June Council approved the undernoted policy. Please act in accordance with this policy.

**COUNCIL POLICY ON USE OF COMMUNITY CENTRES BY ELECTED MEMBERS OR
FOR POLITICAL PURPOSES**

Craigavon Borough Council, in order to secure and as far as possible maintain the management and use of Community Centres free from the appearance or reality of party political control and/or influence, does not accept bookings for the use of Community Centres from political parties or elected members, or for party political or constituency work or for meetings of political parties, in accordance with established Government Policy which states – *'no aspect of the activity for which support is requested should be party political in intention, use or presentation'*.

Please also note that individual elected members have been informed that they do not have authority acting alone to instruct Council Officers. The authority of elected members is collective and must be exercised through the Council at its regular meetings and then through line management. Requests for co-operation received from elected members should be dealt with, as for any citizen, with courtesy and helpfully, but clearly and firmly in accordance with Council policy.

If in doubt please refer request to your line manager.

H Averley

CC Chief Executive
 CC & Town Hall Managers
 SAO(LS) and Booking Clerk

Dr. Theresa Donaldson
Chief Executive
Craigavon Borough Council
Craigavon Civic & Conference Centre
Lakeview Road
Craigavon
BT64 1AL

Dear Dr. Donaldson,

ASSETS RECOVERY COMMUNITY SCHEME (ARCS) 2014-15

Thank you for Craigavon PCSPs application to the Department's Assets Recovery Community Scheme 2014-15. The Panel has assessed your proposal and is pleased to confirm approval for the following:

<u>Project Title</u>	<u>Offer</u>
Awareness Initiative for Child Sexual Exploitation	£8,500

This offer of funding is subject to the Terms and Conditions of the attached Funding Agreement. If you are prepared to accept this offer on the terms and conditions stated, please complete and return the documentation contained in Annex A: Schedules to Funding Agreement to Shirley.burden@dojni.x.gsi.gov.uk

Please note, as contained within the Funding Agreement, all publicity must acknowledge that the Project has received funding under the Department's Assets Recovery Community Scheme. All publicity material must include the logo of the Department.

If you have any queries in relation to this offer please do not hesitate to contact Siobhán McKelvey, Organised Crime Branch by email siobhan.mckelvey@dojni.x.gsi.gov.uk or telephone 028 9052 2858.

Yours sincerely,

Robert Kidd

Robert Kidd
Head Organised Crime Branch



World War One Small Grant Fund APPLICATION FORM

**Please fill in
Name of Group:**

THE DEADLINE IS AS FOLLOWS:

Event Date:

1st June 2014 – 31st December 2014

Organisations should submit applications no later than 4 weeks prior to the event/project.

It should be noted that the budget for this funding programme is limited and early applications are advised.

**This application form should be completed in association
with the World War One Small Grant Fund
Policy**

Question 1

Name of your group

If the name on your constitution is different to the name given above, please write it here.

Postal address of where the group meets (include full postal code).

Post Code:

Postal address of where your event or project will be held (*if different from the above*).

Post Code:

Name of main contact in your group (*the person we should communicate with*).

Title First name Surname

Position held in the group

Contact address, including **full** postcode

Post Code:

Is this address (*tick one box only*)

Your group's office ☐ Your home address ☐

Phone: **Daytime**

Mobile

E-mail address

Second contact in your group (*the person we should contact in the absence of the main contact person*).

Title First name Surname

Position held in the group

Contact address, including **full** postcode

Post Code: <input style="width: 150px;" type="text"/>

Is this address (*tick one box only*)

Your group's office ☐ Home address ☐

Phone: **Daytime** **Mobile**

E-mail address

Question 2

When was your group set up?

Month

Year

Question 3

If your group is a branch of a larger organization or a member of an umbrella body please tell us which one(s).

Question 4

How many people are involved in running your group?

Committee members

Volunteers (*unpaid*)

Paid staff: Full time

Paid staff: Part time

Question 5

What are the main activities of your group?

Question 6

Briefly describe the proposed project

Question 7

The key objectives within the World War One Small Grant Fund are:

- A. To commemorate the 100th anniversary of the commencement of World War One
- B. To acknowledge the involvement of over thirty countries and in World War One and the loss of 16 million people
- C. To educate and enhance understanding of the historical facts surrounding World War One
- D. To support events and activities can deepen understanding of the period
- E. To appreciate that different perceptions and interpretations of World War One exist
- F. To build bridges within the community and create a sense of ownership

How does your project proposal meet any or all of the above objectives? Please note, successful applications must meet at least one of the above objectives.

A.	
B.	
C.	
D.	
E.	
F.	

Question 8:

Successful applications must satisfy each of the following guiding principles compiled by the Community Relations Council and the Heritage Lottery Fund. All to be seen in the context of an inclusive and accepting society.

Guiding Principle 1: To start with the historical facts.

Please detail how your event complies with this Guiding Principle.

Guiding Principle 2: To recognise the implications and consequences of what happened.

Please detail how your event complies with this Guiding Principle.

Guiding Principle 3: To understand that different perceptions and interpretations exist.

Please detail how your event complies with this Guiding Principle.

Guiding Principle 4: To show how events and activities can deepen understanding of the period.

Please detail how your event complies with this Guiding Principle.

Question 9:

Please outline the timescales for the proposed project:

Please note projects must be completed by 31st December 2014.

Event date: _____

Event start / finish time: _____

Question 10:

Financial:

Tell us how much money you need for the proposed project and give a breakdown of what the money is for?

Item / Activity	Total Cost	Amount Requested
Totals	£	£

If the total cost is more than you have requested please tell us where the rest of the funding will come from?

Please give details of your organisation's bank account:

Group's Account Name: _____

Bank/Building Society Name:_____

Bank/Building Society Address:_____

Sort Code: _____ Account No:_____

Question 10:

Monitoring:

Please tell us how and where you are going to publicise and advertise the project to create awareness. How will Council funding be acknowledged?

Please outline how the project will be monitored (for example through evaluation forms, comments book or speaking to participants):

Please estimate how many people will benefit from the grant? _____

What are the projected aged groups that will benefit from the project?

Please tick.

All ages	<input type="checkbox"/>	0 – 5	<input type="checkbox"/>	6 – 10	<input type="checkbox"/>	11 – 16	<input type="checkbox"/>
17 – 18	<input type="checkbox"/>	19 – 25	<input type="checkbox"/>	26 – 59	<input type="checkbox"/>	60 +	<input type="checkbox"/>

Has your group completed child protection training? Yes ☐ No ☐
(for projects/events targeting young people under 18)

Where do most of the people live that will benefit from the project?

Council Ward (please name) _____

How would you best describe the people that will benefit from your festival/event?

People living in rural areas	<input type="checkbox"/>	Younger people (up to 18 years)	<input type="checkbox"/>
People living in urban areas	<input type="checkbox"/>	Disabled people	<input type="checkbox"/>
People on low income	<input type="checkbox"/>	Carers	<input type="checkbox"/>
People with dependants	<input type="checkbox"/>	Gay/Lesbian/bisexual	<input type="checkbox"/>
Unemployed people	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
Older people (55 years or over)	<input type="checkbox"/>	Ethnic minorities	<input type="checkbox"/>
Other groups (please give details below)	<input type="checkbox"/>		

To which community do the majority (over 60%) of the people who will benefit from the project belong?

Mainly Protestant	<input type="checkbox"/>	Mainly Catholic	<input type="checkbox"/>
Both Catholic and Protestant (where neither community is more than 60%)	<input type="checkbox"/>	Other (please give details below)	<input type="checkbox"/>

To which gender do the majority (over 60%) of the people who will benefit from the project belong?

Mainly Male	<input type="checkbox"/>	Mainly Female	<input type="checkbox"/>
Both Male and Female (where neither gender is more than 60%)			<input type="checkbox"/>

Promoting Equality and Good Relations Statement

Craigavon Borough Council, in carrying out its functions, has a statutory duty, (in accordance with Section 75 of the Northern Act 1998), to have regard to the need to promote Equality of Opportunity between persons of different;

1. Religious belief
2. Political opinion
3. Racial Group
4. Age
5. Marital status
6. Sexual orientation
7. Gender
8. Disability
9. Dependants

In addition, without prejudice to its obligations above, the Council, in carrying out its functions, shall have regard to the desirability of promoting Good Relations between persons of different religious belief, political opinion or racial group.

We (please insert the name of your organisation) _____

Recognise these obligations and undertake not to act in any way, which would contravene Craigavon Borough Councils Statutory Duty. We confirm our commitment to the principals of affording equality of opportunity in all aspects of our organisation's activities, in particular with regard to access and participation in these events.

Date _____

Authorised signature _____

Position in organisation _____

Signatures (*this must include the signature of the main contact name in Q1*)

We certify that all information given is correct. We agree to abide by the set criteria should this application be successful. We agree to provide event/activity report as required. We agree to publicise support from Craigavon Borough Council as required and to meet with the assigned Officer, if requested, during the project. As event promoter we agree to ensure that the appropriate licenses are in place for venues used, and that any health and safety regulations are adhered to.

Signed: _____ Office Held: _____ Date: _____

Signed: _____ Office Held _____ Date: _____

Checklist

I have enclosed all the essential documents

- ☐ Constitution
- ☐ Copy of most recent annual accounts or an estimate of income and expenditure for the first year
- ☐ Original bank statement.
- ☐ Insurance
- ☐ Accounts of previous event/project (if applicable)
- ☐ Minutes of the last AGM / Inaugural Public Meeting
- ☐ A list of members of the Committee including details of Office Bearers
- ☐ A copy of the programme pertaining to the activity / event being organised
(See Appendix 1 in the Policy Document for template)
- ☐ Child Protection Policy (if appropriate)

Return to:

Development Department
Community Development Section
Craigavon Borough Council
Craigavon Civic & Conference Centre
Lakeview Road
Craigavon
Co Armagh
BT64 1AL



FOR OFFICE USE ONLY

Date application was received: _____ Signed: _____

Further Information Required: Yes/No Date Information Received _____

Grant allocated: Yes/No If yes how much £ _____

Date of Council Meeting: _____

Comments:

Signed: _____

Date: _____



DEVELOPMENT DEPARTMENT

World War One Small Grant Fund

POLICY

April 2014

The 100th Anniversary of the commencement of World War One occurs during 2014. To coincide with the occasion, Craigavon Borough Council has developed a range of programmes including a one off special grant scheme, to assist with the running of events which are organised by community groups in the Craigavon Borough Council area to mark the anniversary.

Applications must meet at least one of the key objectives within the World War One Small Grant Fund are:

- To mark the 100th anniversary of the commencement of World War One
- To acknowledge the involvement of over thirty countries and in World War One and the loss of 16 million people
- To educate and enhance understanding of the historical facts surrounding World War One
- To support events and activities can deepen understanding of the period
- To appreciate that different perceptions and interpretations of World War One exist
- To build bridges within the community and create a sense of ownership

A Commemorative event **must also** satisfy each of the following guiding principles compiled by the Community Relations Council and the Heritage Lottery Fund:

- (a) To start with the historical facts;
 - (b) To recognise the implications and consequences of what happened;
 - (c) To understand that different perceptions and interpretations exist;
 - (d) To show how events and activities can deepen understanding of the period.
- All to be seen in the context of an inclusive and accepting society.

To be eligible events must take place between 1st June 2014 to 31st December 2014.

ELIGIBILITY CRITERIA

Who can apply for funding?

- Bona fide community development groups based within the Craigavon Borough Council area, promoting community based activities and events and can demonstrate an effective way of involving the community specifically in the Craigavon Borough Council area.

Organisational Requirements

- Accountable to local people through its constitution, membership, committee elections, accounting procedures and annual general meetings.
- Open to a full range of local opinion.
- Inclusive and non party political.
- Meeting local needs and responding to demand that is not being met by other groups in the area (duplication of work should be avoided)
- Where groups have been in receipt of grant aid from Craigavon Borough Council previously must be able to demonstrate they have complied with all terms and conditions of their Letter of Offer

What is ineligible?

It is not our policy to support:

- Individuals
- Groups working outside the Borough of Craigavon
- Projects outside Northern Ireland
- Projects where there is a clear responsibility for funding on the part of other statutory bodies.
- Late applications will not be considered
- Groups should not have already obtained funding from Northern Ireland Community Relations Council (NICRC) for their projects and must not subsequently approach NICRC for further support.

Nor do we fund

- On – going running costs.
- Ongoing revenue costs of external organisations.
- Capital expenditure
- Retrospective applications for grant aid.
- Community holidays and festivals
- Uniforms.
- The purchase or erection of bunting.
- Profit taking organisations.
- Repayment of debts.
- Payments to Committee members.
- Events whose primary objective is to raise money for charity.
- The promoter is not entitled to additional “in kind” payment beyond that included in the application form.
- Multiple applications from one organisation, i.e: one application per organisation should be submitted.
- Events which have the actual or perceived potential to disrupt Community Relations.

Examples of activities which may be funded:

- Lectures
- Study visits
- Research or programmes and projects

Making an application

An application form is enclosed, in which the applicant should give an outline of the proposed project. The activity or event will be assessed on the information enclosed in the application. Incomplete information will delay the Council’s consideration of the project, and false or misleading information may result in the withdrawal of any subsequent offer of assistance. Additional information may be requested.

Applicants are advised that Craigavon Borough Council subscribes to the Government Funding Database and that all applications and contact details for groups will be inputted onto the database including unsuccessful and withdrawn applications.

Successful applications will be required to sign a Good Relations Commitment prior to the award of grant.

Deadline

The scheme applies to events taking place **between 1st June 2014 – 31st December 2014**. This scheme is a rolling grants programme. **Every endeavour will be made to assess applications no later than 4 weeks following submission of an application. This will also depend on organisations submitting the relevant information in time.**

It should be noted, there is a limited budget for this programme (£5,000 in total) and Council will base its decision on the budget available at the time of application. **Therefore groups are advised to submit their application as early as possible as applications will be dealt with on a first come first served basis.**

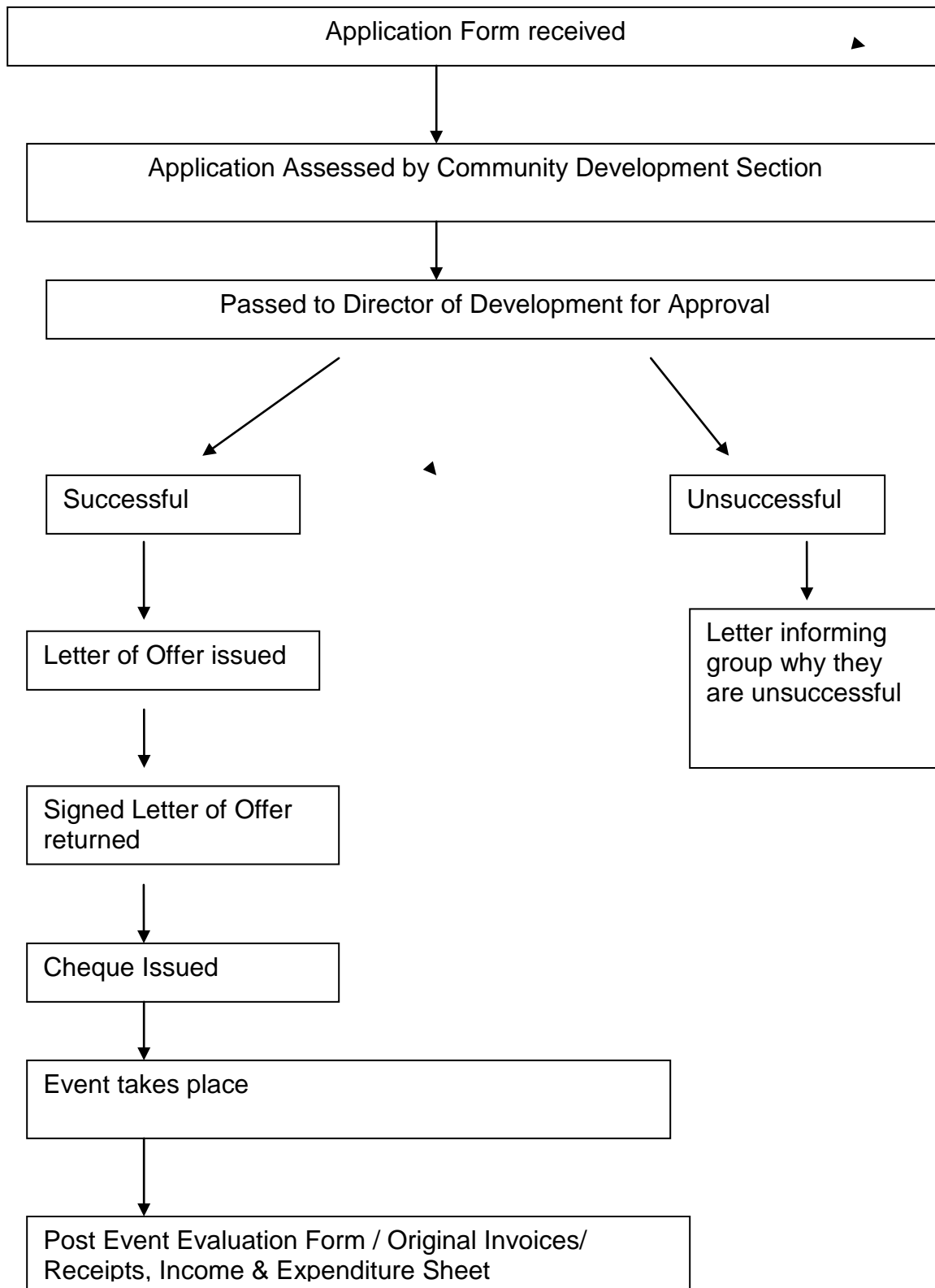
Application Forms

Application forms can be requested directly from the Development Department at the Civic Centre, **Tel: 02838 312420 or can be accessed on line via Craigavon Borough Council's Web Site on www.craigavon.gov.uk**. Development staff will be able to advise groups on completing their applications. Applications cannot proceed without all requested paperwork being received.

Process

All applications will be assessed by Officers and forwarded to the relevant Director for approval. Organisations need to have applications submitted 4 weeks prior to the event.

The Application Process



Please Note: Funding for an event can only be received from one source of grant aid within the Development Department.

Payment Process

The maximum amount which groups may receive is £500.00 depending on all information being submitted.

All groups will be informed in writing of the outcome of their application. If successful, the grant aid will be made payable (by cheque) to the applicant organisation.

Any unclaimed grants / under –spend will be returned to the Community Development Unit of Craigavon Borough Council. All receipts and invoices to be submitted along with an evaluation form when project is completed.

Conditions of Grant Aid

The provision of grant-aid will be conditional on the Group entering into a funding contract with Craigavon Borough Council. This will involve joint monitoring of the project's development in relation to the grant aid. Grant-aid must be spent for the purpose that it was originally applied for and allocated. Documentation will be required in order to prove adherence to and compliance with these requirements.

Any amendments to a project must be agreed by Craigavon Borough Council.

Information Required

The following documentation will be required as part of the grant aid application:

1. Constitution
2. Copy of most recent annual accounts or an estimate of income and expenditure for the first year
3. Original bank statement.
4. Copy of Public Liability Certificate
5. Minutes of the last AGM / Inaugural Public Meeting
6. A list of members of the Committee including details of Office Bearers
7. Child Protection Policy (if appropriate)

Monitoring Procedures

- The Monitoring Procedures are designed to enable Council to ensure that grants are used for the purposes stated by the applicant.

- Actual expenditure must be supported by original receipts, bank statements or other independently supporting documents as appropriate. These documents should also show VAT paid, where applicable.
- All supporting documents must be:
 1. Originals (copies will not be accepted)
 2. Relevant to the expenditure within the eligible project and period
 3. For eligible expenditure as specified in the **Letter of Offer**
- Invoices should be endorsed with the relevant cheque number.
- The grant award shall be used for projects up to end of 31st December 2014 and all the necessary paperwork returns submitted by 31st January 2015
- Any amendments to a project must have prior agreement in writing by Craigavon Borough Council.
- At the end of the period, the Group must provide Council with the statement of income and expenditure, evaluation report and original invoices as a verifying mechanism for the expenditure. Failure to do so will disqualify the group from further funding.
- Council Officers may conduct monitoring visits and request to see documents relating to the project. Officers may visit an event/workshop connected with the funded project, or an update meeting with representatives of your group.
- Receipt of further financial assistance from Council is conditional upon cooperation in and finalisation of all monitoring and evaluation requirements.
- If a group is registered for VAT, grant payment will be net of VAT.
- Craigavon Borough Council has the right to refuse funding requests from groups that fail to comply with any or all of the conditions in the Policy guidelines.
- Grant recipients should also acknowledge Craigavon Borough Council financial support in relation to the funded project through use of the appropriate logos and text.

Environmental Impact

In accepting the offer the applicant undertakes to address all aspects of the project which have an impact on the environment and to use its best endeavours to adopt and implement an appropriate environmental policy.

If you require any assistance with completing the application form do not hesitate to contact:

Officer Name: Jennie Dunlop Good Relations Officer	E-mail: jennie.dunlop @craigavon.gov.uk	Telephone: 028 38312490
--	--	----------------------------

TEMPLATE

World War One Small Grant Fund

Programme Plan

Name of Event: _____

Date: _____ **Time:** _____

Location: _____

Goals of the Event (What do you hope to accomplish?)

1.
2.
3.

Objectives of the event (How do you intend to accomplish your goals?)

1.
2.
3.
4.

Publicity How will you publicise the event and encourage good attendance?

--

Programme (What will happen at the event?)

--

PRIDE OF CRAIGAVON AWARDS CATEGORIES

Community Award (Large /Group Network)

Groups nominated in this category should be providing a wide range of Community Development opportunities, supporting community development training or engaged in the active recruitment of volunteers. Groups in this category should cover large geographical areas within the Craigavon Borough Council area.

Community Award (Small Group)

Groups nominated under this category are set up and organised by volunteers and their work concentrated on a small geographical areas. Groups in this category would use a community development approach to solving local issues based on local needs within the Craigavon Borough Council area.

Community New comer Award

Groups nominated under this category must be established less than 3 years. They should be involved in community development activity, based of any size and operate in the Craigavon Borough Council area.

Age Sector Community Award

Groups nominated under this category should be providing support to people in later years and operating in Craigavon Borough Council.

Community Event Award

Groups nominated under this category should demonstrate the value of organising a community festival/event in Craigavon area and the impact it has at a local level.

Creative Community Initiative Award

Groups nominated under this category should demonstrate an outstanding community project which could be use of a community space, specific issue, creative use of resources etc.

Contribution to Good Relations Award

Groups nominated under this category should demonstrate a high understanding of Good Relations issues and have under taken a good relations project.

Contribution to Community Safety Awards

Groups nominated under this category should demonstrate a high understanding of Community Safety issues and have under taken a Community Safety project.

Contribution to Environmental Improvements in the Neighbourhood

Groups nominated under this category should demonstrate how they have taken forward an environmental project and the benefits that this has brought to their area.



Department for
**Regional
Development**
www.drdni.gov.uk

Councillor Carla Lockhart
Craigavon Borough Council
Craigavon Civic & Conference Centre
Lakeview Road
CRAIGAVON
Co Armagh
BT64 1AL

Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB

Tel: 028 9054 0105
Fax: 028 9054 0028
Email: private.office@drdni.gov.uk

Your Ref: TCM/23
Our Ref: DRD/INV/88/2014
Date: 24 February 2014

Dear Councillor Lockhart

Thank you for your letter of 20 February 2014 to Danny Kennedy MLA regarding an invitation to meet regarding 'Off Street' Car Parking in Lurgan and Portadown Town Centres.

Your request is being considered and a reply will issue shortly.

Yours sincerely

Debbie Williamson
Assistant Diary Secretary to Minister Kennedy MLA

Craigavon B.C

Cycle 201316

Design Photograph

[Return to Agenda](#)



Design Photograph

Return to Agenda









Appendix 11B

Photo's from Discover Craigavon this Summer 2013 – Pop Up Events



Conor Scott from the BBC's 'The Voice' performing on Lurgan Plaza



FADD (Fiona's Academy of Dance & Drama) performing on Portadown Plaza

Discover Craigavon this Summer – PR coverage in Local Press

Portadown Time – 5th July 2013

"The Voice" star in Portadown



Talented musician Conor Scott, who recently appeared on 'The Voice'.

Conor Scott, who appeared on BBC's The Voice, will be performing live in Portadown on August 17 as part of Craigavon Borough Council's "Discover Craigavon...this summer" campaign.

The talented musician will be playing live in the town centre between 12 noon and 2pm after Craigavon Borough Council teamed up with media partner Cool FM to organise a series of exciting summer promotions and events in Portadown town centre throughout July and August.

The "Discover Craigavon...this summer" campaign will combine a mix of innovative marketing activity, pop-up events and delightful vouchers from local eateries and tourism attractions to bring some cheer to the summer holidays.

Cool FM Street Teams will be in Lurgan and Portadown town centres and at Oxford Island Nature Reserve between 10am and 12noon each Saturday from July 20 to August 24, giving out promotional materials and vouchers for a wide range of tourism attractions, town centre eateries, the borough's leisure facilities as well as the Loughside Cafe at Lough Neagh Discovery Centre.

There will also be pop-up entertainment dotted around Portadown town centre

each Saturday from 12 noon - 2.00pm including street dancing from the Pamela Cassells and Fiona Bawn Schools of Dance, magic from the very talented Colm Fitzpatrick, live music from local musicians, giant versions of family favourite board games, balloon modelling, facepainting and kiddie crafts to keep the little ones amused.

Lots of local Portadown eateries have come on board to support the campaign includ-

ing Cafe One Eighty, Chimes, Little Vibe, Dolce & Gelato and The Street - so for your chance to pick up a FREE treat from coffee to gelato ice cream, sandwiches to hand crafted pastries, visit Portadown town centre this summer and look out for the Cool FM Street Teams.

For further information log on to: www.discover-craigavon.com or Facebook page: www.facebook.com/discovercraigavon



Jenny Curran enjoying some tasty treats at Letham Coffee Shop in Lurgan.



Jenny Curran checking out the new-born Pygmy Goats at Tarnaghmore Animal Farm.

Traditional

Wee Barney's Cafe

4 Bridge Street, Portadown Tel: 028 3833 7929

TAKE AWAY ORDERS WELCOME

FRESHLY GROUND COFFEE

FREE WI-FI

FRESHLY BATTERED FISH

CHIPS MADE FRESH EVERYDAY

MINI FRY
with free tea and coffee

ULSTER FRY
with free tea and coffee

CLOSED FROM THURSDAY 11TH JULY AT 4PM
REOPENING MONDAY 22ND JULY AT 8.30AM



Ashgrove Furnishings

www.ashgrovefurnishings.com

Appendix 12

All Development (YTD = Year to Date LTS = Long Term Sick)												
	2010/11	YTD	LTS	2011/12	YTD	LTS	2012/13	YTD	LTS	2013/14	YTD	LTS
			81.7									
April	6.44	6.44		5.97	5.97	96.9	1.44	1.44	41.7	2.27	2.27	60.5
May	6.54	6.49	53.4	4.56	5.26	72.3	4.41	2.92	0.00	5.17	3.72	23.1
June	4.45	5.81	91.6	4.61	5.04	81.3	3.93	3.26	84.8	4.77	4.04	80.6
July	5.43	5.72	78.4	1.90	4.26	73.1	2.45	3.06	74.4	7.18	4.84	64.0
August	4.4	5.45	89.9	1.19	3.65	0.00	2.37	2.92	45.5	9.38	5.75	81.66
Sept	2.57	4.97	63.4	2.18	3.40	62.9	3.70	3.05	66.1	5.99	5.79	76.4
Oct	2.78	4.65	48.8	0.99	3.06	33.3	3.12	3.06	17.2	4.30	5.58	78.4
Nov	6.54	4.90	20.2	2.63	3.00	0.00	5.39	3.35	43.3	6.36	5.67	52.5
Dec	6.42	5.06	79.5	0.57	2.73	0.00	7.45	3.81	65.6	6.15	5.73	72.4
Jan	4.94	5.05	65	1.14	2.57	0.00	7.24	4.15	50	4.81	5.63	73.7
Feb	7.80	5.30	77.3	3.03	2.61	0.00	4.89	4.22	70.4	4.30	5.51	54.5
March	8.94	5.60	84.9	2.51	2.61	65.9	7.30	4.47	75.7			

Development Absence period 1 st April 2013 to 28 February 2014	
Division	% loss rate
Administration	3.27
Community Development	7.89
Development	5.15
PCSP	0.09
Economic Development	0.73

**Development Absence
Year to Date (YTD%) & Long Term Sick (LTS%)**

Administration			Community Development				Development		
	2013/14	YTD	LTS	2013/14	YTD	LTS	2013/14	YTD	LTS
April	0	0.00	0	4.04	4.04	60.5	0	0	0
May	6.80	3.40	0	6.28	5.16	33.87	11.66	5.83	0
June	1.43	2.74	0	6.17	5.59	86.21	12.82	8.16	100
July	0	2.05	0	10.32	6.70	58.65	14.29	9.69	100
August	0	1.65	0	14.58	8.28	80.67	12.93	10.34	89.47
Sept	0	1.37	0	10.18	8.59	79.25	0	8.62	0
Oct	3.62	1.69	0	6.22	8.25	94.52	0	7.38	0
Nov	0	1.48	0	9.07	8.35	56.76	0	6.46	0
Dec	5.26	1.90	0	8.98	8.42	58.76	0	5.74	0
Jan	10.60	2.77	0	5.97	8.18	92.11	0	5.17	0
Feb	8.33	3.27	70	5.05	7.89	60.34	5.00	5.15	0.00
March									
PCSP			Economic Development				Council Total		
	2013/14	YTD	LTS	2013/14	YTD	LTS	2013/14	YTD	LTS
April	0	0	0	0	0	0	5.79	5.79	76.4
May	0	0	0	0	0	0	7.17	6.48	72.6
June	0	0	0	0	0	0	7.30	6.75	80.9
July	0	0	0	0.71	0.17	0	8.16	7.10	83.6
August	0	0	0	0	0.14	0	7.71	7.22	76.1
Sept	0	0	0	0.95	0.27	0	6.74	7.14	73.7
Oct	0	0	0	2.17	0.54	0	5.15	6.86	72.1
Nov	1	0.12	0	2.14	0.74	0	5.55	6.69	66.4
Dec	0	0.11	0	0	0.66	0	5.29	6.54	71.4
Jan	0	0.1	0	1.13	0.71	0	5.35	6.42	64.9
Feb	0	0.09	0	1.00	0.73	0	4.74	6.29	54.8
March									

Development Average Days Lost per employee for the Period 1 st April 2013 to 28th February 2014 YTD	
Division	% loss rate
April	0.4
May	1.5
June	2.4
July	3.9
August	5.7
September	7.1
October	8.0
November	9.2
December	9.2
January	10.2
February	11.1
March	

Days Lost Per Department by Month 2013/14

Directorate	Admin (6)	Community Development (54)	Development (5)	PCSP (4)	Economic Development (20)	Land & Property (1)	Total (90)
April	0	38	0	0	0	0	38
May	10	62	16	0	0	0	88
June	0	58	20	0	1	0	79
July	0	85	21	0	3	0	109
August	0	129	17	0	0	0	146
September	0	94	0	0	4	0	98
October	5	50	0	0	10	0	65
November	0	90	0	1	8	0	98
December	6	97	0	0	0	2	105
January	14	76	0	0	5	0	95
February	10	58	5	0	4	0	77
March							

Reasons for Absence

Table 4 below shows the reasons given for absence year to date 2013/14. The category of Stress, Depression and Mental Health accounts for the highest at over 26 %.

Table 4 Reasons for absence YTD at 28th February 2014		
Absence Category	Days Lost	% of Total
Heart, Circulatory & BP	0	0.00
Chest & Respiratory	54	5.41
Back & Neck	69	6.91
Stomach , liver, kidney	54	5.41
Musculo-Skeletal	211	21.14
Pregnancy Related	46	4.61
Genito, Urinary, Gynae	0	0.00
Infections	14	1.40
Stress, Depression, Mental Health	261	26.15
Eye, Ear & Nose	149	14.93
Other	136	13.63
Neurological	4	0.40

COMPARATIVE STATEMENT REPORT

Appendix 13A

APRIL 2013 TO FEBRUARY 2014

DEVELOPMENT DEPARTMENT

Expenditure Heading	Annual Budget £000's	Budget YTD £000's	Actual Spend YTD £000's	Total Variance Overbudget/ (Underbudget) £000's
Employee Costs	2,305	2,113	2,178	65
Premises Costs	299	275	270	(5)
Transport Costs	29	26	40	13
Supplies & Services	1,262	1,175	1,350	175
Support Costs	86	79	79	0
TOTAL EXPENDITURE	3,981	3,669	3,917	248
Income	(1,132)	(1,043)	(1,269)	(227)
NET EXPENDITURE	2,848	2,626	2,648	21

NOTE: Budget figures above do not include loan charges of £621K. Total 2013/14 budget £3,469K

Summary of Variations – Development Department 2013-2014
April 2013 to February 2014

Heading	Amount Over/ (Under) budget £000's	Explanation/Comment
<u>Employee Costs</u>	65	The majority of this expenditure represents Council's contribution towards PCSP. There has also been additional staffing costs, some of which is covered by increased income in the community centres.
<u>Premises Costs</u>	(5)	Maintenance agreements and electricity costs are currently under budget. These budgets have been reduced accordingly for the 2014/15 budgets through the estimates process.
<u>Transport costs</u>	13	There have been travel expenses for economic development programmes and attending various conferences, some of which has been funded.
<u>Supplies & Services</u>	175	There has been expenditure on grant related projects such as PCSP and SOAR that is also shown in the income figures. An additional £31k has been paid to advice centre grants from additional in year funding received from DSD.
<u>Support Costs</u>	0	
<u>Income</u>	(227)	Additional income has been received on grant related projects such as PCSP and SOAR, while the community centre income is over achieved to date. Also income has been received from DSD to fund additional expenditure to advice centres as shown above.
<u>Total</u>	21	

		11 months to February 2014				11 months to February 2014			
						TOTAL EMPLOYEE BUDGET			
DEPARTMENT		Overtime	Agency	Casuals	TOTAL	Annual Budget	YTD Budget	YTD Spend	Variance
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
DEVELOPMENT DEPARTMENT	- Overtime	37							
	- Agency		67						
	- Casuals			46					
TOTAL					150	2,305	2,113	2,178	65

11 MONTH SPEND ON OVERTIME , AGENCY & CASUALS BY DEPARTMENT

APPENDIX 14(b)

			11 months to February 2013					11 months to February 2014					Variance					
DEPARTMENT			Overtime	Agency	Casuals		TOTAL	Overtime	Agency	Casuals		TOTAL	Overtime	Agency	Casuals		TOTAL	
			£ 000's	£ 000's	£ 000's		£ 000's	£ 000's	£ 000's		£ 000's	£ 000's	£ 000's		£ 000's			
Development Department	Playschemes	- Overtime											0					
		- Agency						2						2				
		- Casuals			3					6					3			
		TOTAL					3					8					5	
	Development Admin	- Overtime											0					
		- Agency		3					9					6		0		
		- Casuals																
		TOTAL					3					9					6	
Community Development	- Overtime	1					1					0						
	- Agency							14					14		0			
	- Casuals																	
	TOTAL					1					15					14		
Economic Development	- Overtime							1					1					
	- Agency		35					26					(9)		0			
	- Casuals																	
	TOTAL					35					27					(8)		
Lurgan Town Hall	- Overtime	13					13					0						
	- Agency												0					
	- Casuals			2					3						1			
	TOTAL					15					16					1		
Portadown Town Hall	- Overtime	14					16					2						
	- Agency												0					
	- Casuals			2					6						4			
	TOTAL					16					22					6		
Community Centres	- Overtime	9					5					(4)						
	- Agency		10					16					6					
	- Casuals			28					31						3			
	TOTAL					47					52					5		
Capital Projects	- Overtime							1					1					
	- Agency												0					
	- Casuals														0			
	TOTAL					0					1					1		
DEPARTMENTAL TOTAL			37	48	35			37	67	46			0	19	11			
OVERALL TOTAL																	30	

OVERTIME HOURS & COST BY SECTION

APPENDIX 14(c)

11 months to February 2013

11 months to February 2014

Variance

DEPARTMENT	SECTION	Overtime		Overtime		Overtime	
		£	Hours	£	Hours	£	Hours
Development	Community Development	1,043	57	536	29	(507)	(27)
	Economic Development	-	-	1,261	73	1,261	73
	Lurgan Town Hall	13,492	870	12,746	788	(746)	(83)
	Portadown Town Hall	13,958	840	16,743	1,019	2,785	179
	Community Centres	8,534	532	5,221	316	(3,313)	(215)
	Capital Projects	-	-	549	30	549	30
DEPARTMENTAL TOTAL		37,027	2,298	37,055	2,254	28	(44)

DEPARTMENT: DEVELOPMENT

Departmental Employee Budget:

At the end of February 2014 the Development Department was £65k over its Employee Costs budget. This was after having incurred expenditure of £150k in respect of Overtime, Agency and Casual staff.

Overtime Costs:

Overtime costs within Development department are £37k for the eleven months of the financial year to the end of February 2014.

The following points should be noted:

- Overtime is used to ensure a quality service delivery within Community Centres and Town Halls. Costs correlate to evening and weekend bookings and are offset by associated income.
- Managers continue to engage with HR to explore ways to reduce overtime costs.
- Overtime payments have also been made to centre managers, office & project staff who opt for payment rather than time off in lieu for additional hours worked.

Agency Fees:

At the end of February 2014, Agency Costs for the Development Department are £67k.

The following points should be noted:

- Economic Development has had agency staff in a Project Support Officer role for some time. The post is required to assist delivery of externally funded projects and a range of events across the Borough, a business case for this position has resulted in the post being incorporated onto the staff structure and recruitment of the post has been completed.
- Currently, an additional support worker is temporarily in place to support Economic Development services. This position will be monitored by the Department.
- Community Resources are currently using agency staff to fill a vacant receptionist position in the Community Hub. A review on staffing structure is now being carried out in relation to the post. Recruitment is delayed pending the outcome.

Casual staff Costs:

For the eleven months to the end of February 2014, Casual Staff Costs in Development are £46k.

The following points should be noted:

- Community Resources require casual staff to maintain service delivery in the Community Centres. Costs correlates to bookings and is offset by income generated at the centres.
- There has been an increase in the number of casual staff used and again this will relate to additional income particularly at the Hub.

27 March 2014

Louise Cushnahan
Craigavon Borough Council
Civic Centre
Lakeview Road
CRAIGAVON
Co Armagh
BT64 1AL

Northern Ireland
Food & Drink
Association Ltd.
Belfast Mills
71-75 Percy Street
Belfast BT13 2HW

Telephone
028 9024 1010

Fax
028 9024 0500

E-mail
info@nifda.co.uk

Web
www.nifda.co.uk

Dear Louise,

Re NIFDA Board Meeting and AGM - 27 March 2014

On behalf of the Chairman and Board of Directors of the Northern Ireland Food and Drink Association I would like to personally thank you, Cllr Lockhart and Nicola Wilson, for your kind welcome and hospitality. This was appreciated by the NIFDA Board.

We would also like to extend a thank you to you for arranging the catering for both the NIFDA Board Meeting and AGM. I really appreciate your early morning start.

We look forward to a long and productive working relationship with Craigavon Borough Council

Yours sincerely,



MB
Michael Bell
Executive Director

Explore a Unique Heritage

Lurgan • Central Craigavon • Portadown



www.discovercraigavon.com



Discover new Adventures!

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Lurgan • Central Craigavon • Portadown



www.discovercraigavon.com

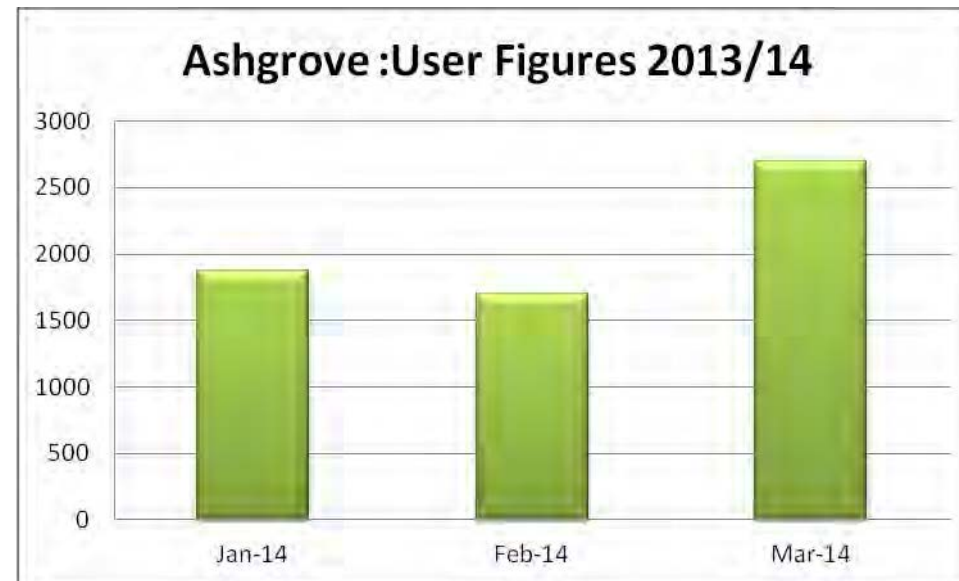


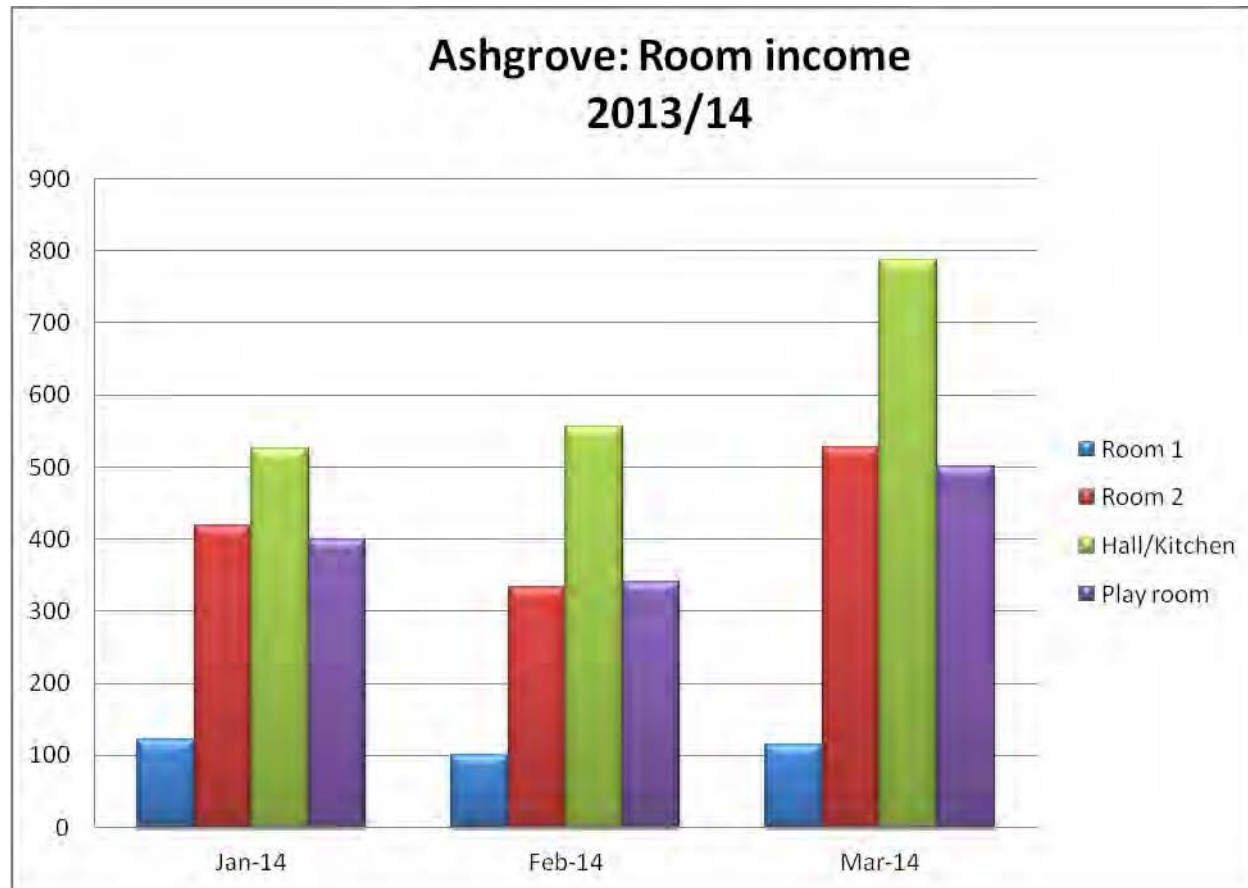


Ashgrove CC

Usage figures are given in the table below;

	Monthly
Jan-14	1879
Feb-14	1701
Mar-14	2699

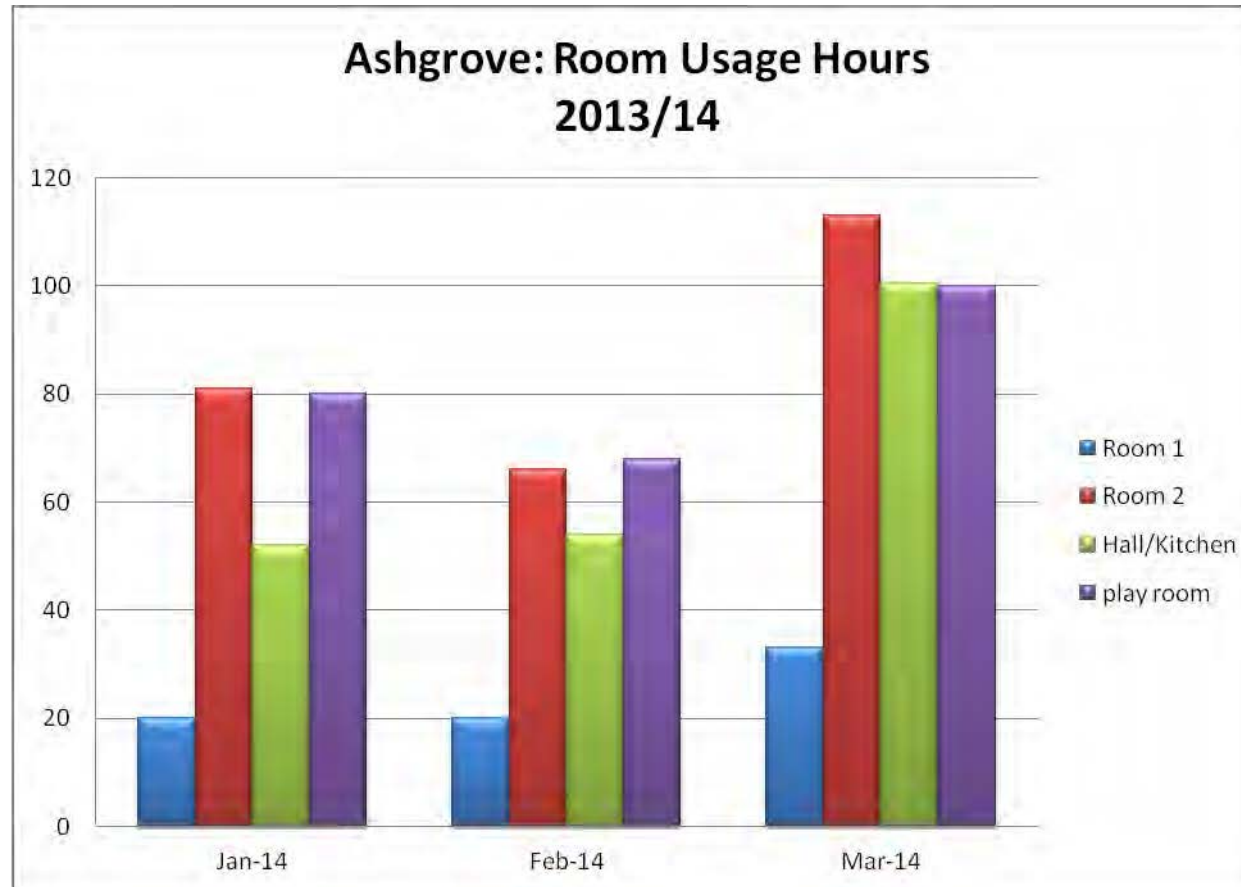


Income by Room

Income by Room

Rooms	Jan-14	Feb-14	Mar-14
Room 1	122	100	115
Room 2	419	334	528
Hall/Kitchen	525.44	555.44	787.66
Play room	400	340	500
total	£1,466.44	£1,329.44	£1,930.66

Room Usage Figures (hours)



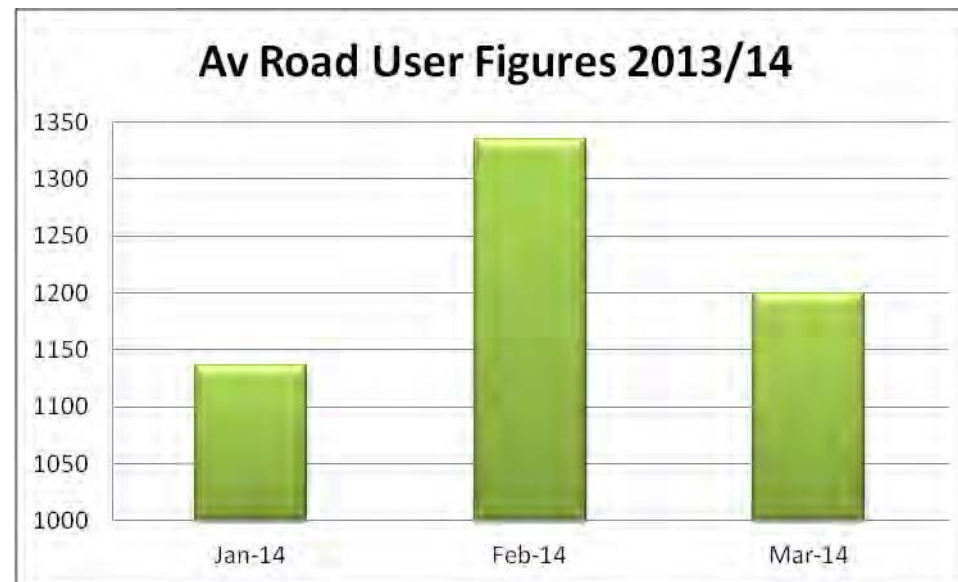
Room Usage Figures (hours)

Rooms	Jan-14	Feb-14	Mar-14
Room 1	20	20	33
Room 2	81	66	113
Hall/Kitchen	52	54	100.5
play room	80	68	100
Total	233	208	346.5

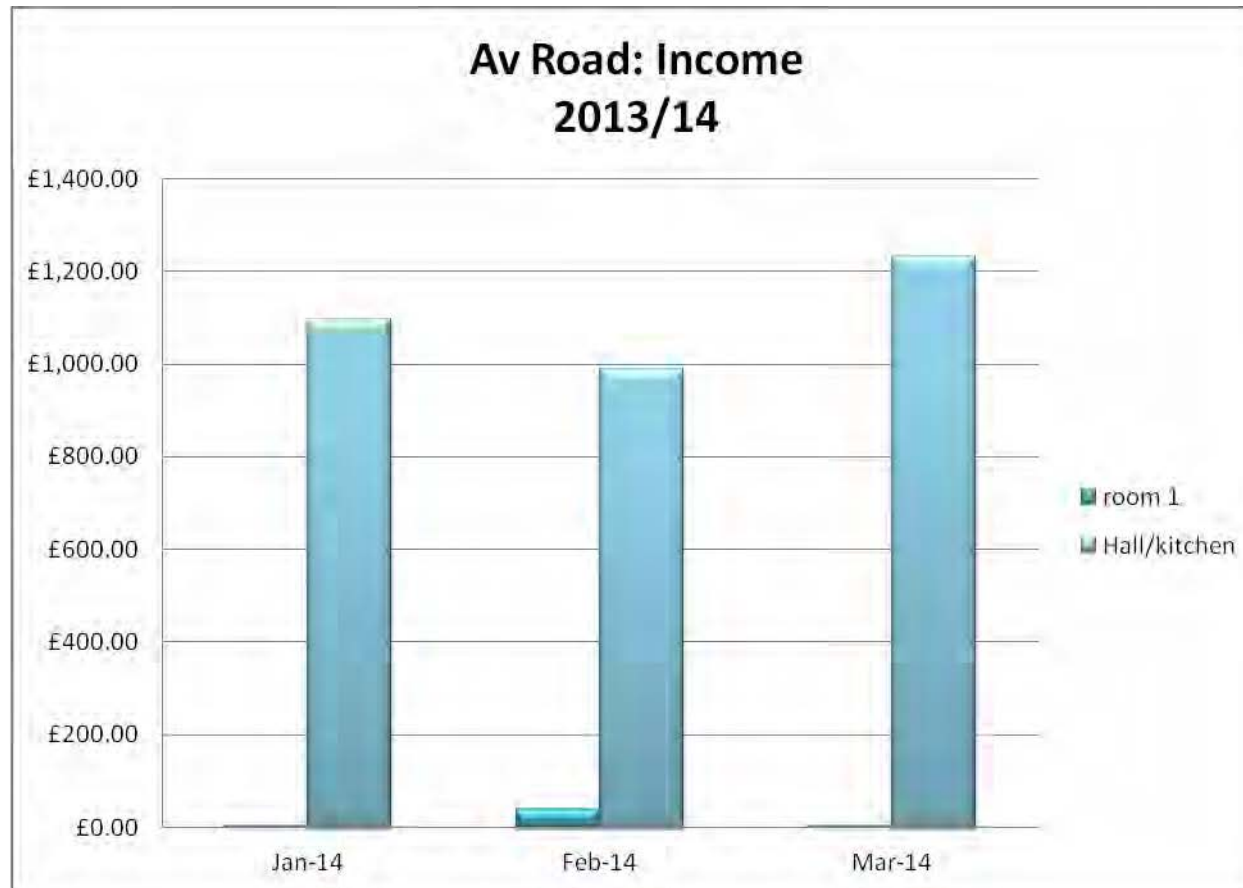
Avenue Road CC

Usage figures are given in the table below;

	Monthly
Jan-14	1136
Feb-14	1335
Mar-14	1199



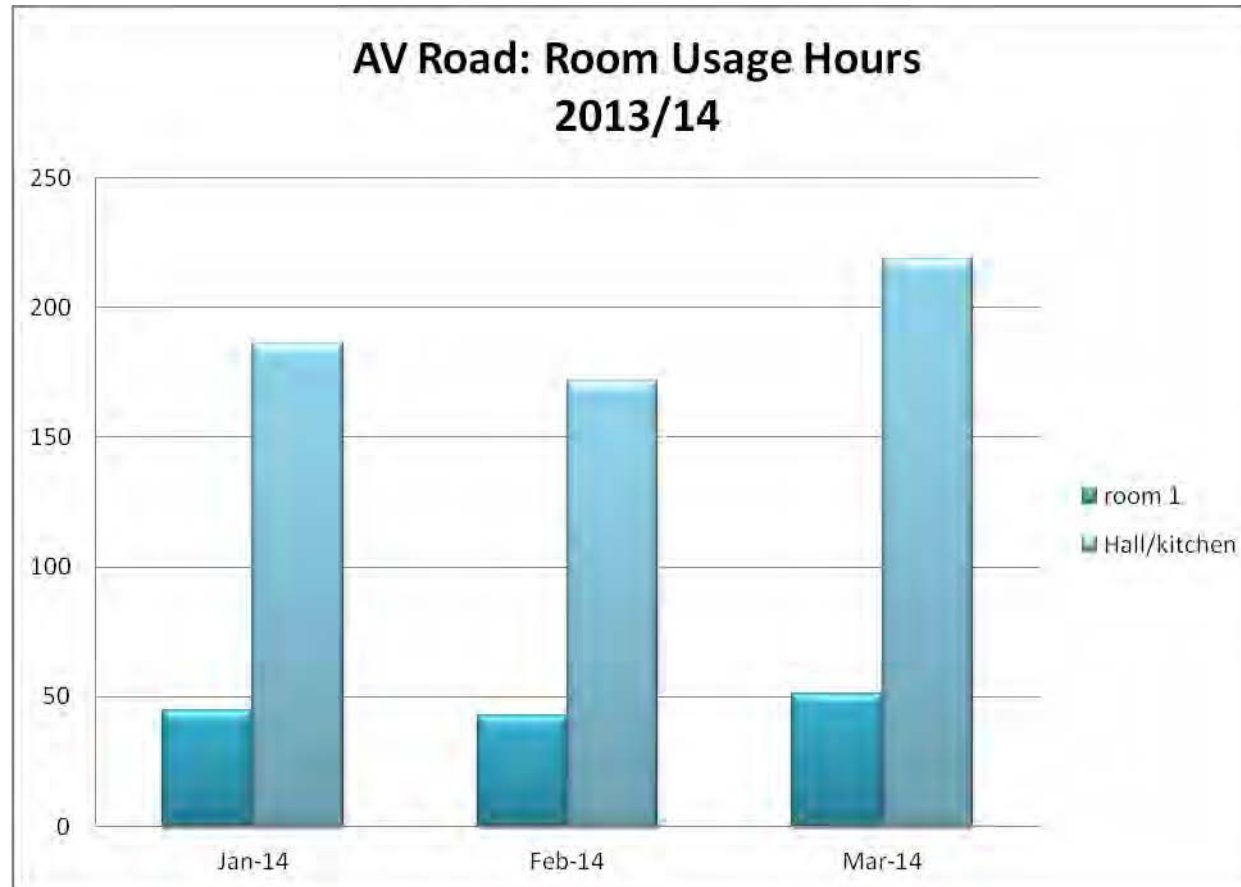
Income by Room



Income by Room

Rooms	Jan-14	Feb-14	Mar-14
room 1	£5.00	£40.00	£5.00
Hall/kitchen	£1,098.00	£989.50	£1,233.75
total	£1,103.00	£1,029.50	£1,238.75

Room Usage Figures (hours)



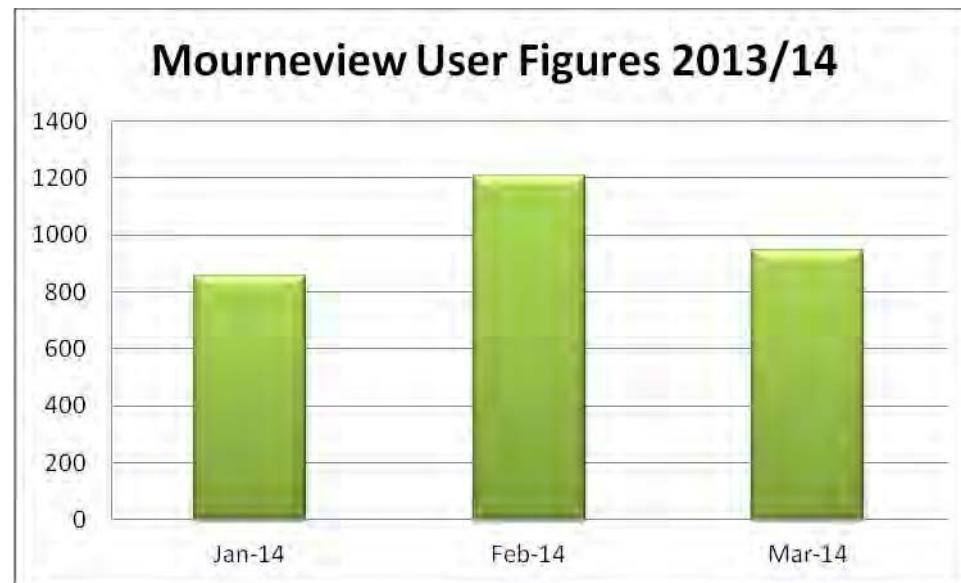
Room Usage Figures (hours)

Rooms	Jan-14	Feb-14	Mar-14
room 1	44.5	43	51
Hall/kitchen	186	171.5	218.75

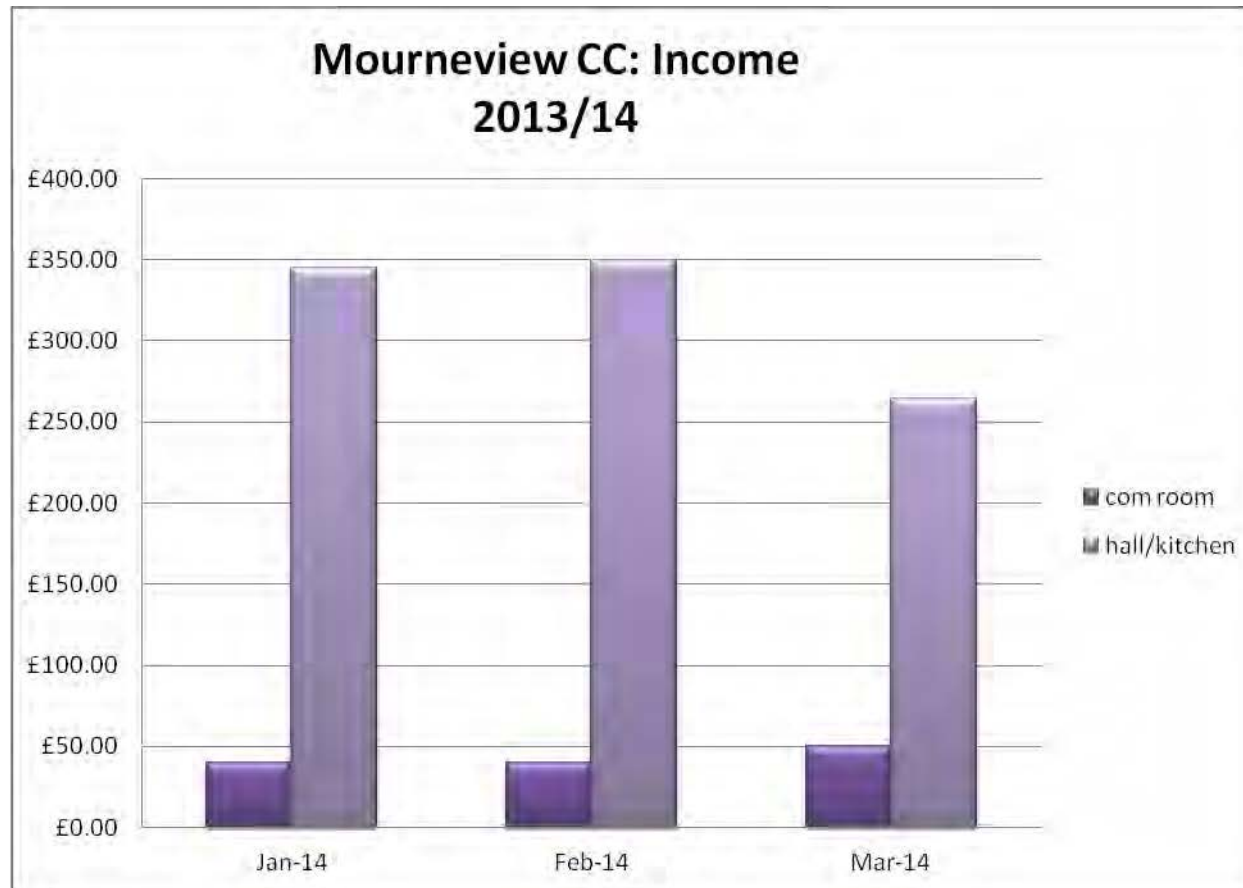
Mourneview CC

Usage figures are given in the table below;

	Monthly
Jan-14	856
Feb-14	1207
Mar-14	945



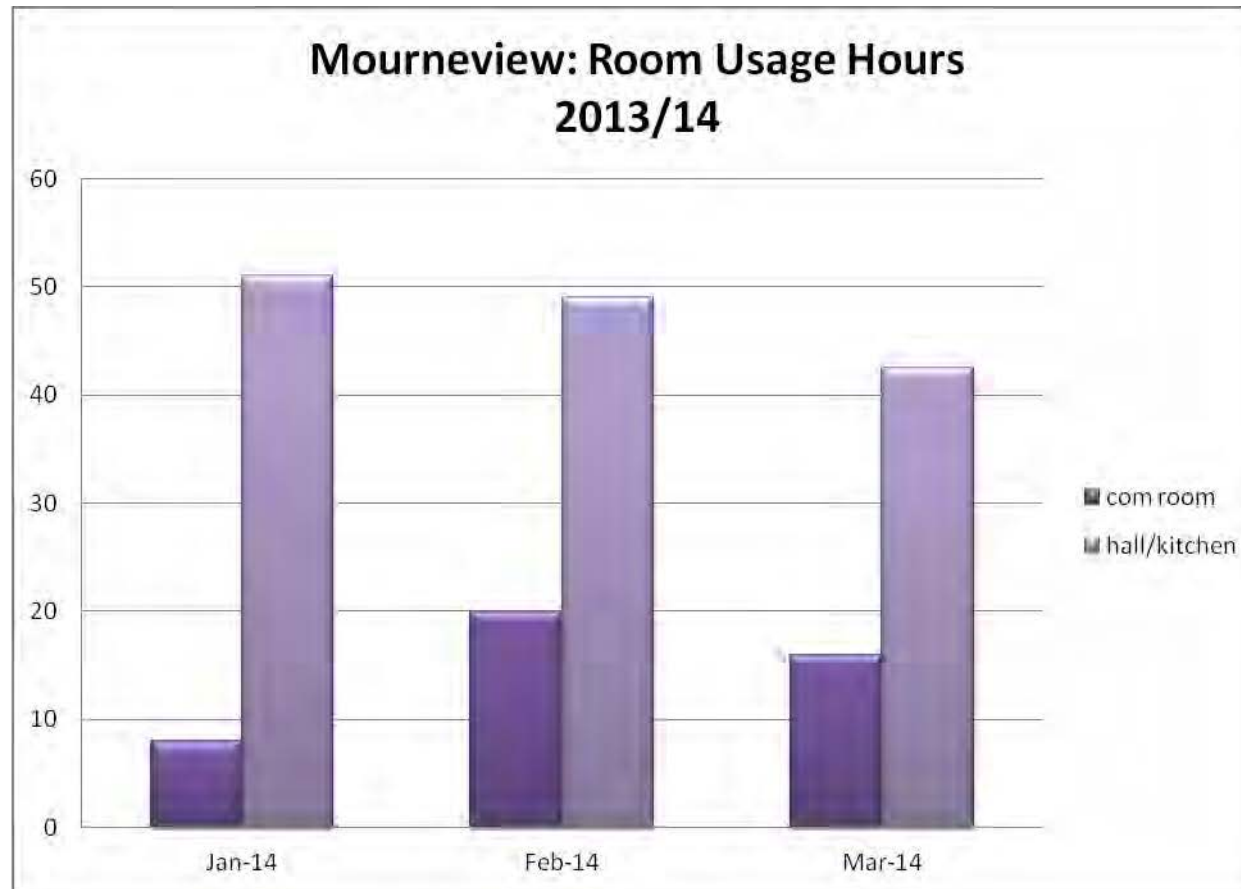
Income by Room



Income by Room

Rooms	Jan-14	Feb-14	Mar-14
com room	£40.00	£40.00	£50.00
hall/kitchen	£345.08	£349.72	£264.50
Total	£385.08	£389.72	£314.50

Room Usage Figures (hours)



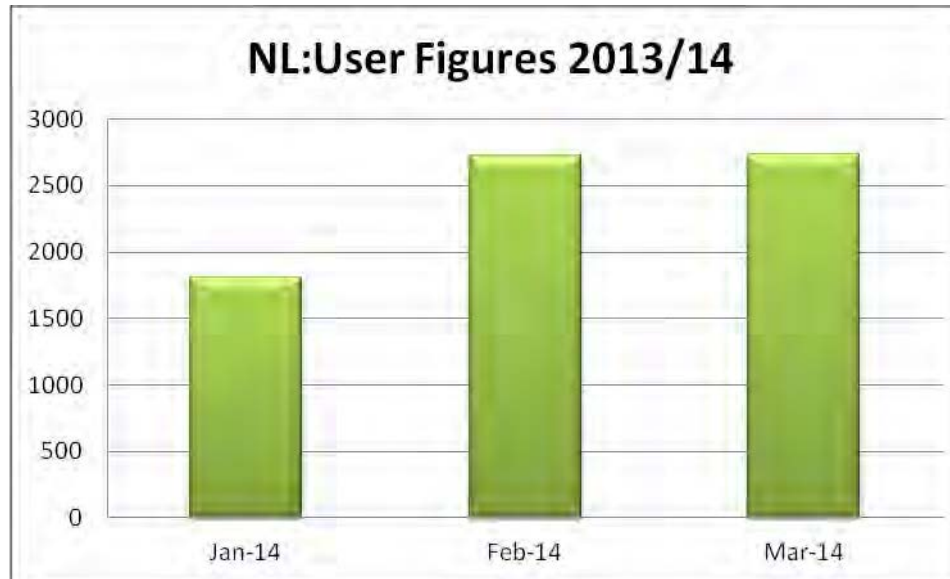
Room Usage Figures (hours)

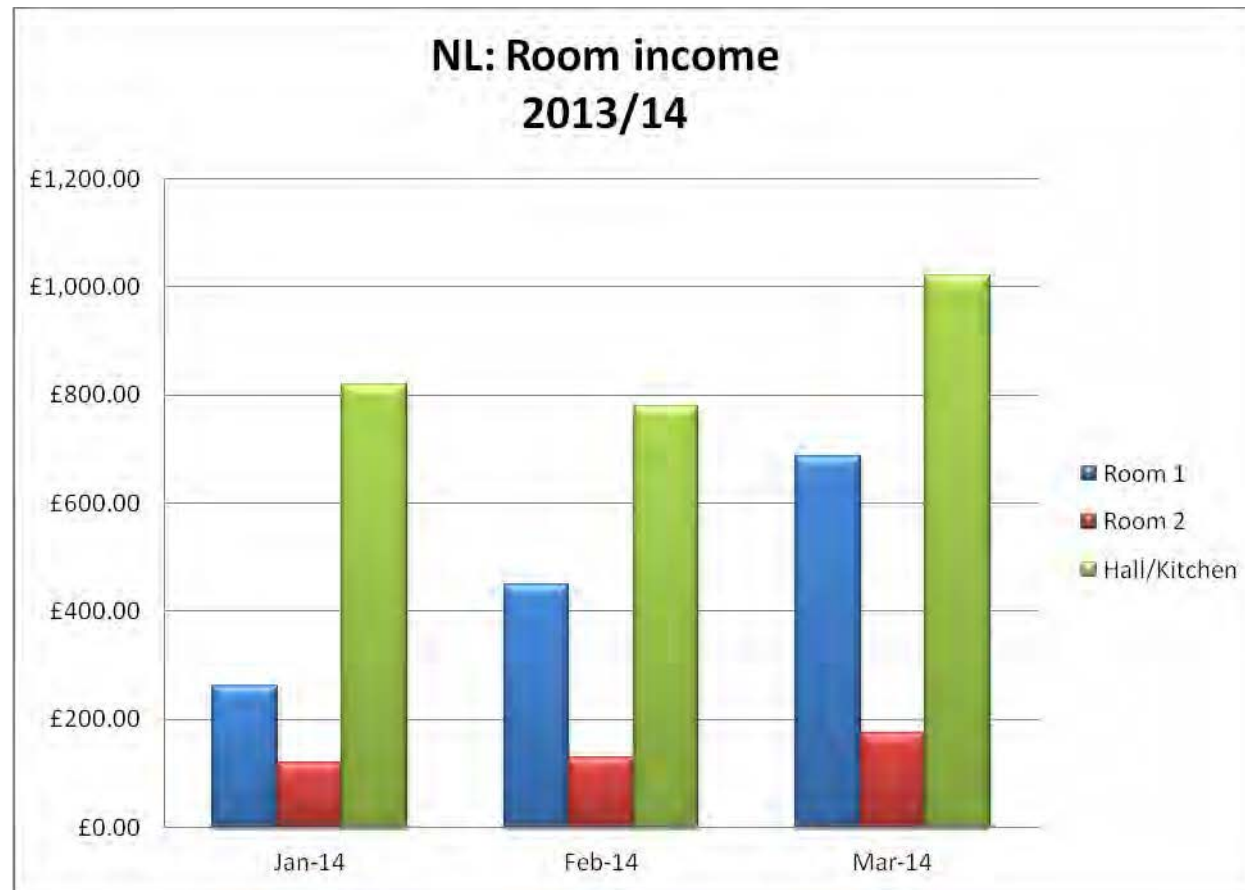
Rooms	Jan-14	Feb-14	Mar-14
com room	8	20	16
hall/kitchen	51	49	42.5

North Lurgan CC

Usage figures are given in the table below;

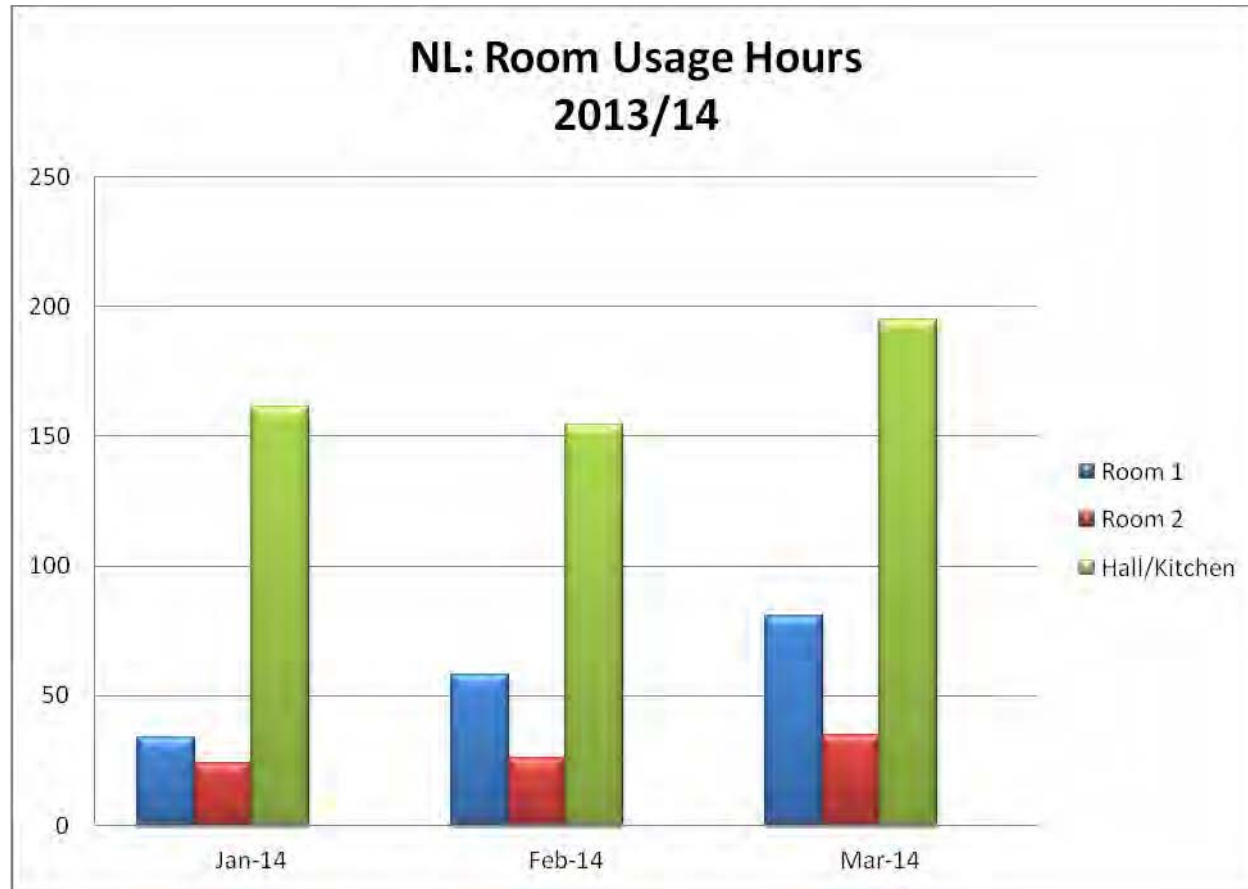
	Monthly	Daily
Jan-14	1810	58
Feb-14	2730	97
Mar-14	2740	88





Income by Room

Rooms	Jan-14	Feb-14	Mar-14
Room 1	£262.50	£450.00	£686.25
Room 2	£120.00	£130.00	£175.00
Hall/Kitchen	£818.25	£778.50	£1,020.00
total	£1,200.75	£1,358.50	£1,881.25



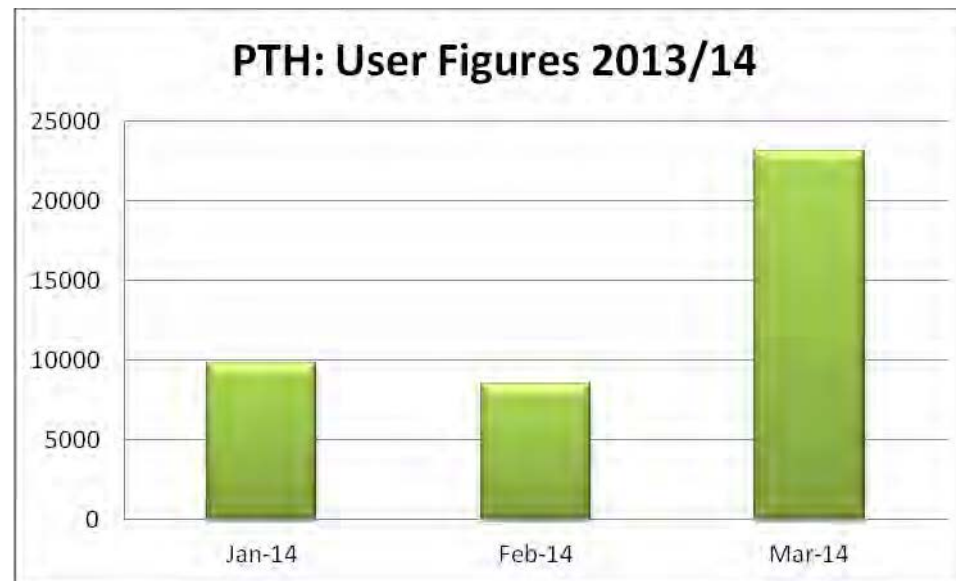
Room Usage Figures (hours)

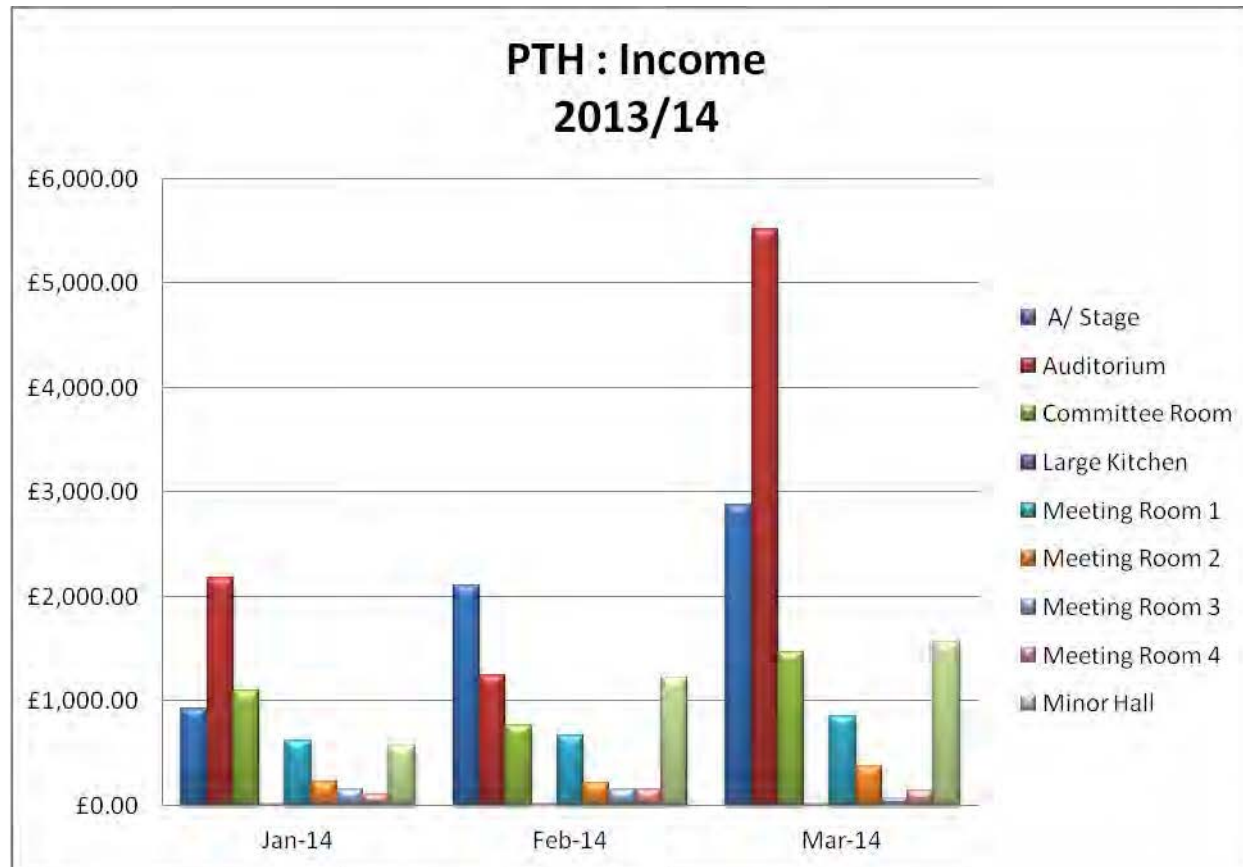
Rooms	Jan-14	Feb-14	Mar-14
Room 1	34	58	81
Room 2	24	26	35
Hall/Kitchen	161.25	154.5	195
Total	219.25	238.5	311

Portadown Town Hall

Usage figures are given in the table below;

	Monthly
Jan-14	9810
Feb-14	8553
Mar-14	23120

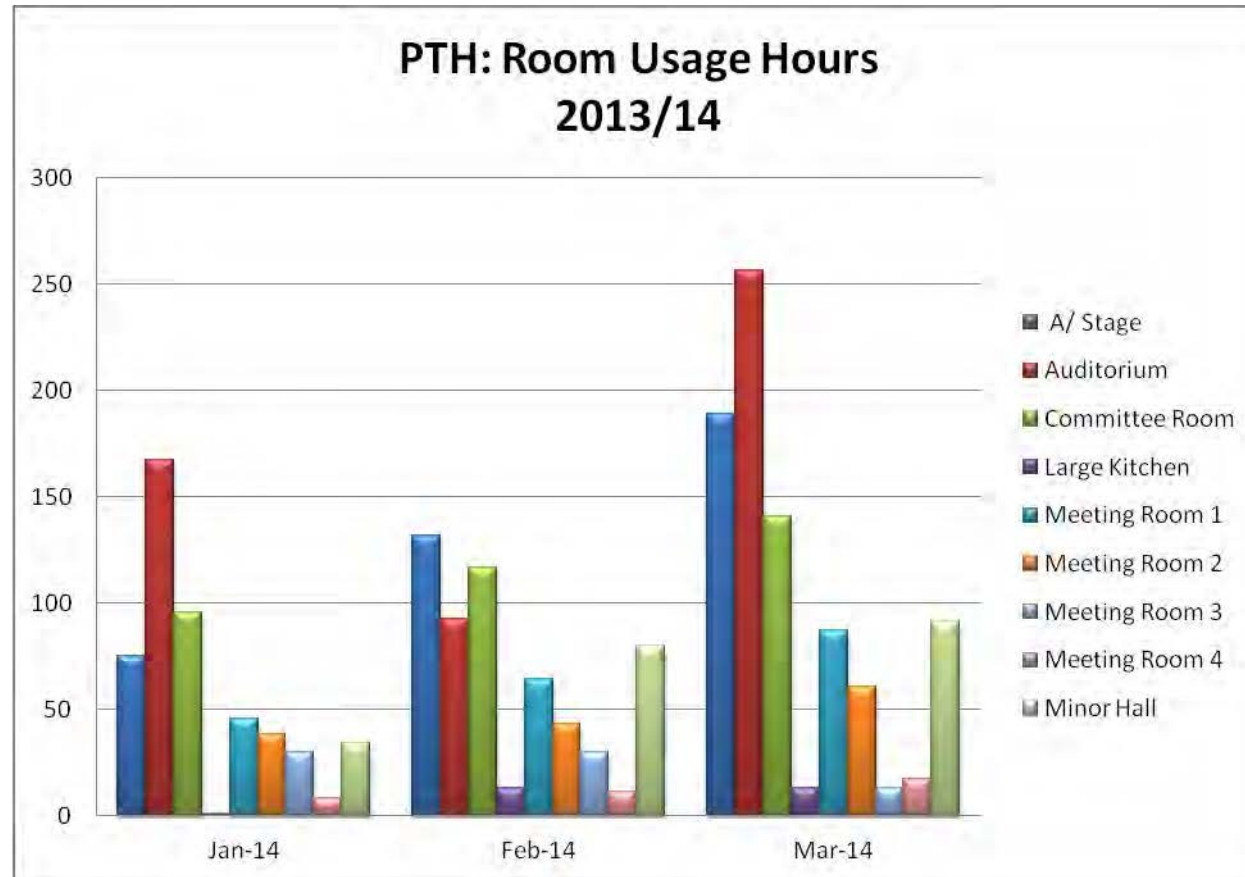


Income by Room

Income by Room

Rooms	Jan-14	Feb-14	Mar-14
A/ Stage	£922.50	£2,099.00	£2,880.00
Auditorium	£2,171.50	£1,239.50	£5,512.50
Committee Room	£1,101.50	£765.00	£1,469.00
Large Kitchen	£5.00	£5.00	£5.00
Meeting Room 1	£621.50	£672.25	£858.50
Meeting Room 2	£224.75	£219.25	£379.50
Meeting Room 3	£150.00	£150.00	£65.00
Meeting Room 4	£104.50	£149.50	£146.00
Minor Hall	£573.75	£1,225.25	£1,565.00
total	£5,875.00	£6,524.75	£12,880.50

Room Usage Figures (hours)



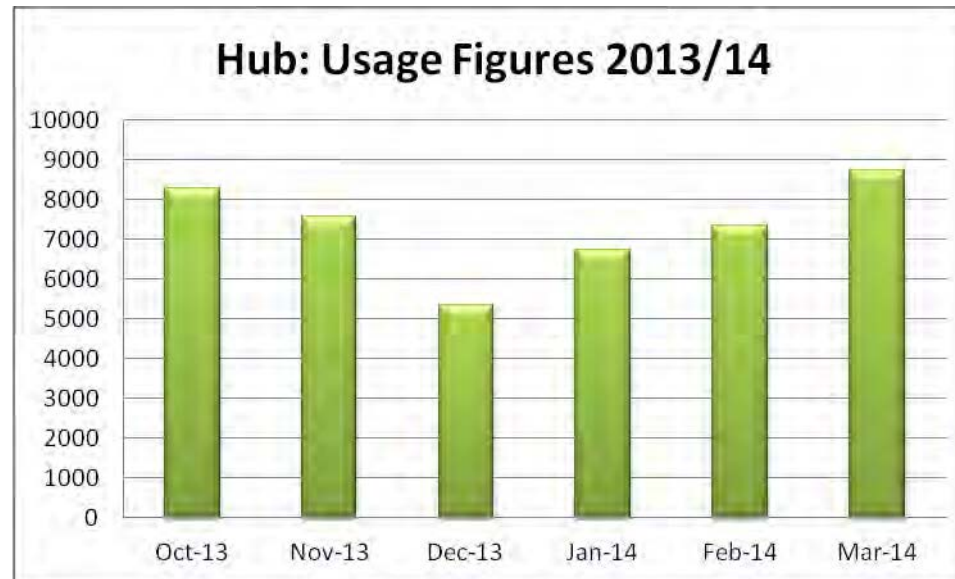
Room Usage Figures (hours)

Rooms	Jan-14	Feb-14	Mar-14
A/ Stage	75.5	132	189
Auditorium	167	92.5	256.5
Committee Room	95.5	117	141
Large Kitchen	1	13	13
Meeting Room 1	45.5	64.5	87.5
Meeting Room 2	38.25	43.25	60.5
Meeting Room 3	30	30	13
Meeting Room 4	8.5	11.5	17.5
Minor Hall	34	79.75	91.5

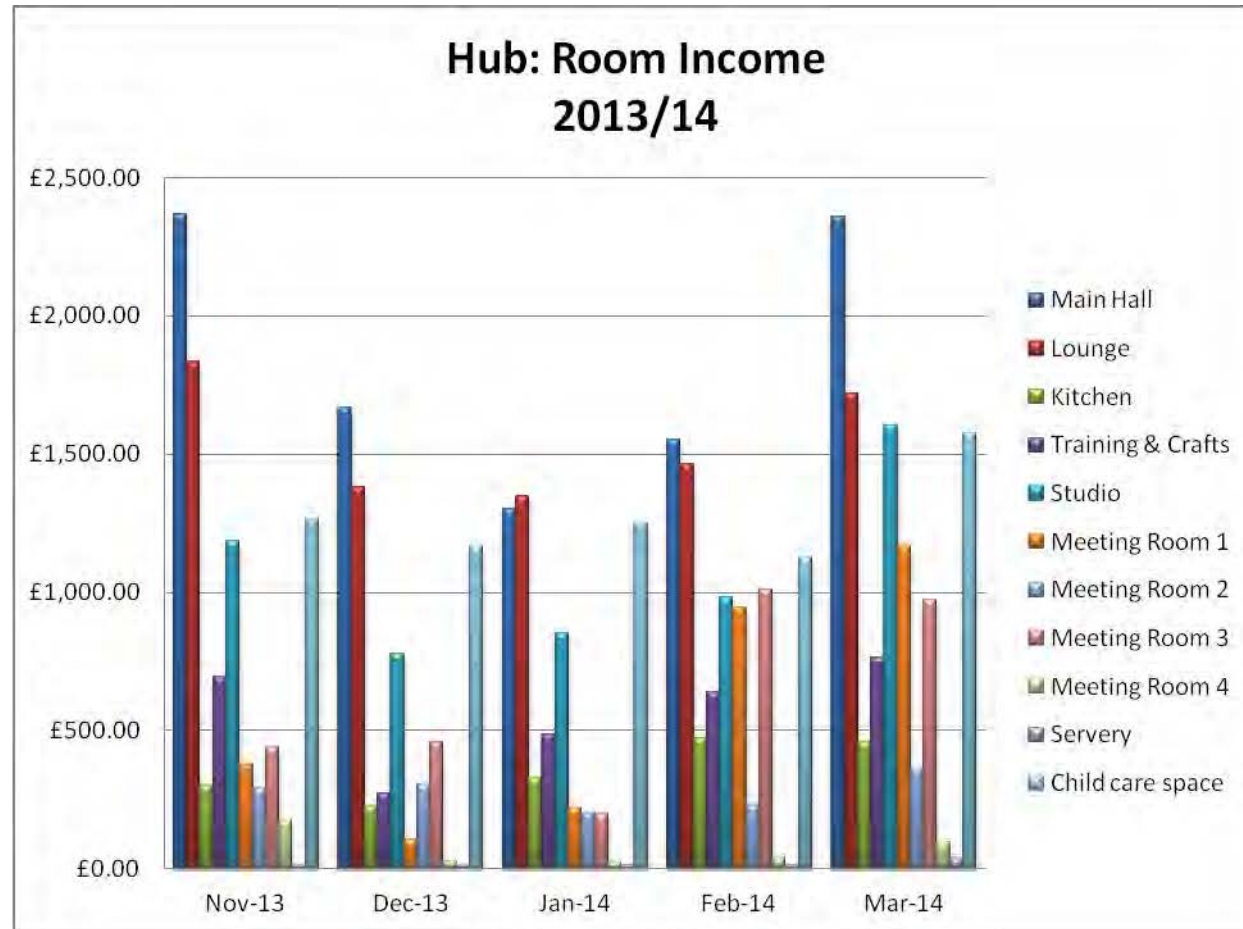
Brownlow Community Hub

Usage figures for the Hub are given in the table below; these figures are obtained by counting each user of the hub on a daily basis and then dividing these figures by the number of days per month to give an approximate daily total.

	Monthly	Daily
Jan-13	6590	213
Feb-13	7305	260
Mar-13	8603	277.52
Apr-13	6445	215.00
May-13	7123	229.77
Jun-13	7203	240
Jul-13	6509	216.97
Aug-13	5895	190.3
Sep-13	7960	265.3
Oct-13	8270	266.8
Nov-13	7561	252
Dec-13	5352	172
Jan-14	6741	225
Feb-14	7341	262
Mar-14	8732	282



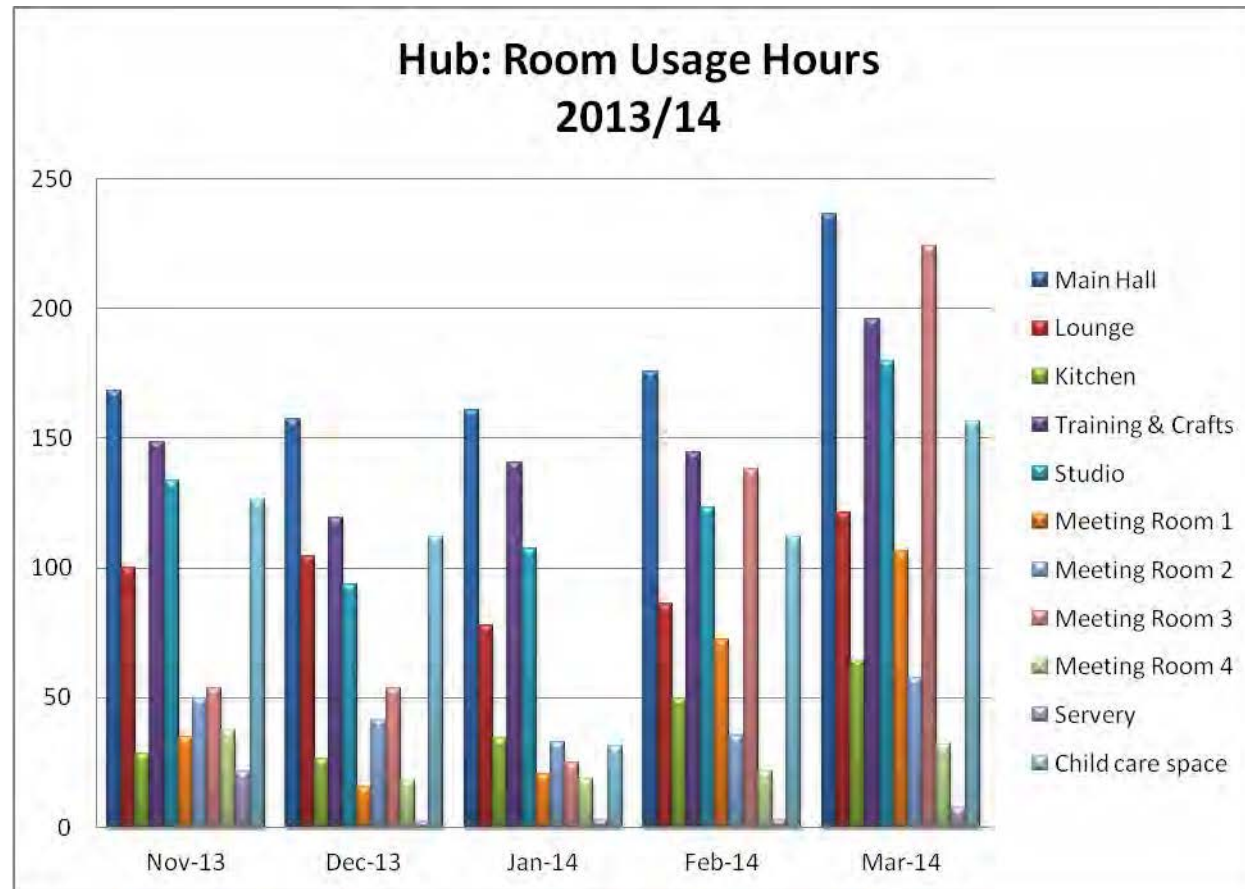
Hub: Income by Room



Hub: Income by Room

Rooms	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14
Main Hall	£2,801.22	£1,716.08	£2,252.94	£2,615.36	£1,520.94	£1,432.30	£2,118.10	£1,889.24	£2,369.02	£1,665.66	£1,300.52	£1,552.10	£2,357.60
Lounge	£1,303.08	£2,172.44	£1,498.11	£1,589.61	£1,472.00	£1,406.00	£1,779.00	£1,112.00	£1,835.25	£1,378.25	£1,346.15	£1,462.15	£1,717.00
Kitchen	£400.00	£547.50	£192.00	£344.00	£220.00	£144.00	£364.00	£240.00	£300.00	£227.25	£330.00	£474.00	£456.50
Training & Crafts	£891.00	£1,037.50	£499.00	£608.25	£659.00	£490.00	£819.00	£747.50	£693.00	£271.50	£486.00	£638.50	£762.50
Studio	£998.06	£970.34	£949.02	£654.94	£1,027.36	£601.94	£1,260.16	£1,059.13	£1,187.88	£776.38	£850.38	£983.60	£1,601.70
Meeting Room 1	£791.75	£571.50	£591.00	£313.25	£195.75	£347.50	£656.00	£315.50	£380.00	£105.25	£222.00	£944.60	£1,166.15
Meeting Room 2	£219.50	£262.50	£323.50	£285.75	£174.25	£296.25	£273.75	£265.50	£293.25	£306.50	£204.00	£232.75	£358.50
Meeting Room 3	£581.50	£850.25	£275.75	£750.50	£441.75	£343.25	£620.50	£646.25	£438.00	£458.05	£200.50	£1,011.50	£973.50
Meeting Room 4	£184.50	£220.00	£168.75	£57.50	£57.50	£158.75	£152.50	£80.00	£173.25	£25.00	£23.00	£40.00	£95.00
Servery	£18.75	£12.50	£10.00	£10.00	£0.00	£5.00	£12.50	£15.00	£15.00	£12.50	£13.75	£15.00	£38.75
Child care space	£1,140.00	£1,084.72	£1,079.72	£1,145.00	£574.44	£789.72	£1,460.00	£1,105.00	£1,262.36	£1,167.36	£1,249.72	£1,127.08	£1,576.80
Total	£9,329.36	£9,445.33	£7,839.79	£8,374.16	£6,342.99	£6,014.71	£9,515.51	£7,475.12	£8,947.01	£6,393.70	£6,226.02	£8,481.28	£11,104.00

Hub: Room Usage Figures (hours)

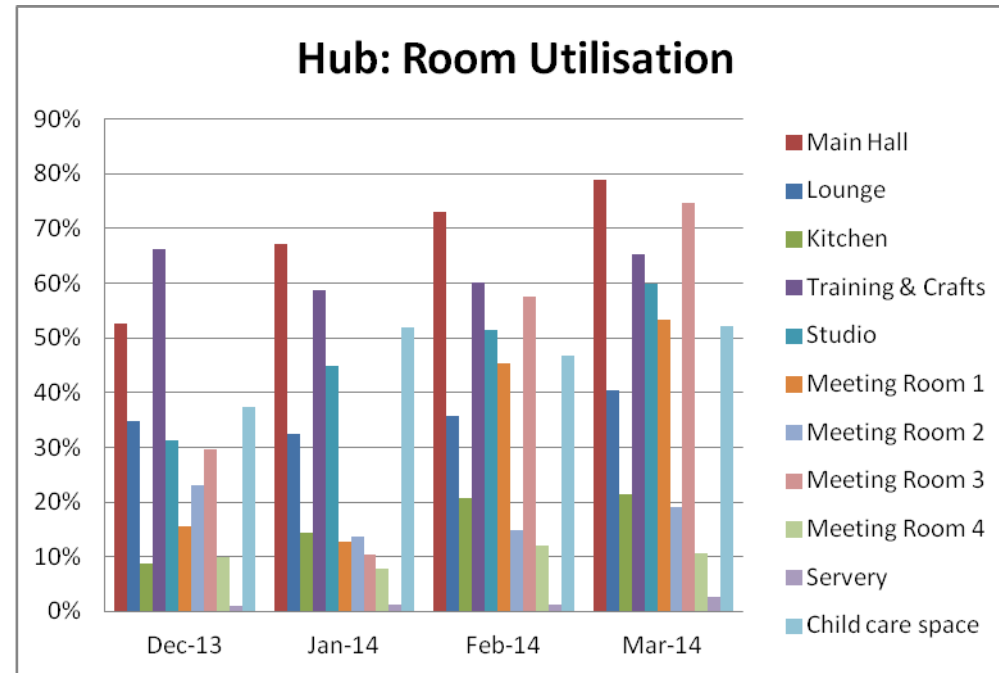


Hub: Room Usage Figures (hours)

Rooms	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14
Main Hall	170	176	145.5	183.5	108.5	143.5	203.25	168.25	168	157.5	161	175.5	236.5
Lounge	91	139	88.5	117	125	102.5	119.25	80.25	100	104.5	77.75	86	121.5
Kitchen	46	59.5	24	34	33.5	27	37	27.5	28.25	26.25	34.25	49.5	64.5
Training & Crafts	152	178.25	124.5	148	63.5	106	178	154.75	148.5	119.25	140.75	144.5	196
Studio	107.5	120	98	90.5	105	83.75	159.75	124	133.75	93.5	107.5	123.25	179.5
Meeting Room 1	70.5	60.5	60	27.5	14	37.25	45.5	24.5	35	15.75	20.5	72.5	106.5
Meeting Room 2	48	41	44.5	41	27.5	54.5	60	50	49.5	41.5	33	35.5	57.5
Meeting Room 3	59	64	30	66	42.25	44.5	44.5	49.5	53.5	53.5	25	138	224
Meeting Room 4	37.5	34.75	36	18.5	25.5	64	43	31	37.5	18	18.5	21.5	32
Servery	3.75	2.5	2	2	0	1	2.5	21.75	21.75	2.5	2.75	3	7.75
Child care space	114	108	107.5	114.5	56.5	87.5	145.75	110.5	126	112	31.5	112	156.5

Hub: Room Utilisation

*The room utilisation rates are based on the following information. Average weekly opening hours; Monday-Friday 9am-10pm, Saturday 9am-5pm and Sunday 9am – 9pm. Bookings can be made outside of these core hours as and when required. A minimum set up time of 0.5 hours is needed between bookings which for the purposes of the report have been allowed 2 hours per room per day.

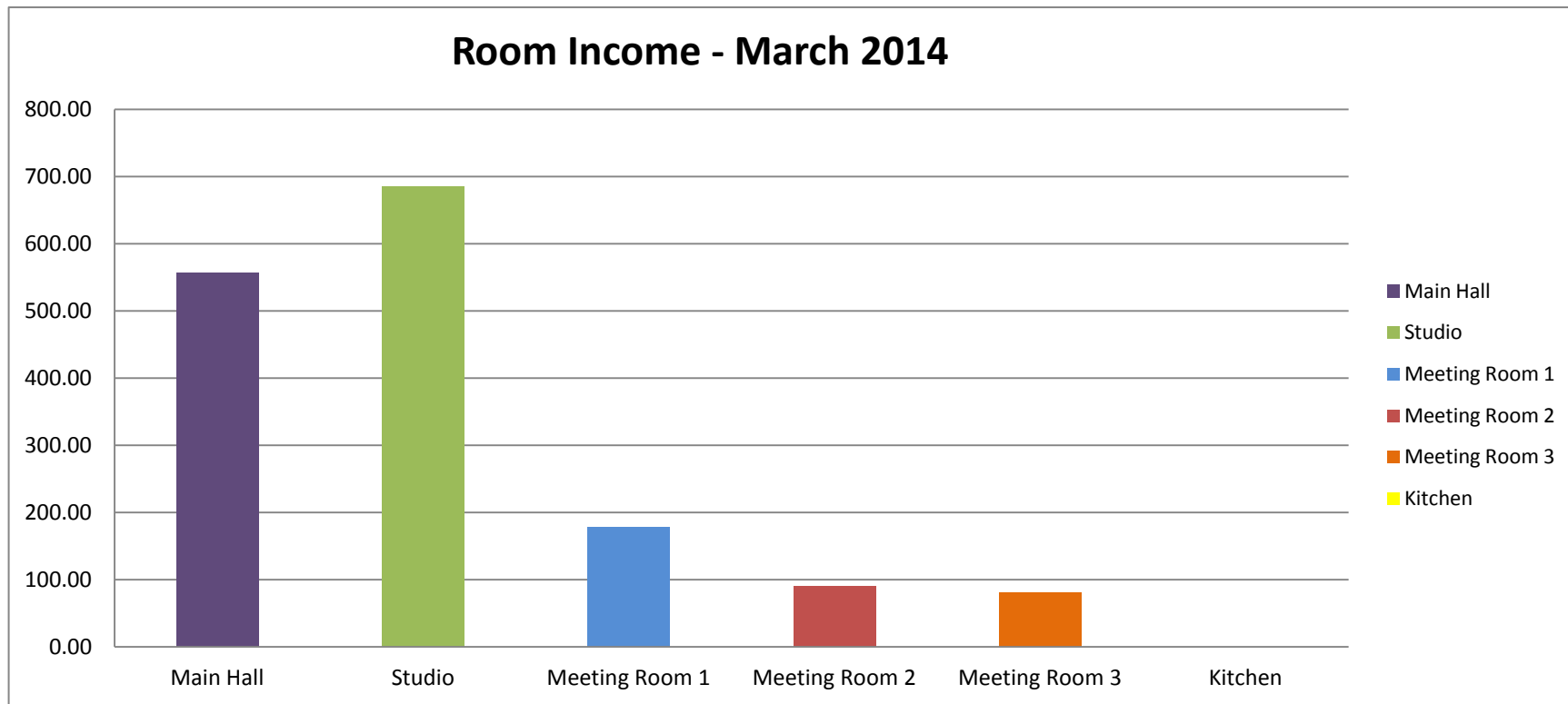


Hub: Room Utilisation

Rooms	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14
Main Hall	70%	53%	67.08%	73.13%	78.83%
Lounge	42%	35%	32.40%	35.83%	40.50%
Kitchen	12%	9%	14.27%	20.63%	21.50%
Training & Crafts	62%	66%	58.65%	60.21%	65.33%
Studio	56%	31%	44.79%	51.35%	59.83%
Meeting Room 1	22%	16%	12.81%	45.31%	53.25%
Meeting Room 2	21%	23%	13.75%	14.79%	19.17%
Meeting Room 3	22%	30%	10.42%	57.50%	74.67%
Meeting Room 4	16%	10%	7.71%	11.94%	10.67%
Servery	9%	1%	1.15%	1.25%	2.58%
Child care space	53%	37%	51.88%	46.67%	52.17%

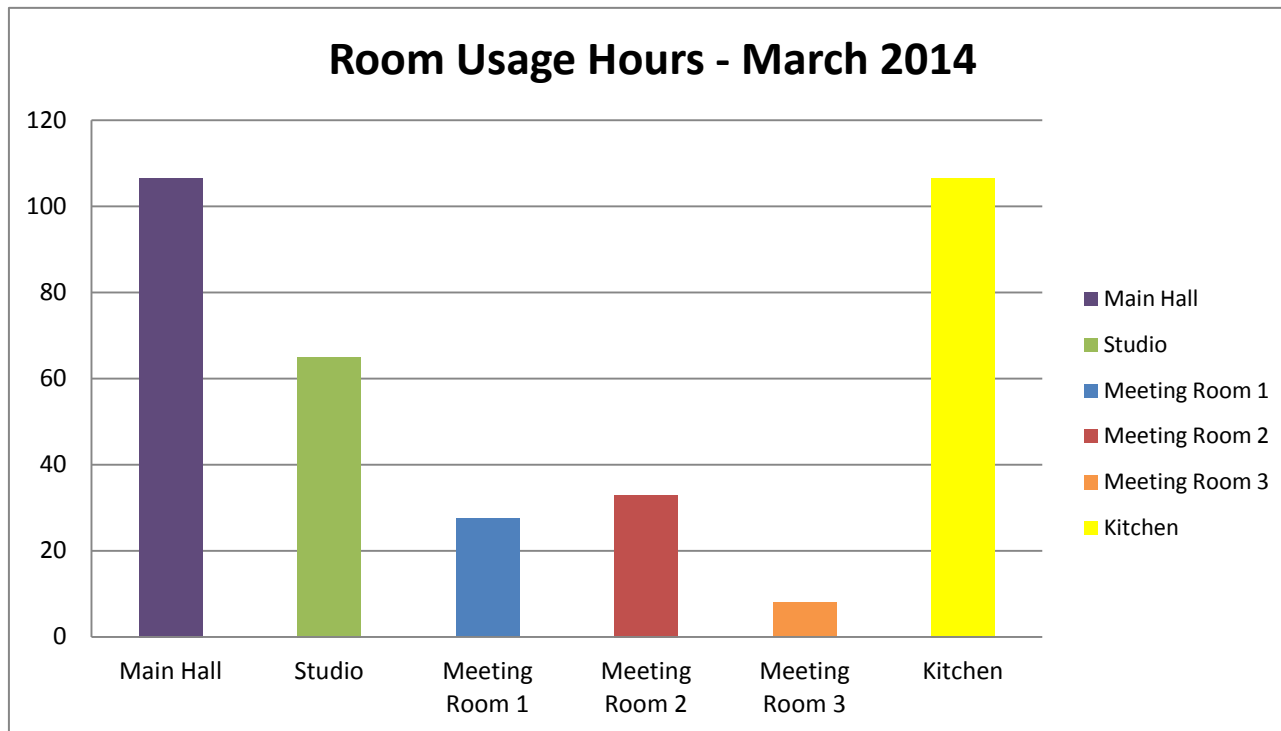
Income Figures - March 2014

Rooms	Mar-14
Main Hall	556.80
Studio	685.40
Meeting Room 1	178.50
Meeting Room 2	91.00
Meeting Room 3	80.00
Kitchen	0.00
Total	£1,591.70



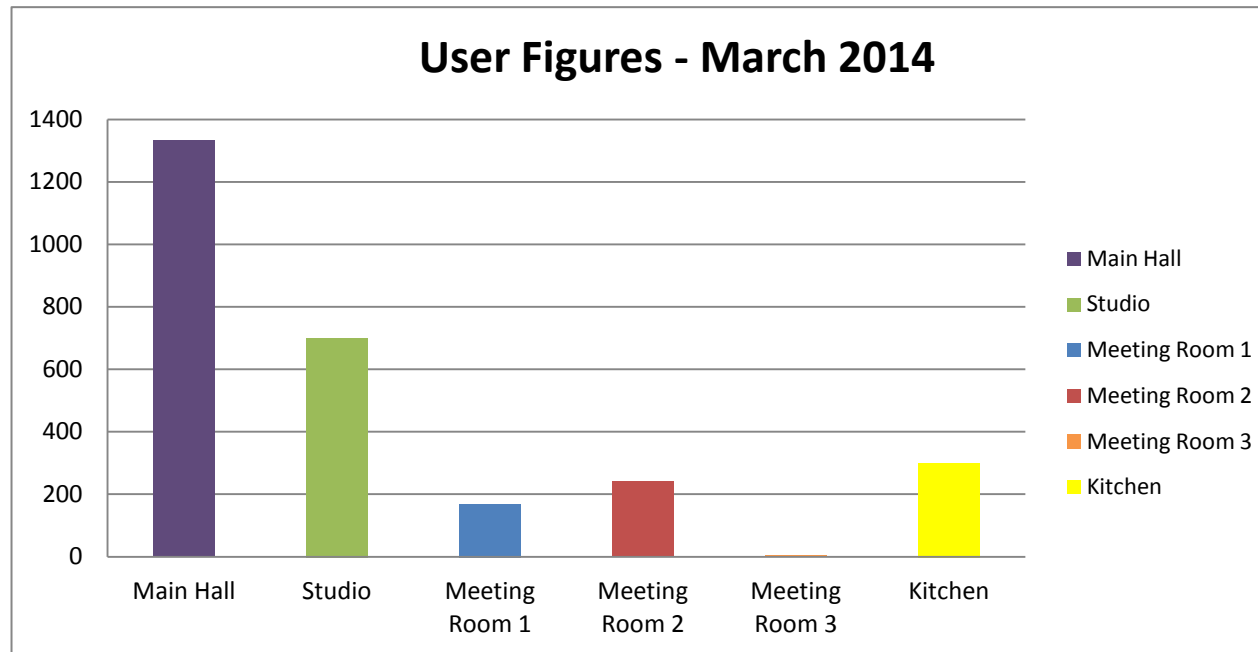
Room Usage Hours - March 2014

Rooms	Mar-14
Main Hall	106.5
Studio	65
Meeting Room 1	27.5
Meeting Room 2	33
Meeting Room 3	8
Kitchen	106.5
Total	346.5



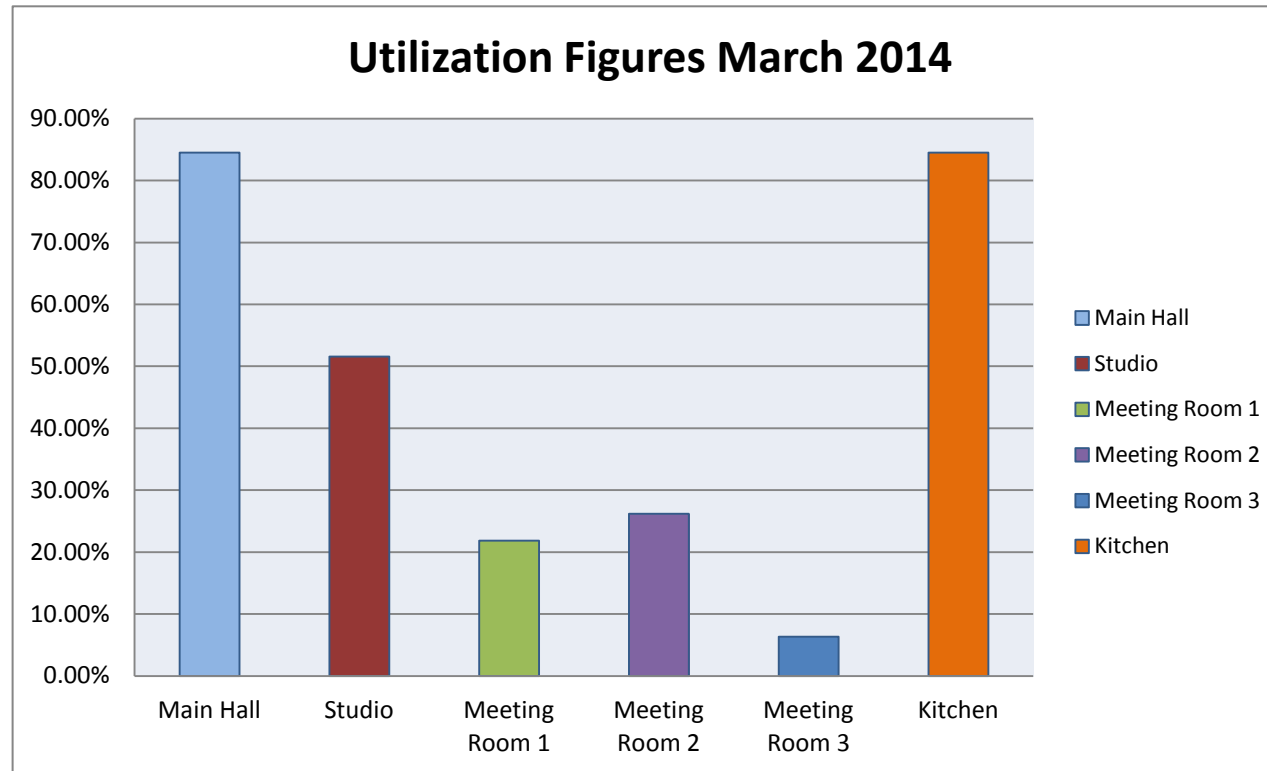
User Figures - March 2014

Rooms	Mar-14
Main Hall	1332
Studio	701
Meeting Room 1	169
Meeting Room 2	240
Meeting Room 3	4
Kitchen	300
Total	2746



Utilisation Figures - March 2014

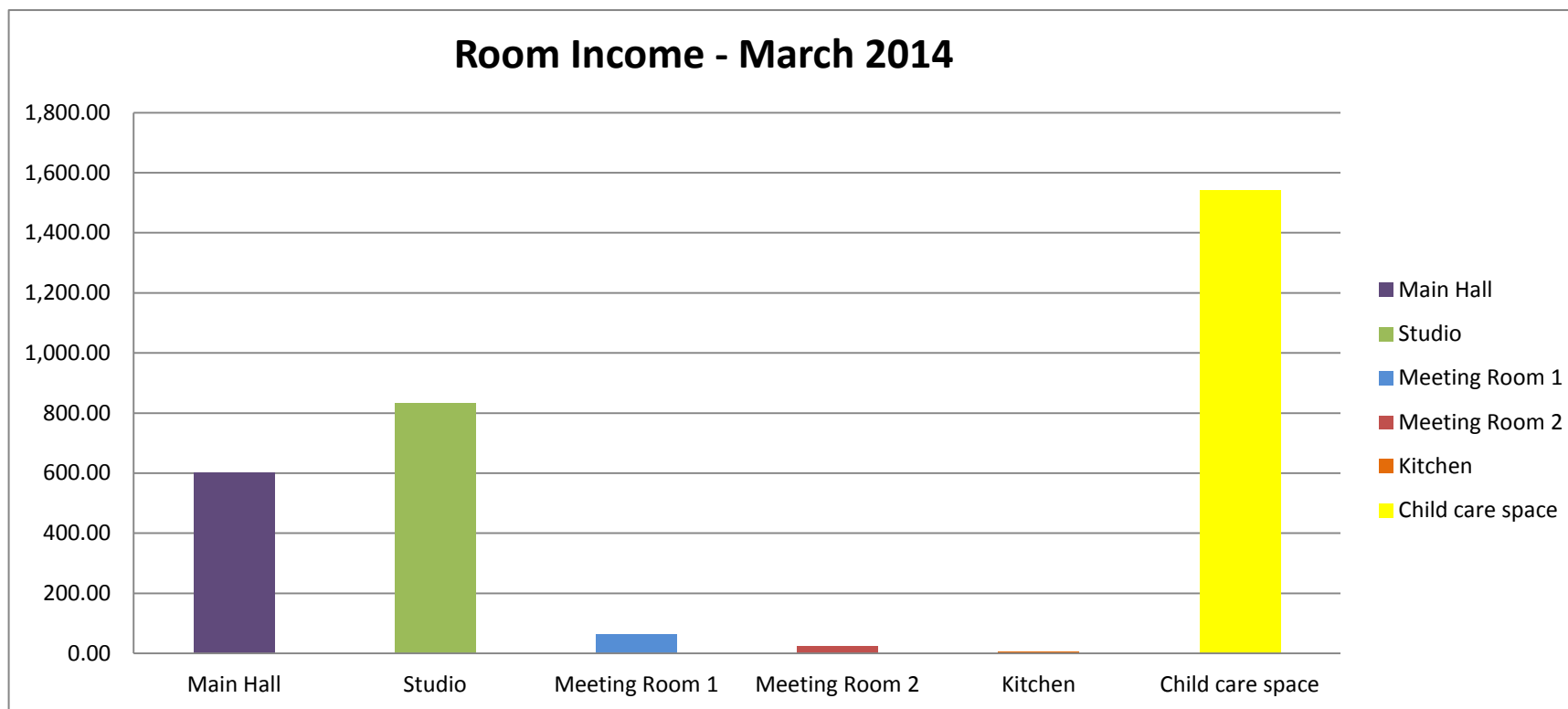
Rooms	Mar-14
Main Hall	84.52%
Studio	51.59%
Meeting Room 1	21.83%
Meeting Room 2	26.19%
Meeting Room 3	6.35%
Kitchen	84.52%
Total	275.00%



Income Figures - March 2014

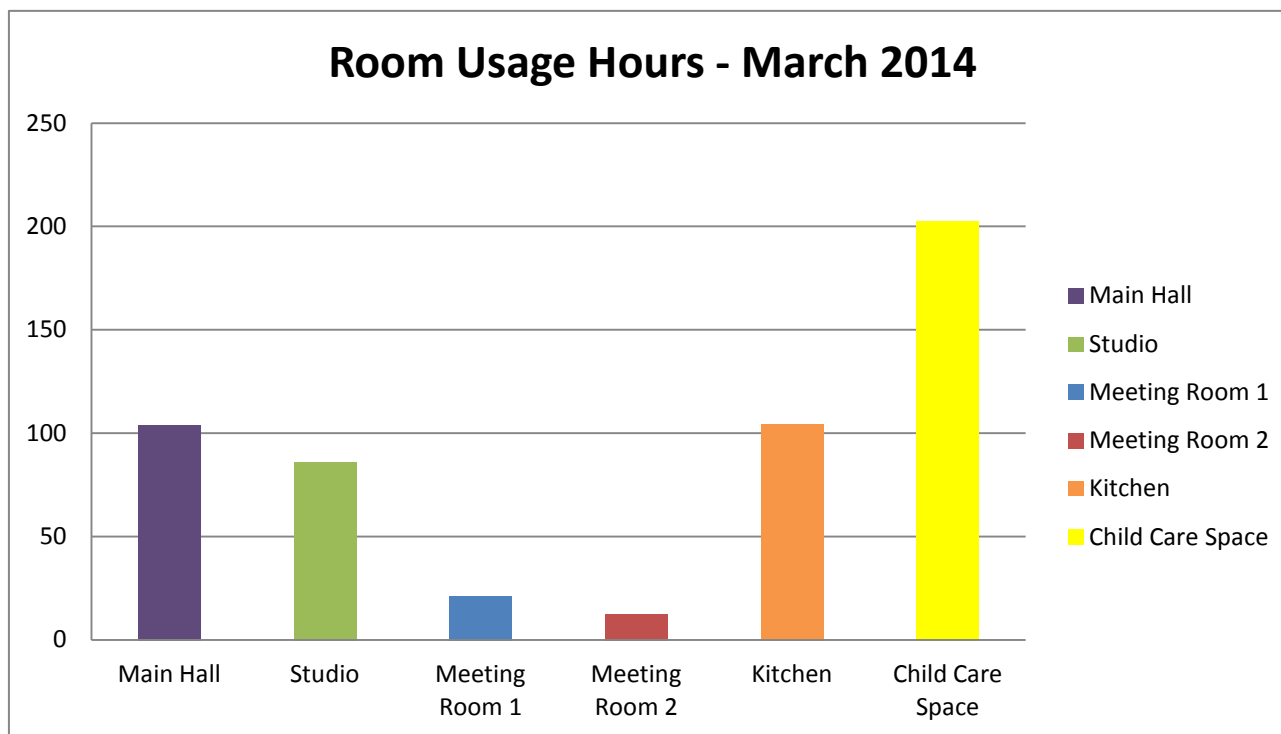
Appendix 21

Rooms	Mar-14
Main Hall	602.50
Studio	833.15
Meeting Room 1	63.00
Meeting Room 2	26.00
Kitchen	5.00
Child care space	1,543.62
Total	£3,073.27



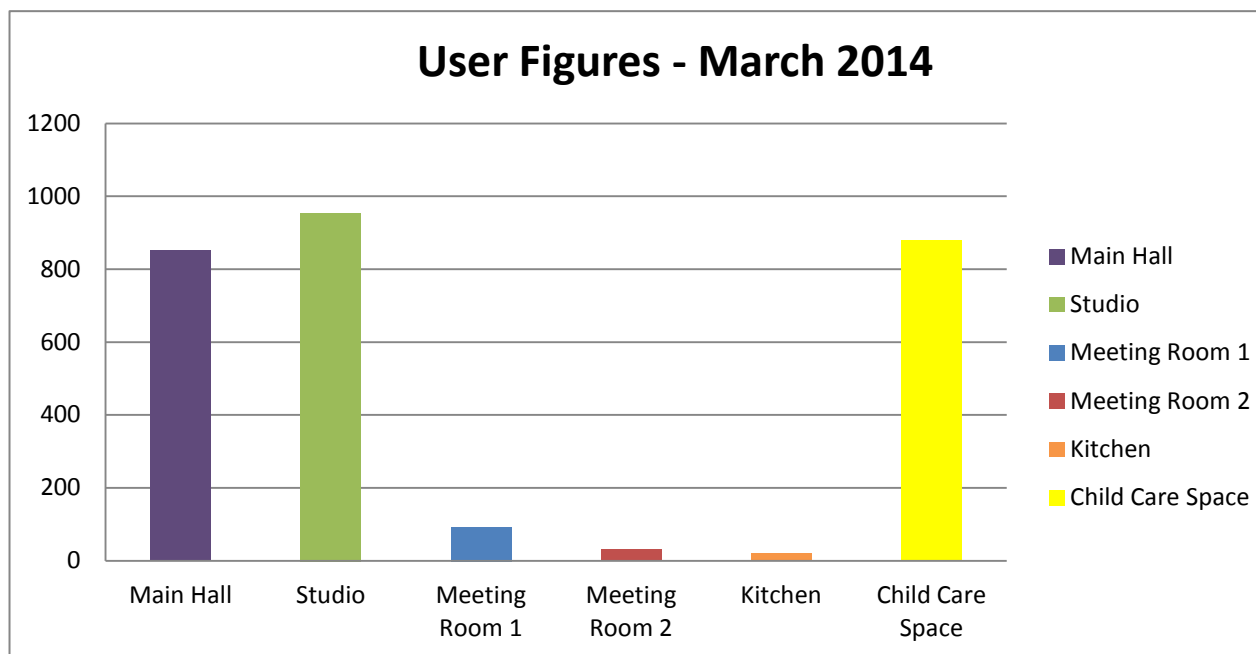
Room Usage Hours - March 2014

Rooms	Mar-14
Main Hall	104
Studio	86
Meeting Room 1	21.25
Meeting Room 2	12.5
Kitchen	104.5
Child Care Space	202.5
Total	530.75



User Figures - March 2014

Rooms	Mar-14
Main Hall	852
Studio	955
Meeting Room 1	93
Meeting Room 2	30
Kitchen	20
Child Care Space	878
Total	2828



Utilisation Figures - March 2014

Rooms	Mar-14
Main Hall	82.54%
Studio	68.25%
Meeting Room 1	16.87%
Meeting Room 2	9.92%
Kitchen	82.54%
Child Care Space	160.71%
Total	420.83%

