

CRAIGAVON BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE DEVELOPMENT COMMITTEE HELD IN THE MEMBERS COMMITTEE ROOM, CIVIC CENTRE, LAKEVIEW ROAD, CRAIGAVON ON MONDAY 8 SEPTEMBER 2014 AT 6.00PM

PRESENT: Councillor M T R Baxter (Chairman)
Councillor P Duffy (Vice-Chairman)
Aldermen: Mrs M E Crozier (6.02pm), G A Hatch and Mrs G McCullough (6.01pm)
Councillors: L Mackle, P W J Moutray BSc and J J Nelson MSc
The Worshipful The Mayor, Councillor C McCusker (6.29pm)

(9)

APOLOGIES: Alderman Mrs C Lockhart
Councillors D J Causby, N McGeown and G Savage

IN ATTENDANCE: Director of Development (Ms O Murtagh)
Head of Economic Development (Mrs N Wilson)
Head of Community Development (Mrs L Moore)
Member Services Officer (Mrs C Taylor)

D236/2014 BEST WISHES

On behalf of the Development Committee, the Chairman, Councillor Baxter, passed on best wishes to Councillor Savage. He said this was a difficult time for him and his family. The news of his illness had been a huge shock for everyone and thoughts and prayers were with him, Joy and his family at this time.

D237/2014 MINUTES

The Minutes of the Development Committee Meeting held on 16 June 2014, adopted by Council at its meeting on 7 July 2014, with the exception of:

- D462/2014 Request from Portadown Chamber of Commerce to match fund a Chamber led Campaign to Promote DRD Roads Services' 5 hours for £1 Car Parking Initiative
- D471/2014 Craigavon Sister City International (SCI) Committee
- D475/2014 Bleary Creative Community Centre
- D475/2014 Rural Development
- D147/2014 World War One Small Grant Scheme
- D157/2014 Town Centre Regeneration – Update and Approval Request

which were adopted by Council at its meeting held on 23 April 2014, were noted.

(Alderman Mrs McCullough joined the meeting at 6.01pm and Alderman Mrs Crozier joined the meeting at 6.02pm)

URGENT BUSINESS

D238/2014 GOOD RELATIONS ACTION PLAN 2014/15 – LETTER OF OFFER

The Office of the First Minister and Deputy First Minister (OFMDFM) requested that a Good Relations Action Plan was submitted annually in order to secure funds to effectively implement the District Council Good Relations Programme. The submission was made to the Office of the First Minister and Deputy First Minister on 28 February 2014.

OFMDFM funded 75% of the overall programme, with Council contributing the remaining 25%. £126,030 had been requested from OFMDFM to deliver the Craigavon Good Relations Plan.

A Letter of Offer was received from the Department on the 29 August 2014, detailing that Craigavon Borough Council, Good Relations, would receive an overall grant of £99,000 to deliver upon the Action plan, with an additional matching contribution of £33,000 (25%) from Council. A full allocation had not been granted and this was a £27,030 shortfall in the request amount, equating to a 21% reduction. A copy of the Letter of Offer can be found at **Appendix 1**.

However, this would not affect core delivery of the Good Relations Action Plan. The Craigavon Borough Council Good Relations Action Plan was scored and was rated in the top five for Northern Ireland.

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

RECOMMENDED:

That the Letter of Offer from OFMDFM to deliver the Good Relations Action Plan 2014/15 be approved.

D239/2014 REGENERATION AND DEVELOPMENT STRATEGY FOR THE ARMAGH BANBRIDGE AND CRAIGAVON DISTRICT COUNCIL

Members had been previously advised on the work being progressed in relation to the preparation of the Regeneration and Development Strategy for the Armagh, Banbridge and Craigavon District Council.

The economic prosperity of the region would be a key determinant for future growth, investment and jobs. The Regeneration and Development Strategy would outline the identified strategic priorities, action plan and financial framework which would outline the role of the new Council and other Central Government agencies in driving forward future investment and growth within the new Council region. In addition, with the responsibility for tackling deprivation and regeneration there would be a requirement to develop a clear evidence-based policy for delivery of this new function.

Funding had previously been agreed for the preparation of this work through the Statutory Transition Committee with match-funding being provided by each of the three Councils.

As the Shadow Council had now been established a report was presented in relation to the importance of the Regeneration and Development Strategy in providing an evidence-based policy for future decision-making and seeking the match-funding for the preparation of this work.

D239/2014 REGENERATION AND DEVELOPMENT STRATEGY FOR THE ARMAGH BANBRIDGE AND CRAIGAVON DISTRICT COUNCIL Continued

The Shadow Council had approved an allocation of £43,000 and a financial contribution up to £16,000 was requested from each Council to undertake the compilation of the Regeneration and Development Strategy for the Armagh, Banbridge and Council District Council area.

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

RECOMMENDED:

- (1) That approval be given to £16,000 match funding for the development of a Regeneration and Development Strategy for the Armagh, Banbridge and Craigavon District Council; and
- (2) That this matter be referred to the Mid Monthly meeting of Council to be held on 15 September 2014 for adoption.

D240/2014 LURGAN SHOW 2014 – UPDATE (D153/2014)

At the April 2014 meeting of Committee, Officers were tasked with implementing additions to Lurgan Show 2014 in a similar vein to the proposals outlined for Country Comes to Town which would take place on 19 September 2014. Subsequently a number of rural craft demonstrators were sourced including a basket maker, ceramist, crochet maker, hand-loom artist and potter's wheel as well as children's' mask-making workshops.

The demonstrators were all accommodated within the 'Rural Skills Village' of Lurgan Show 2014. The organizers of the Show had thanked Council for adding to the village and said they would be delighted to co-operate again for future years. Event planning would commence early in 2015 if this partnership approach with Council was approved by Members.

It was proposed by Councillor Mackle, seconded by Councillor Moutray, and

RECOMMENDED:

- (1) That the images highlighting Council's physical contribution to the Rural Skills Village at Lurgan Show 2014, be noted; and
- (2) That it be noted that the organisers of Lurgan Show are keen for this partnership with Council to continue in 2015 and that the matter be referred to the meeting of the new Council as a priority for the events programme and budget 2015/16.

The National Coarse Fishing Federation of Ireland (NCFFI) had approached Council Officers to explore the potential of Craigavon hosting the World Championships Bank Fishing with Lures 2015 Event at Craigavon Lakes. The NCFFI had previously undertaken a site visit at the Lakes to establish its suitability. The NCFFI was the only recognized management body for all coarse anglers in the North and the South of Ireland whether as club members or as individual anglers.

The NCFFI was responsible for a wide range of angling matters and focus on all aspects of coarse angling including: the management of international teams that fish in World and European Championships; improving facilities for all coarse anglers, introducing young and old alike to coarse angling and protecting fish stocks. The NCFFI also liaised with various bodies including Inland Fisheries, Failte Ireland, Northern Ireland Tourist Board, Waterways Ireland and the Loughs Agency.

NCFFI had submitted a bid to the World Federation to host the '2015 World Championships Bank Fishing with Lures' event with an estimated 17 national teams taking place. It was envisaged the event would take place at Craigavon Lakes if the level of funding required to host the event in the area was approved.

DCAL had committed to supporting a Craigavon based event through a substantial contribution 'in kind' which would include the following elements:

- Licenses/permits – 20 teams x 6 participants – 14 day joint licence permit - £3,120
- Stocking Craigavon Lakes in advance of the event – 5,000 x 600g Rainbow Trout - £13,920
- Staff costs – Senior Fisheries Officer x 1 and Fisheries Officer x 6 for stewarding etc. on competition days - £2,400; industrial staff 10 x days weed cutting and preparation £1,100 totalling £3,500
- The DCAL 'cash-in-kind' total stands at £20,540

NCFFI had estimated that a further cash contribution in the region of £20,000 was required from Craigavon Borough Council to allow this event to be staged in the Borough.

NCFFI Expenditure items to stage the event included: event website hosting & design; accommodation and meals for Federation delegates x 3, accommodation and meals for NCFFI Committee members x 3; gala dinner for teams and officials guests x 150; technical & event support infrastructure; event stewarding/security; competitor ID's and Lanyards x 200; Opening Ceremony x 150; stewards/committee branded event clothing; participant country flags; trophies; signage and medals.

Councillor Mackle said this was a brilliant event and the angling in the borough was not promoted enough.

D241/2014 WORLD CHAMPIONSHIPS BANK FISHING WITH LURES 2015 Continued

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

RECOMMENDED:

- (1) That the allocation of funding in the region of £20,000 to stage the World Championships Bank Fishing with Lures 2015 Event at Craigavon Lakes and submit this request to the Shadow Council as a priority for the Events programme and budget of the new Council in 2015/16;
- (2) That Members note DCAL's 'cash-in-kind' contribution of £20,540 towards the cost of staging the event; and
- (3) That this matter be referred to the Mid Monthly meeting of Council to be held on 15 September 2014 for adoption.

D242/2014 CRAIGAVON PIPE BAND CHAMPIONSHIPS 2014 – UPDATE D194/2014

The 2014 Craigavon Pipe Band Championships took place in Lurgan Park on 21 June 2014.

A video of the event was available on the link <http://www.youtube.com/watch?v=0Q91zTMztbM> to view. A total of 1,916 paying customers attended the event which was almost double the previous year. In total 44 bands and 40 Drum Majors took part on the day making the event one of the largest events held by the Association in 2014. These participant numbers were better than the Ulster Championships and on a par with the All Ireland competition. The Secretary of the RSPBA (County Down Branch) had advised Council that was a pleasure to bring the second Championship to Lurgan Park and to work with a professional team.

Councillor Moutray said the Championships had been a very enjoyable day.

The Chairman, Councillor Baxter, asked that thanks be passed on to officers for their hard work.

D242/2014 CRAIGAVON PIPE BAND CHAMPIONSHIPS 2014 – UPDATE (D194/2014)
Continued

It was

RECOMMENDED:

- (1) That the promotion video of Craigavon Pipe Band Championships 2014 be reviewed;
- (2) That the Chair of Development Committee and Council Officers are meeting with the Royal Scottish Pipe Band Association (NI) County Down Branch (RSPBA) on 18 September 2014 to discuss the 2015 event and the way forward which may allow the new Council to host larger scale events to profile the area;
- (3) That the matter be referred to the new Council for endorsement as the third and final year of the Council's current agreement with the RSPBA to stage the Championships will be in June 2015; and
- (4) That thanks be passed on to officers for their work at the Pipe Band Championships.

D243/2014 REVIEW OF ACCOMODATION POLICY – STAKEHOLDER ENGAGEMENT

Council had received correspondence from DETI on 23 June 2014 seeking responses by 11 August 2014 to their Stakeholder Engagement exercise. A draft response was submitted to DETI by Officers within this timescale; however this submission remained in 'draft' until Member approval had been secured and DETI had been made aware of this. A copy of the draft response had been circulated previously.

Research commissioned by the Department indicated that if the tourism targets set for 2020 were met, demand was forecast to rise across most accommodation categories, primarily hotels, self catering and caravan parks/campsites. Research suggested that, based on projected demand, there would be a need for additional hotel rooms of higher quality (3* and above) and additional self-catering accommodation at peak periods.

Further accommodation development needed to be of the right type and in the right place for the appropriate demand i.e. consideration should not just be based on filling a gap in capacity but should consider the needs of relevant market segments, existing surrounding tourism offer and complement existing supply.

The Department suggested there was a need to increase the diversity, quality and uniqueness of accommodation provision and to promote accommodation that had the potential to create its own demand. This approach took away the emphasis on quantity of supply when appraising business cases and recognizes that competition from such new supply may in some cases be a good thing. New types of accommodation should be developed to diversify the offer and provide a unique visitor experience.

D243/2014 REVIEW OF ACCOMODATION POLICY – STAKEHOLDER ENGAGEMENT
Continued

The Department was considering the following areas in this stakeholder engagement process including:

- Future accommodation needs
- The Quality of accommodation
- Focus on Holiday Oriented Accommodation
- Flexibility
- Managing Sustainable Supply
- Promote Catalytic Accommodation Provision
- Barriers

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

RECOMMENDED:

- (1) That it be noted that the Department of Enterprise, Trade and Investment is currently reviewing its policy regarding the provision of support to tourism accommodation providers in Northern Ireland and to seek Members approval to submit the Officers response to this consultation exercise;
- (2) That the Department has informed Council it was likely a stakeholder engagement workshop would be convened to work through the information/evidence gleaned through this initial process; and
- (3) That this matter be referred to the Mid Monthly meeting of Council to be held on 15 September 2014 for adoption.

D244/2014 MAGHERY COUNTRY PARK DEVELOPMENT (D98/2013)

Maghery Country Park was located 5 miles from the M1 Motorway and provided an oasis of calm in the village of Maghery. Situated on the Southern Shores of Lough Neagh, the park covered an area of 30 acres comprising 5 km of woodland walks and picnic areas in natural surroundings. The park was an excellent location for bird watching, fishing and walking. Coney Island lay 1 km offshore from Maghery Country Park and was the only remaining inhabited island on Lough Neagh. It had a rich history reaching back to the time of St. Patrick and was considered to be one of the most Westerly outposts of the Normans after their arrival in Ulster.

In November 2013, Members approved the formation of a Maghery Country Park working group comprising of Members, Officers and local community representatives to work on a range of development opportunities. This group had been meeting on a monthly basis and was actively pursuing funding opportunities for individual projects. Should Members agree to the recommendation contained in this paper it would allow a more coordinated approach to the strategic development of the Park.

Over the years, a number of key reports had been completed regarding the potential development of the park including Maghery Holiday Park – A Vision for the Future February 2005; Master plan & Environmental Guidance for the Development of Maghery Ecotourism Park September 2008; Business Plan – South Lough Neagh Regeneration – Maghery Country Park 2008-2010.

More recently, Venturei was commissioned by South Lough Neagh Regeneration Association to complete a Strategic Business Case and Feasibility Study for a Master Plan Development of Maghery Country Park. Building on this important body of work a technical study would identify a sustainable way forward, a green book economic appraisal would be undertaken and statutory approvals sought to developing a project to the point of 'readiness' to avail of new funding streams that may become available under the ABC Council structure and the new Rural Development Programme.

In response to a query from Alderman Hatch, the Head of Economic Development confirmed there had been a number of previous feasibility studies undertaken. She added that the Community Group had been successful in obtaining funding from the Rural Development Programme.

Declaration of Interest

Councillor Nelson declared a non-pecuniary interest as a member of the Steering Group and as a member of South Lough Neagh Regeneration Committee. Councillors Duffy also declared a non-pecuniary interest in this item of business.

Councillor Nelson said it was timely to move forward on this project.

It was proposed by Councillor Mackle, seconded by Alderman Mrs Crozier, and

RECOMMENDED:

- (1) That approval be given to the procurement of an Integrated Consultant (ICT) Team to oversee the preparation of a sustainable Technical Study for Maghery Country Park at a cost of up to £20,000 as identified in the village planning process which would enable future funding applications to be made to new European programmes; and
- (2) That a further report be brought to Committee to approve the appointment of the ICT on completion of the procurement process.

D245/2014 NORTHERN IRELAND TOURIST BOARD (NITB)/TOURISM DEVELOPMENT SCHEME (TDS) – LOUGH NEAGH INTEGRATED VISITOR EXPERIENCE (CRAIGAVON – PILOT II CAPITAL IMPLEMENTATION (D212/2012) (D92/2013) (D174/2013)

Committee had previously approved delegated authority to the Chief Executive to accept a Letter of Offer from the Northern Ireland Tourist Board (NITB) through the Tourism Development Scheme to implement the 'Craigavon Welcome Way'. NITB had now issued this Letter of Offer but had entitled the project 'Lough Neagh Integrated Visitor Experience (Craigavon Pilot – Phase II Capital Implementation)'. The project content was similar but NITB had asked, given the success of the Southern Lough Shore branding campaign, the project took cognizance of this design concept through delivery.

Committee had also previously agreed deficit funding towards the implementation of the Letter of Offer through the CIDF; however, it appeared that the amount in the region of £23,914.30 could not be capitalized through this budget and this amount would have to be sourced directly from the Council Development budget/Council reserves once these were finalized.

This innovative visitor experience project would provide a sense of arrival and identity, aid accessibility and improve way finding and orientation for visitors around and between the 3 urban areas of Craigavon Borough namely: Lurgan, Central Craigavon & Portadown and their respective visitor attractions through authentic interpretation provision at these sites together with showcasing the unique range of outdoor activities, environment and natural history of the area including the wider Lough Neagh Destination. A copy of the indicative project elements had been circulated previously.

The visitor experience project included:

- 4 x Information Points
- 10 x attraction banners
- 7 x totem signs

The information panels would be located in Lurgan Town Centre, Portadown Town Centre and Rushmere Shopping Centre with attraction banners at: Golf & Ski Centre; Tannaghmore Gardens, City Park Lakes, Watersports Centre, People's Park, Lurgan Park and Oxford Island. The totem information panels would be located at the above attractions.

The timescales for the delivery of this project was 31 March 2015 which was challenging and due to this timescale Officers had undertaken a speculative procurement process to procure the Design Team through a PQQ process which was overseen by Central Procurement Directorate and NITB.

Alderman Mrs Crozier said Lough Neagh was the jewel in the crown and it was good to see a more professional outlook on this initiative.

D245/2014 NORTHERN IRELAND TOURIST BOARD (NITB)/TOURISM DEVELOPMENT SCHEME (TDS) – LOUGH NEAGH INTEGRATED VISITOR EXPERIENCE (CRAIGAVON – PILOT II CAPITAL IMPLEMENTATION (D212/2012) (D92/2013) (D174/2013) Continued

It was proposed by Alderman Mrs Crozier, seconded by Councillor Nelson, and

RECOMMENDED:

- (1) That the budget in the region of £23,914.30 as deficit funding towards implementation of the Lough Neagh Integrated Visitor Experience (Craigavon Pilot – Phase II Capital Implementation), be approved;
- (2) That the project budget is in the region of £156,579.60 with grant-aid of £78,289.80 from NITB and £54,375.50 previously agreed from CIDF; and
- (3) That this matter be referred to the Mid Monthly meeting of Council to be held on 15 September 2014 for adoption.

D247/2014 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D199/2014)

The ‘Love Craigavon.... this Summer’ campaign took place between 26 July 2014 and 30 August 2014 across Lurgan and Portadown town centres and at Oxford Island.

Locals and visitors were treated to an exciting schedule of free entertainment, as well as vouchers for cafes and restaurants, all whilst they visited the Borough’s tourist attractions, shopped for their summer essentials in Lurgan and Portadown town centres or simply enjoyed time out with friends.

The Department for Employment and Learning had been heavily subsidising the provision of Worldhost Customer Service Training to the hospitality and tourism sector (£20 per person, actual cost of training to DEL- £190 per person). In this regard over 40 such businesses from within Craigavon had received training for some if not all of their frontline staff and many of these businesses received certificates at an event in Edenmore Golf Club in June 2014.

This world class customer service training programme had recently been tailored to meet the specific needs of the retail sector and Officers in conjunction with People First, the licensee for Worldhost had arranged a taster session for 24 September 2014, 8am -10am in the Seagoe Hotel. This session which had been specifically timed to allow busy retailers to take time out to learn more about the training had been funded 100% by People First. The invite which had been sent to all retailers in Lurgan and Portadown town centres had been circulated previously.

Plans were underway for the ‘Fall for Autumn’ fashion events in Lurgan and Portadown town centres scheduled for 11 October 2014, 11am-3pm. Professional models would showcase each towns’ Autumn/Winter fashion offering in cafes/restaurants and other town centre areas with high footfall. Participating retailers would be encouraged to offer discount on the day and this would be promoted by promotional street teams.

Additional promotion of the event would include radio advertising, local press coverage, social media, A5 flyers and promotion via the town centre sound systems.

D247/2014 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D199/2014) Continued

In response to a query from Alderman Mrs Crozier, the Head of Economic Development confirmed that officers were working with the Chamber of Commerce and other businesses in the town centres on town centre regeneration.

It was

RECOMMENDED:

- (1) That Members note the date of the Worldhost Customer Service Taster Session for retailers across the Borough which would be taking place on 24 September 2014 in the Seagoe Hotel; and
- (2) That Members note the date of the 'Fall for Autumn' fashion event in Lurgan and Portadown town centres which would be taking place on 11 October 2014.

D248/2014 REQUEST FROM PORTADOWN CHAMBER SEEKING COUNCIL SUPPORT TO FUND A FREE TOWN CENTRE PARKING DAY ON SMALL BUSINESS SATURDAY

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.

In conjunction with DRD Roads Service, Council Officers arranged for the 3 pay and display car parks in Lurgan (Castle Lane, Moore's Lane & Waring Street) and the 5 pay and display car parks in Portadown (Magowan Buildings, Marley Street, Meadow Lane West, West Street and William Street) to be free on Saturday 21 December 2013.

In addition, High Street Mall in Portadown which operated a paying car park was encouraged by Council Officers to also offer free 'all day' parking on 21 December 2013. High Street Mall agreed and absorbed all costs associated with this which was a clear endorsement from the private sector for the initiative. In addition this enabled a uniform 'free parking' message to be promoted across the town

PR and promotional coverage of the 2013 initiative had been circulated previously.

To monitor the effectiveness of the initiative, staff carried out shopper surveys at the car parks involved. In total 147 shoppers who made use of the car parks across the towns provided feedback and positively:

- **83%** of those surveyed in Lurgan confirmed that the free parking resulted in them staying in Lurgan town centre longer.
- **78%** of those surveyed in Portadown confirmed that the free parking resulted in them staying in Portadown town centre longer.

D248/2014 REQUEST FROM PORTADOWN CHAMBER SEEKING COUNCIL SUPPORT TO FUND A FREE TOWN CENTRE PARKING DAY ON SMALL BUSINESS SATURDAY Continued

In addition a total of 100 business surveys responded to a separate survey (24% of the total survey sample) and in summary:

- **47%** of the Lurgan business respondents indicated that footfall and turnover had increased compared with the same Saturday in 2012 with some reporting comparative turnover increases of +30%, + 100%, +11%, +15%, +20%.
- **67%** of the Portadown business respondents indicated that footfall had increased compared with the same Saturday in 2012 with **59%** reporting increased turnover.

The Department for Regional Development launched their own '5 hours for £1' parking scheme for 6 weeks over the Christmas 2013 trading period and had since announced a 6-month extension to this scheme running between 12 April 2014-12 October 2014.

As a result 93 'off street' car parks across 25 towns in Northern Ireland including Lurgan and Portadown had been charging £1 for five hours parking from 12 April 2014. Whilst there had been calls to extend this DRD Scheme beyond the 12 October 2014 and indeed local marketing of this scheme by Portadown Chamber of Commerce (match funded by Council) there had been no indication to date that DRD were going to extend the initiative.

The Chamber had highlighted that free parking in conjunction with the nationwide 'Small Business Saturday' initiative scheduled for Saturday 6 December 2014 would be an attractive proposition to the consumer and the combination of these initiatives together with other event based Council activity delivered as part of the Town Centre Regeneration and Revitalisation Action Plan would increase town centre footfall and sales during the vital Christmas trading period.

Lurgan Chamber had also highlighted their desire for more 'free parking days' as evidenced in 2 January 2014 Lurgan Mail front page, previously circulated.

The estimated costs to offer and promote a "free parking day" across Lurgan and Portadown town centres on Saturday 6 December 2014 (Small Business Saturday) using the Council's overall Christmas creative as a template are set out in the table below:

TABLE 1	
Costs Recoverable by DRD Roads Service	1800.00
Radio Advertising	
Media : 16 x 30" ads on Cool FM & 16 x 30" ads on Downtown Production: 30" ad	1500.00
Press Advertising	
Johnston Press ½ page adverts in Newsletter 03/12/14; Lurgan Mail 04/12/14 & Portadown Times 05/12/14	1100.00
Irish News ½ page advert in Irish News 04/12/13	650.00
Signage	250.00

D248/2014 REQUEST FROM PORTADOWN CHAMBER SEEKING COUNCIL SUPPORT TO FUND A FREE TOWN CENTRE PARKING DAY ON SMALL BUSINESS SATURDAY Continued

Graphic Design (amends to overall Christmas campaign)	200.00
Photography (PR shots)	150.00
TOTAL	£5,650.00

Declaration of Interest

Alderman Hatch declared a non-pecuniary interest in this item of business as a member of Portadown Chamber of Commerce.

Councillor Mackle suggested Committee write to DRD Roads Service informing them of Council's support to this initiative and asking them for their help.
It was

RECOMMENDED:

- (1) That the request from Portadown Chamber of Commerce to replicate the "free parking day" funded and organised by Council on 21 December 2013 on Small Business Saturday 2014, be approved;
- (2) That it be noted that the cost to fund a "free parking day" across Lurgan and Portadown Town Centres on Saturday 6 December 2014 would be in the region of £5,650; and
- (3) That correspondence be sent to DRD Roads Service informing them of Council support to this initiative and asking them for their help.

D249/2014 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014

For retailers, Christmas was the most important trading period of the year with a significant growth in sales expected in the weeks prior to and immediately after Christmas Day. Having recognised this, the Development Department through the function of Town Centre Management proposed a schedule of town centre events and promotions to maximise footfall and boost consumer spend within the Borough over the festive period. The proposals were designed to meet the objectives of the Town Centre Regeneration and Revitalisation Action Plan (2013 - 2015) under Strategic Theme 1 – Marketing, Events and Promotions.

In 2013 Council's investment in Christmas for the town centres was £53,000. This funded a Switch-On event in each town centre, events in Portadown town centre each Saturday in December 2013, Santa's Grotto on the plaza in Lurgan each Saturday in December 2013 and a significant promotional campaign to promote the full events and retail offering.

The proposed elements for Christmas 2014 can be found at **Appendix 2**.

D249/2014 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014
Continued

Switch On events in Lurgan & Portadown town centres (Projected cost for 2014 - £18,000)

The 2013 Switch-On events in Lurgan and Portadown town centre's were extremely successful with approximately 3,000 in attendance at each.

Larger crowds were expected at the Switch On events this year and town centre businesses would be encouraged to take advantage of the high footfall by opening late.

Many of the audience and the performers at these events would be young children so in preparation and to ensure adequate health & safety precautions are in place Officers had budgeted for sufficient event security staff and a 12 square meter LED screen for each event. The LED screen had dual purpose – it would act as a barrier between crowds and the road at each event thus preventing possible accidents and would allow attendees further back on the town centre plaza's to view the event without surging forward.

Weekend Events 6, 13 & 20 December 2014 in Lurgan town centre to include a free Santa's Grotto on the plaza (Projected cost for Lurgan, 2014 - £12,000)

Officers proposed to set up a Santa's Grotto on the plaza in Lurgan Town Centre each Saturday in December. Lurgan Chamber of Commerce were of the opinion that Lurgan town centre would be at a disadvantage to other town centres if there was no Santa's Grotto to attract much needed footfall and resultant consumer spend to the town as a whole. Lurgan Chamber was also keen to utilize Small Business Saturday (6 December 2014) to highlight the number of small high quality independents in Lurgan town centre.

The proposed grotto would run in conjunction with the other activity anticipated for these days such as live music, craft workshops and street entertainment to increase the overall offering for families and visitors. The Grotto would have the potential to increase footfall as it will be free-of-charge with a queuing system and an allocated time slot for each child/family wishing to visit. Parents would be encouraged to take their own photographs thus negating the requirement for a photographer and participating children would receive a small cost effective gift following their visit. This model worked extremely well in 2013 with over 350 children attending over the three days (open 3 hours each day).

Weekend Events 6, 13 & 20 December 2014 in Portadown town centre to include collaboration with the Chamber of Commerce reference Small Business Saturday and BNL Productions, Council appointed agency, reference a continental market BNL has proposed as part of the SPACE (People's Park) Community Engagement process both scheduled for Saturday 6 December 2014(Small Business Saturday). (Projected cost for Portadown, 2014 - £12,000)

The proposal for Portadown town centres each Saturday in December was to create a positive ambience for shoppers, conducive to spending money and increasing consumer dwell time. Officers proposed a mix of modern music and radio roadshows, traditional brass bands, street entertainment including stilt walkers and street theatre, family friendly activities and retail incentives for shoppers.

D249/2014 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014
Continued

The frequency of these proposed weekend events also allowed for cross promotion of other Council events at Council facilities such as the Snow Tubing with Santa at the Golf & Ski Centre, Santa's Grotto at Lough Neagh Discovery Centre and the Live Nativity at Tannaghmore Animal Farm.

Members were being asked to consider Council collaboration with the Chamber of Commerce on Small Business Saturday (6 December 2014) and with BNL Productions who had been contracted by Council as part of the SPACE (People's Park) project to carry out community engagement and events. BNL proposed to run a market on Portadown Plaza on Saturday 6 December 2014 which in conjunction with Small Business Saturday and the activities proposed under the function of Town Centre Management would contribute to increased footfall and consumer dwell time as well as meeting the community engagement objectives for the SPACE project.

BNL had a budget in the region of £12,000 to run this market independently at no additional cost to Council.

Marketing & Promotions for Lurgan, Central Craigavon & Portadown. (Projected cost for 2014 - £11,000.00)

In relation to marketing and promotions the Strategic Marketing Campaign's Working Group which was led by the Development Department but worked across Council Departments propose a high quality themed Christmas campaign which built on the Lurgan, Central Craigavon, Portadown brand already established during the Christmas 2011, 2012 and 2013 seasons including the 'Tis the Season...' (2012) and 'All I Want for Christmas' (2013) campaigns.

The proposed design concept for 2014 would be capable of growth across Town Centre Management, Tourism, any supporting private sector campaigns and the Council's leisure offering this Christmas.

The proposed marketing mediums included: billboards, press (local & regional), bus advertising, radio advertising, an events brochure, window vinyls on vacant town centre premises and digital advertising on facebook using advertisements and promoted posts.

The proposed creative would be brought to Development Committee in October 2014 for Members' consideration.

In response to a query from Alderman Hatch, the Head of Economic Development confirmed that buy-in with both Chambers of Commerce regarding the continental market had taken place and that the continental market increased footfall in the town centres due to the different produce on offer.

D249/2014 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014
Continued

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

RECOMMENDED:

- (1) That approval be given to the proposed Council spend of £53,000 for town centre events and promotion for Christmas 2014 as detailed in **Appendix 2**; and
- (2) That approval be given to the collaboration with Lurgan and Portadown Chambers of Commerce in relation to Small Business Saturday (6 December 2014) and with BNL Productions, regarding their proposals for a continental market on Portadown Plaza on 6 December 2014 as part of the SPACE (People's Park) Community Engagement process.

D250/2014 MEANWHILE SPACE PROJECT – DERELICT SITES

The recent process of developing an application for DOE Dereliction intervention funding highlighted a number of derelict commercial and residential sites in the borough. In many cases these sites had been cleared but the development opportunity did not come to fruition. These sites had subsequently been left undeveloped providing an eyesore and in some cases had been used for anti-social behaviour.

Examples included sites along the A27 in Portadown, Lake Street and the Malcolm Road in Lurgan and a former petrol station on the Belfast Road in Dollingstown. Google Street View. Images of these sites had been circulated previously.

Discussion with the DOE during the application process had identified that dereliction intervention funding would only be available to address issues around derelict buildings and a solution to the issues posed by these sites was not obvious.

Previous work with Meanwhile Space had identified that this organization had addressed similar problems working with the community and property owners to transform derelict sites as an interim measure in the period while long-term development projects were sought. Meanwhile Space had previously been successful in transforming derelict sites in Bradford, Lewes and Wembley in England.

Initial discussions with Meanwhile Space indicated the process they had applied previously had followed the steps below :

1. November - January. Feasibility study. MS visit to Craigavon, Engagement activities, site assessment (October - November). Research, design, costings, permissions, pilot proposal (December - January)
2. Submit paper to Craigavon Borough Council decision panel
3. January - March. Agree lease/license, permissions and budget
3. April - September 2015. Pilot project. Collaborative build with MS associates and local people. Build capacity/systems for local management
4. October. Toolkit design and handover

D250/2014 MEANWHILE SPACE PROJECT – DERELICT SITES Continued

The initial feasibility study stage would be undertaken to determine if the Meanwhile approach could provide a solution to the problems caused by the identified sites in Craigavon and what form that approach should take. The findings of the feasibility study would be considered by Committee before proceeding with further stages.

Desk research had not identified alternative organizations specialising in activating derelict or vacant sites on a temporary basis while a long term investor was sought and as such it was considered appropriate that this project was progressed as a single tender action. Procurement advice had been sought to undertake a single tender action.

In response to a question from Alderman Mrs McCullough, the Head of Economic Development advised that a site assessment would be undertaken initially and then a paper submitted to Council advising of recommendations. A paper would then be brought to Members advising of one chosen site along with costings.

The Director of Development advised that the responsibility for town centre development would pass to the new Council and this would give the opportunity to have projects in the pipeline to access funding opportunities.

Alderman Hatch advised of the waste ground at the back of the boat club in Portadown and also of a derelict bungalow on Meadow Lane and requested officers investigate these sites.

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

RECOMMENDED:

- (1) That approval be given to the commissioning of Meanwhile Space as a single tender action to carry out a feasibility study to investigate potential solutions to a number of undeveloped residential and commercial sites and gap sites in the Borough at a maximum cost of £3,000; and
- (2) That officers investigate the following sites:
 - Waste ground at the rear of the boat club.
 - Derelict bungalow on Meadow Lane.

D251/2014 REQUEST FOR PRESENTATION – BUSINESS ENGAGEMENT PROGRAMME

The Business Engagement Programme (BEP) was currently in the process of working with 280 Craigavon-based businesses to carry out baseline assessments of their business needs and provide them with a suitable mentor or signpost to an existing programme that could address their needs.

The volume of businesses and range of mentoring offered had required the BEP to develop a bespoke Information Management System to keep track of the businesses as they progressed through the programme.

The Information Management System was web based and allowed the project managers, mentors and participating business to view a record of their baseline assessment, mentoring notes and any other documents or guides which may have been provided as part of the mentoring process.

D251/2014 REQUEST FOR PRESENTATION – BUSINESS ENGAGEMENT PROGRAMME
Continued

The system also allowed the participating business to provide feedback on their experience of the programme and provided a platform for communication with both the project managers and mentors which was recorded on the website.

There was an individual file for each participant and information could be kept beyond the completion of this programme. The system could be adapted and applied to a range of support programmes and would allow Council to develop a detailed and accurate picture of the businesses in the Borough as well as their support needs.

The store of information built up by using the system had the potential to aid the Economic Development unit in the design of new projects tailored to the specific needs of businesses in the locality.

The Chairman advised Members of a deputation from SRC to the October meeting of Development Committee. The Director informed Members that they wished to brief Members on their development proposals for the Craigavon area.

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

RECOMMENDED:

- (1) That agreement be given to receive a presentation from Officers on the newly developed Business Engagement Programme Information Management System at the October Development Committee meeting; and
- (2) That a presentation be received from SRC regarding their future development proposals for the Craigavon area at the October Development Committee meeting.

D252/2014 ATLANTIC ARC CITIES APPLICATION (D195/2014)

The Conference of Atlantic Arc Cities (CAAC) was formed in 2000 and currently had more than 100 cities/urban networks of the European Atlantic seaboard. This network worked with different institutions, to promote the role of cities in Europe and to highlight the specificity of the Atlantic Arc. The presidency was currently held by Mr Philippe Duron, Mayor of Caen and MP for Calvados.

Craigavon, in fact ABC had much in common with the aims of CAAC. Most members like Cork, Rennes, Caen, A Coruna were more the size of Craigavon or the new ABC area and the group also included larger cities like Dublin, Liverpool, Cardiff, Bordeaux and San Sebastian. The general Secretary had said “2014 was the most appropriate year for joining, giving that we are launching our working groups so as to respond to the new EU calls for projects”.

Through a structure of coordination and representation, CAAC provided a tangible mechanism that created synergies between different actions at local and transnational level. It worked to improve their attractiveness, networking offers and the opportunity for cities to complete a critical mass that gradually increased their visibility and influence. CAAC intended to become the urban forum of reference for the Atlantic Arc through the promotion of a model for green, attractive and cohesive cities by:

1. Promoting the balanced and polycentric European territory and showing the essential role of cities as engines of regional development.
2. Promoting synergies and partnerships between member cities, creating the entrepreneurial spirit of the Atlantic cities
3. Create a space for solidarity and develop collaborative projects
4. Promoting the interests of the Atlantic cities and cities in general and making the Atlantic cities more influential and attractive
5. Strengthening the vital link to the active Atlantic European citizenship

The benefits of membership as stated by the CAAC were:

1. Receive support services offered by the General Secretariat
2. Have new initiatives and build partnerships with other local and regional authorities
3. Receive information and express opinions on proposals of the European Union, strengthening relations with the EU institutions.
4. Involvement in projects and studies at European level
5. Establish or strengthen links with other cities and thematic networks (EU funding)
6. Communicate information about their city at an international level
7. Identification of the city with the network, international visibility of the city and its projects within an organization that represents 9 million inhabitants.
8. Free participation at meetings and thematic seminars, as well as the General Assembly.
9. Develop and participate in ad hoc working groups on issues of particular interest, within the EU Thematic Commissions
10. Apply for a position in the Executive Bureau of the Conference through the General Assembly elections (president, vice-president, president of Thematic Commission)

In the last 3 years CAAC had brought forward a large number of EU funded projects in the following themes and planned more from 2014 onwards:

- Urban Renewal and Innovative Urban Policy
- Youth Unemployment
- Creative Industries in Creative Cities
- Sustainable Development and Renewable Energies
- Forests and Fisheries

Potential value for money of membership was difficult to estimate, however examples from two current EU projects demonstrate the possibilities:

The share of Creative Edge project was €174k making a net of €104k after EU grant and for Creative Momentum at €500k is €300k after EU grant.

The association had full members, associate members and observer members as described below:

D252/2014 ATLANTIC ARC CITIES APPLICATION (D195/2014) Continued

1. Full members are those cities, metropolitan areas or urban agglomerations with at least 200,000 inhabitants, situated in the Atlantic Arc, involved or interested in its dynamics. Cost €4547 Euro
2. May be associate members, thus concerned by the work of the committees and working groups of the Conference, metropolitan areas or urban agglomerations with less than 200,000 inhabitants located in the Atlantic Arc involved or interested in its dynamics. Cost €2500 Euro
3. Observer members may be bodies or institutions located in the Atlantic cities that wish to collaborate in the work of committees and working groups of the Conference.

In response to a Members' query, the Head of Economic Development advised that this matter had been to Committee previously, but that Members had requested further information. She went on to advise that if approval was given, Council would automatically be a member of the group of Atlantic Arc Cities which would then transfer to the new Council.

In response to a query from Alderman Hatch, the Head of Economic Development undertook to investigate whether Belfast City Council was a member of Atlantic Arc Cities.

(The Mayor, Councillor McCusker, joined the meeting at 6.29pm)

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

RECOMMENDED:

That approval be given to the admission for Craigavon to become a member of the group of Atlantic Arc Cities at a cost of €2,500.

D253/2014 YOUNG ENTERPRISE NORTHERN IRELAND (YENI) ANNUAL REGIONAL MASTER CLASS (D239/2014)

YENI worked in more than 80% of post primary schools in the Southern Region to promote business start-up and entrepreneurship as a genuine option for students after they left full-time education. Along with the successful Bright Idea programme, the work of YENI was a great starting point on the entrepreneurship road for school children.

This was an important aspect of Economic Development as the work in the schools (by paid employees of YENI, but mostly done by local business volunteers) led through to the various programmes initiated by Local Government to assist our private sector grow and develop. Fundraising was YENI's major source of income and it was part-funded by Invest NI. This was one of the functions that would transfer to Council in April 2015.

YENI worked with more than 80,000 post primary students in Northern Ireland every year (the Southern Region was the best performing in the UK with 25,963 of the NI total).

D253/2014 YOUNG ENTERPRISE NORTHERN IRELAND (YENI) ANNUAL REGIONAL MASTER CLASS (D239/2014) Continued

The Regional Master Class was held in the Mayes Hall for the last 4 years and last year it was held on 13 November 2013. Approximately 220 six form students and their teachers attended the event and spent the morning working on business problems and potential solutions. 10 volunteers from businesses in the Southern Region assisted the students and gave them advice as they worked through their tasks.

It was proposed to hold this year's event on 12 November 2014 as part of Global Enterprise Week. The proposed theme for this year was the engineering sector.

It was proposed by Councillor Moutray, seconded by Councillor Mackle, and

RECOMMENDED:

That support be given to the YENI regional Master Class during Global Enterprise week on 12 November 2014 at a maximum cost of £1,500.

D254/2014 CREATIVE EUROPE FUNDING APPLICATION (D92/2014)

Having been invited by an established European Partnership to participate in a funding application to the new Creative Europe 2020 measure for a project called Collaborate-Create; Craigavon was now leading the application for the EU partnership. Participation would be continued by the ABC Council should funding be confirmed. The partnership list was in the following table:

	Organisation Name	Region	Country	Contact Name
1	Craigavon Borough Council	Northern Ireland	UK	Paul Kavanagh
2	La Venerie	Brussels	Belgium	Michele Gelinne
3	L'Ateliers Partage	Brussels	Belgium	Blaise Patrix
4	N'a qu'un oeil	Bordeaux	France	Jean Pierre Brossard
5	Culture Power Station	Oulu	Finland	Pirjo Roponen-Lunnas
6	Centro per la Scena Bassano	Veneto	Italy	Giovanna Brunelli
7	Lai Momo International	Bologna	Italy	Marta Meloni
8	The Model	Sligo	Ireland	Megan Johnston
9	Compania de Idea	Lisbon	Portugal	Fabiana Gomes
10	APC Coimbra	Coimbra	Portugal	Mario Verissimo
13	SERDE	Aizpute / Riga	Latvia	Maria Kerin
14	Roca Umbert – Granollers City Council	Barcelona	Spain	Ester Prat
15	Fundacion Cibervoluntarios	Madrid	Spain	Yolunda Rueda
16	University Catolica San Antonio (UCAM)	Murcia	Spain	Chiara Puleo
17	Rubicon Cultural Educational Services	Madrid	Spain	Enrique Gallardo
18	Culture Polis Komunikujeme	Preveza	Greece	Photini Papahatzi

D254/2014 CREATIVE EUROPE FUNDING APPLICATION (D92/2014) Continued

Officers from Economic Development and Arts Development had been working with the original project team to write the project application. The project was envisaged to encompass art and the creative economy in its broadest sense as a means of social inclusion and a driver of economic prosperity.

The team were aiming to have the application completed in time for 1 October 2014 call and if successful work would begin on the ground in April 2015. The detail of the activities and budget was still being collated from all the partners and would continue over the coming weeks.

The groundbreaking project would encompass the roll-out on a trans-national basis of several arts led local projects that Craigavon had prototyped over the last 2 years and included opportunities for skills development, increased jobs and increased business for local people in the creative sector. It would see Artists, Producers and Communities collaborating to drive community building, social exchange, inclusion and regeneration over a sustained period delivering a range of outputs and work of trans-national importance.

If the application was successful, it would be a 4-year project with a budget of €4M that would be administered by ABC. The opening conference would be in the new Council in June 2015 and would close in 2019 with a major international festival also in the new Council.

A full-time Project Manager and a full-time Administrative Officer would be required and were included in the application.

Officers would bring forward a further report in the coming months when project details and costs had been accurately assessed. However, this funding call was funded 50% and the expectation was that current budgets would contribute the Armagh, Banbridge and Craigavon 50% with no further allocation needed from ABC.

It was proposed by Alderman Mrs McCullough, seconded by The Mayor, Councillor McCusker, and

RECOMMENDED:

- (1) That approval be given to the proposed funding application at no additional cost to Council budget; and
- (2) That this item be referred to the Mid Monthly meeting of Council to be held on 15 September 2014 for adoption.

D255/2014 CREATIVE MOMENTUM APPLICATION

Craigavon developed and led the Northern Ireland partnership for a 4 Council group that included Armagh, Banbridge and Newry & Mourne in the Creative Edge project between June 2012 and December 2013. Creative Edge won the 'Best EU Funded Project' award from NILGA in February 2014.

The success of Creative Edge in all four partner regions (Sweden, Finland, ROI and NI) led to a preparatory project called Creative Momentum. It had investigated how creative spaces, services and supports would form the basis of an application to the Northern Periphery and Arctic 2014-2020 Programme (NPA) for a strategic Creative Momentum project.

D255/2014 CREATIVE MOMENTUM APPLICATION Continued

A funding call from NPA would open on 1 October 2014 and applications closed on 24 November 2014. It was expected that successful applications would receive letters of offer in mid-2015.

Discussions with Officers across the SEED Group indicated that all 7 of the current Councils would intend to participate in the November project application, under the leadership of Craigavon Borough Council initially then Armagh, Banbridge and Craigavon Council.

Creative Momentum would provide enterprise development and market expansion spaces, services and supports to entrepreneurs in the creative industries across the Northern Periphery and Arctic region, as part of the Northern Periphery and Arctic 2014-2020 Programme (NPA).

The cost of the project was still to be finalised and was likely to be in the region of €2 Million for a four-year period with the new Council share in the region of €500K, funded at 60% and (beginning FY 2015-2016).

Officers would bring forward a further report to Committee in due course

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

RECOMMENDED:

- (1) That approval be given in principle to Craigavon's participation in the Creative Momentum project;
- (2) That a report be submitted to the Shadow Council for consideration;
- (3) That a further report be brought forward to Members when the final budget is known, and
- (4) That this matter be referred to the Mid Monthly meeting of Council to be held on 15 September 2014 for adoption.

D256/2014 LIFE SCIENCES MEMORANDUM OF UNDERSTANDING WITH SOUTHERN HEALTH AND SOCIAL CARE TRUST

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

Based on a market review of the existing key stakeholders within Craigavon it was identified that by focusing on the triple helix approach of the Academic, Business and Clinical representatives Craigavon could be identified as a "Centre of Excellence for 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.

D256/2014 LIFE SCIENCES MEMORANDUM OF UNDERSTANDING WITH SOUTHERN HEALTH AND SOCIAL CARE TRUST Continued

Key achievements to date were:

- Life Sciences Supply Chain project - £450k INTERREG IVA funding
- Life Sciences Innovation programme - £30k INI funding
- Invest NI Trade delegations from Boston and Asia Pacific Region
- Northern Ireland Health Ecosystem conference
- Finalist in 2014 NILGA Awards - Best Joint Initiative "Craigavon as a Centre of Excellence for Life Sciences"
- Membership of the European Connected Health Alliance.

One of the main achievements to date had been the establishment of a strong relationship with Southern Health and Social Care Trust. Together, Council and the SH&SCT had hosted the Cardiology Commerce and Collaboration Conference attended by Ministers Poots and Foster in February 2013 as well as visiting trade delegations from Boston and Asia Pacific to showcase the cutting edge research going on at Craigavon Area Hospital.

With the aim of further developing the partnership, SHSCT senior management and consultants had met with Officers from Economic Development on several occasions to explore future collaborative opportunities including funding applications to Horizon 2020 and other EU programmes. As such it was proposed that this partnership be formalized by means of a Memorandum of Understanding (MOU) between SHSCT and Craigavon Borough Council.

The MOU would highlight the commitment of both organisations to work together to promote Craigavon as a Centre of Excellence for Life Sciences.

The draft document was currently with the SHSCT to be approved at its Board meeting on 23 September 2014 with the aim of launching/officially signing the Memorandum of Understanding at the Second Annual Life Sciences Conference on 28 November 2014 in the presence of Ministers Poots and Foster.

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

RECOMMENDED:

That agreement be given to enter into a Memorandum of Understanding with the Southern Health & Social Services Trust for the advancement of the life and health science sector with a view to an official launch at the second annual Life & Health Science conference on 28 November 2014.

D257/2014 ECONOMIC DEVELOPMENT CALENDAR SEPTEMBER TO DECEMBER 2014

The EU Structural funds commenced in 2014. Many programmes encouraged and relied on collaborative networks coming together to bid for programme monies. Officers wished to ensure that businesses had the chance to find out more information and start to form networks and groups that could work together for mutual gain and benefit.

A number of key initiatives to assist businesses in the Borough had been organised for the September to December period, Officers had collated them into a 'calendar of events' which had been circulated previously.

D257/2014 ECONOMIC DEVELOPMENT CALENDAR SEPTEMBER TO DECEMBER 2014
Continued

It was

RECOMMENDED:

That it be noted the forward planning, networking and collaborating Officers were facilitating with the Craigavon Business community to foster economic development activities.

D258/2014 CRAIGAVON VILLAGE PLANS PROJECT (D184/2014)

The Rural Development Officer submitted 4 speculative applications to the Southern Organisation for Action in Rural Areas (SOAR) under Measure 3.5 Village Renewal and Development of the Rural Development Programme following on from the consultation process undertaken through the Craigavon Village Plans. Officers had since received 2 Letters of Offer from SOAR for the Craigavon Village Regeneration Project and for a Technical Study to look at Recreational Provision at Bleary Old School House. These projects were due to be completed by 30 September 2014.

The remaining other two projects, Aghagallon Lagan Navigation Demonstration Project and the Craigavon Rural Heritage Trail Initiative were currently sitting on the SOAR reserve list due to insufficient funding. Council had been made aware by SOAR that if funding was to become available the projects would still require a completion deadline of 30 September 2014. This would be an unrealistic timeframe to complete either of these projects.

Details of the 2 projects outlining estimated costs and timelines can be found at **Appendix 3**.

Officers were proposing to take these projects forward using Council funding as it was now evident that SOAR funding would not be secured to deliver these projects.

The Aghagallon Lagan Navigation Demonstration Project had a total estimated cost of £12,000 and could be delivered using under spend from funding previously agreed by Council (D383/2012)

It could also be delivered within a four-month timeframe, this would allow the project to be completed before the end of March 2015.

The Craigavon Rural Heritage Trail Project had a total estimated cost of £152,000 and would have an 8 month delivery timeframe, this would mean that the project would not be completed until June 2015. £38,000 funding was previously agreed by Council to be allocated to this project (D383/2012).

Members are also asked to consider how they wish to proceed with the Craigavon Rural Heritage Trail Project, as the 8-month delivery timeframe would mean a completion date of June 2015 and Council would have to commit a further £114,000 to the £38,000 already committed.

Declaration of Interest

Councillor Nelson declared non-pecuniary interests in this item of business being a Director of Aghacommon Association and as a Director of the Lagan Canal Trust.

The Chairman, Councillor Baxter, declared a non-pecuniary interest in the Lagan Canal Trust.

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

RECOMMENDED:

That approval be given to the Aghagallon Lagan Navigation Demonstration Project to be progressed at a cost of £12,000 as outlined in the report; and

Councillor Duffy asked that the Craigavon Rural Heritage Trail Project be submitted to the new Rural Development Programme.

It was suggested by the Director, that when the Shadow Council considers its capital programme, this matter could also be considered.

It was further proposed by Councillor Mackle, seconded by, Alderman Mrs McCullough and

RECOMMENDED:

That the Craigavon Rural Heritage Trail Project be submitted to the new Rural Development Programme and also submitted to the Shadow Council for consideration under its Capital Programme.

Over the last two years the Citizen 21 Community Development Training Programme had been delivered under the auspices of Craigavon Borough Council with financial support from DSD Neighbourhood Renewal. This had enabled approximately 80 community representatives from across the Borough to achieve an OCN level 1 or 2 in Community Development. The quality of the programme was a key component of the programme's success with training being mapped to the National Occupational Standards in CD. The process also combined a unique link to local government with participants having the opportunity to meet with Council officials and gain a firsthand understanding of decision making processes. This would become increasingly relevant as Local Government Reform and community planning processes took shape and ensuring local residents had the confidence to speak on behalf of their neighbourhoods.

During the period 2013 -2014 community representatives completed both a Beginners and Advanced Training Programme. Two further strands of the programme remained to be completed. A Beginners course offering an OCN Level 1 to 10 young people in the 18 plus age bracket and a Mentoring course targeted at 5 groups or individuals who had previously completed the C21 Beginners and Advanced Programme. The young persons programme would not only provide an OCN qualification but also assisted in developing citizenship potential and provided pathways to linking this grouping with local community and voluntary groups.

D259/2014 CITIZEN 21 (D221/2014) Continued

The Mentoring Programme was a pilot scheme which the CD team had not offered before. It aimed to strengthen and deepen the learning achieved through the Citizen 21 Programme and further support community activists work in the Borough.

While previously, the programme had been funded by DSD Neighbourhood Renewal, all current allocations from the Department had been committed and no additional monies had been awarded. Officers would therefore propose that £7,000 of the current Community Development budget be committed to completing the Young person's programme and Mentoring scheme.

It was proposed by Alderman Mrs Crozier, seconded by Councillor Mackle, and

RECOMMENDED:

That approval be given to funding for £7,000 towards the Citizen 21 Training programme for the Young People's strand and Mentoring Programme.

D260/2014 CITIES IN TRANSITION FORUM

The Forum for Cities in Transition was a network of Mayors and local government representatives who assisted each other in conflict transformation. There were 15 member cities across three continents, which included Belfast and Derry-Londonderry. The Forum worked on the principle that cities that were in conflict or had emerged from conflict were in the best position to help other cities in similar situations.

This year the conference was being held in Belfast from 27-30 October 2014. Attendees would come from Baghdad, Belfast, Derry-Londonderry, Haifa, Jerusalem, Kirkuk, Mitrovica, Mitte (Berlin), Mostar, Ramallah, Sarajevo, Srebrenica and Tripoli (Lebanon) and Kaduna (Nigeria) - cities across four continents, at some stage of transition from conflict, often still in conflict.

There were annual gatherings that brought together participants, who worked over several days, learning from each others' experiences and forming new collaborative cross-community and cross-border projects that they undertook to deliver before the next annual gathering. Derry-Londonderry hosted the 2011 gathering. The most recent gathering was in Kaduna, Nigeria. This year's would be hosted by the Belfast members.

The Forum for Cities in Transition was an initiative of the John Joseph Moakley Chair at the University of Massachusetts Boston. The Secretariat was shared by the Northern Ireland Foundation and the Moakley Chair. The Forum's Director was Professor Padraig O'Malley, who would be travelling to Northern Ireland to assist in the organising of this year's gathering.

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

RECOMMENDED:

That approval be given to the Mayor and Chair of Development (or their nominees) to attend the Cities in Transition Forum along with Officers from Good Relations Section on 27 – 30 October 2014.

D261/2014 ERECTION OF NEIGHBOURHOOD WATCH SIGNS

Craigavon Borough Council had agreed to erect signs for accredited Neighbourhood Watch schemes within the Borough. The Brambles, Aghacommon scheme had now been accredited and as agreed the potential locations for the erection of signs had been proposed, in consultation with the residents.

Committee had previously agreed in principle that Neighbourhood Watch signage be erected by Technical Services invoking Section 115 of the Local Government Act, subject to specific proposals being presented to the Development Committee for consideration and referral to the Environmental Services Committee. Officers would therefore recommend that Section 115 be invoked to erect the signage, as the expenditure (in term of labour costs) was in the interests of the residents of the Borough. Officers would further recommend that the matter be referred to the Environmental Services Committee.

A copy of the proposed locations is attached at **Appendix 4**.

Declaration of Interest

The Chairman, Councillor Baxter, Alderman Mrs McCullough and Councillor Nelson declared non-pecuniary interests in the PCSP.

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

RECOMMENDED:

- (1) That approval be given to the erection of Neighbourhood Watch signs at The Brambles, Aghacommon; and
- (2) That this matter be referred to the Environmental Services Committee for further consideration.

D262/2014 ABSENCE MANAGEMENT (D202/2014)

Absence statistics for the Development Directorate for the 2014/15 financial year, month of July 2014, had been circulated previously.

Comparison figures had been provided for the 3 previous years. 90.2% of employees within Development had recorded no absence in July 2014.

The Council's target for 2014/2015 was 4%. The Department figure for the month of July 2014 was 6.26%. The year-to-date figure 6.49%. 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 new attendance policy and training in attendance management was being rolled out to all Managers.

Referrals were also being made to the Occupational Health service.

It was

RECOMMENDED:

That the content of the report be noted.

D263/2014 DEVELOPMENT DEPARTMENT FINANCIAL PERFORMANCE REPORT APRIL TO JULY 2014 (D203/2014)

The Department was £7k under budget for the 2014/2015 financial year. This was primarily through additional grant funding received through various projects while community centre/town hall income also over achieved on their income targets during the year.

It was

RECOMMENDED:

That the content of the report be noted.

ITEMS FOR INFORMATION

D264/2014 NEW RURAL DEVELOPMENT PROGRAMME 2014 – 2015

The new Rural Development Programme was scheduled to start from 2014 – 2020. An update on the new programme had been circulated previously.

D265/2014 LIFE SCIENCES SUPPLY CHAIN PROJECT (D183/2014)

The Life Sciences Supply Chain Project had progressed well towards its targets since launching in February 2013.

The key objectives of this project was to carry out profiles of 100 SME's with the potential to supply goods and services to the local life sciences industry in the East Border Region and then to progress 40 of companies through a capacity building programme with a view to enabling these participants to begin selling goods and services to major supply chain companies.

Part of the programme was also to engage with 12 established life sciences companies (referred to as 'partners') who would act as potential buyers of the SMEs participating on the programme.

To date profiles of 85 potential suppliers had been completed with 42 selected for the capacity building programme. A list of the participants had been circulated previously.

In addition 7 life sciences companies (partners) had been engaged as potential buyers to those graduating from the project's capacity building aspect. These are listed in the table below:

D265/2014 LIFE SCIENCES SUPPLY CHAIN PROJECT (D183/2014) Continued

Company		
Almac	Craigavon	Biomarkers, Pharmaceutical, Clinical technology
Randox	Antrim	Biochip array technology, OEM
Intelesens	Belfast	Medical devices and sensors
Heartsine	Belfast	Defibrillators
Armstrong Medical	Coleraine	Airway management, critical care, operating room equipment
Clonallan Laboratories	Newry	Medical procedure packs
Vitalograph	Ennis	Cardio respiratory diagnostics, equipment servicing

It was anticipated the total benefits of the programme to suppliers (in terms of sales) and to partners (in terms of savings on goods and services bought) would exceed €2.5m within 1 year of the completion of the project in June 2015.

Significant developments in the programme had included the extension of its scope which initially was limited to the Craigavon, Newry and Mourne, Banbridge, Louth, Meath and Down Councils to include the entirety of the East Border Region area and the addition of a project support officer to the project staff to support the administrative burden associated with the project.

D266/2014 ACHIEVING FINANCE PROGRAMME (D85/2014)

The Achieving Finance Programme was continuing to progress well towards its targets and a recent progress report had been circulated previously.

The report identified that 69 of the targeted 75 companies had been recruited to the mentoring aspect of the programme and that a total of 170 one to one consultancy days have been delivered to these companies to date. 19 of these companies are based in the Neighbourhood Renewal Areas surpassing the programme target that 8 companies would come from NRA areas. 17 participants have been referred to Invest Northern Ireland as potential clients representing good progress towards the target of 20 referrals for the overall project.

16 of the participating businesses had invested £867,500 into their companies to date with a further investment £504,500 scheduled by these businesses. The programme had provided mentoring to support these companies in sourcing and securing funds for this investment. In addition participating companies had created 7 additional jobs as a result of these investments.

The overall targets for the extended programme were to support £1,625,000 of investment by participating companies and create 9 new jobs by March of 2015.

D267/2014 EVALUATION OF THE MEANWHILE IN CRAIGAVON PROJECT (D11/2014)

The Department for Social Development had completed the Evaluation for the Meanwhile in Craigavon Project.

A full copy of the evaluation and a summary of the main findings had been circulated previously.

The evaluation concluded that:

*The results of the Meanwhile Space Project are deemed very positive because bringing vacant town centre properties back into use and creating **18 jobs** with new business worth **£570k** into the town centres exceeded expectations.*

D268/2014 BRIGHT IDEA YOUTH ENTREPRENEURSHIP – CELEBRATION AND RECRUITMENT EVENT (D209/2014)

Craigavon was managing Bright Idea which was the largest Council-led resource project in Northern Ireland. The budget was just over £500,000 with Ards, Armagh, Banbridge, Craigavon, Down and Newry & Mourne Council participating.

As part of the recruitment drive for the final wave for the Bright Idea Programme an information and celebration event had been organised for 23 September 2014. Young people aged 18-29 who were interested in starting their own business or who already ran a business and would like support to grow it further, were encouraged to attend.

The guest speaker for the evening was Rory Best, Ulster Rugby Captain, Ireland Hooker and successful entrepreneur. He would speak about what it takes to succeed in business. There would be workshops and mentoring advice at the event and people could sign up to the programme. A flyer had been circulated previously.

Young people from across the 6 SEED Councils were invited to attend. Members were encouraged to circulate the invitation to their databases of young people or groups they think would find this event helpful or interesting.

At the end of August 2014 a total of 339 new business ideas from across SEED had been explored. To date 15 new businesses had started and employ 45 new people.

D269/2014 BLEARY CREATIVE COMMUNITY CENTRE – CONTRACTOR PROGRESS (D233/2014)

Council had appointed Brendan Loughran contractors as the main contractor for the new centre. They began work on site on 8 July 2014 and the formal 'sod cutting' was conducted by Councillor Baxter on 12 August 2014.

The works were progressing to plan and foundations had been laid for the extension. Officers expect to make the first claim for grant to SOAR early in September 2014.

The first tenant had been secured. After several meetings and negotiation, the Busy Bees pre-school group, which was currently in Bleary Primary School, would relocate to the new centre when it opened in January 2015.

Funding measure: Europe for Citizens Programme
Action 1, Measure 1.2, Thematic Networking of Twinned Towns

In July 2014 Craigavon was invited by 2 separate EU Twinned Town partnerships to participate in their respective project applications for funding.

Project 1 was an urban project called EASY TOWNS - European Accessible Sustainable Young Towns and was led by Vicenza in Northern Italy. The themes were especially aimed at engaging young people into the life of their city and were:

- Revitalisation of cities through sustainable practices
- Cities accessible are cities enjoyable
- Bringing common elements for revitalisation

The project would be delivered via a combination of international workshops and local consultations, workshops and seminars. All partners including Craigavon would be invited to bring 3-5 people to the international workshops. All travel and accommodation costs would be borne 100% by the project.

Project 2 was a rural project called SmaRT Net – Small and medium-sized Rural Tourist Network of towns and was led by Agerola in southern Italy.

The purpose of the project was mainly to deepen the common theme of sustainable development and livability of rural areas, by involving communities in discussions about policies and the opportunities offered by the European Union in 3 different sectors: rural tourism, youth entrepreneurship, volunteering.

If successful, the main partner for both projects would manage a budget of €150,000 to cover all costs associated with partners travel to participate in international workshops and prepare a final report of the key findings and recommendations for the EU.

D271/2014 INNOVATION, R&D AND NEW PRODUCT – BEST PRACTICE AND FUNDING CONFERENCE (D196/2014)

Craigavon was hosting this unique event, scheduled for 4 November 2014 in the Mayes Hall, along with Queens University's Northern Ireland Technology Centre.

Professor Alastair Fee, visiting Professor of Innovation at the European Business School would be a keynote speaker.

Queens University would give practical examples of how they had taken new ideas through to real new products for the benefit of local businesses and another expert would discuss the 'cash' benefits of R&D Tax Credits available to businesses that were exploring innovation and research.

An executive from Fujitsu would give an address on High Performance Computing and would lead one of a number of breakout sessions where practical examples of new funding assistance would be discussed in detail. The Enterprise Europe network from Invest NI and Smart Eco Hub (renewable energy specialists) would lead other breakout sessions.

D271/2014 INNOVATION, R&D AND NEW PRODUCT – BEST PRACTICE AND FUNDING CONFERENCE (D196/2014) Continued

This seminal business event would contain topics of practical benefit to a wide range of our companies both large and small and it was envisaged to send invitations to every forward thinking business in Craigavon, Armagh and Banbridge. The timing was also critical as many EU funding streams were opening up in the latter half of 2014 and it was imperative that Craigavon endeavoured to bring companies together to collaborate on projects.

It was expected that formal invitations would be sent out at the beginning of October.

D272/2014 CRAIGAVON MEANS BUSINESS STORMONT SHOWCASING EVENT (D154/2014)

The Craigavon Means Business initiative was profiling key sectors in the Craigavon Business Community. This project aimed to stimulate growth and competitiveness in the life and health sciences, creative industries and agri-food sectors.

As part of this initiative a briefing had been organized for the Long Gallery, Parliament Buildings, Stormont on 16 September 2014. Hosted by Stephen Moutray MLA, the aim of the event was to showcase the Craigavon Borough Council area as a sub-regional economic centre, highlight the strength of its 3 key sectors – agri-food, health and life sciences and the creative industries – and the potential benefits to companies of locating in Craigavon and creating jobs.

A leading company from each of the 3 sectors would make a presentation at the event, detailing their experiences of doing business in Craigavon. To date the Almac Group (Life Sciences Sector) and BNL Productions (Creative Sector) had confirmed with Moypark currently identifying the most suitable person to nominate for the event.

Invitations had been issued to the DETI, DARD, DHSSP and DFP Committees, MLAs and relevant stakeholders including Northern Ireland Food and Drink Association, Food NI and Invest NI.

There would be the opportunity for guests to ask questions and receive feedback. Guests at the event would include political representatives and business stakeholders.

The formal proceedings would begin at 12.30pm and finish at 1.30pm, with light lunch tea and coffee served from 12 noon.

The Chairman, Councillor Baxter, said all Members had been invited to this event which would be very worthwhile attending.

D273/2014 CRAIGAVON AGRI-FOOD AND DRINK PROGRAMME LAUNCH (D69/2014)

The Craigavon Agri-food and Drink programme was launched on 28 August 2014. The launch was attended by Elected Members, delivery agent Venture i Network as well as current and prospective participant businesses. The event featured guest speakers Simon Dougan, The Yellow Door Deli and Helen Troughton, Armagh Cider Company.

Guest speakers provided an overview of:

- Their background and how and why they started their businesses
- Their experience of running their business (the good and bad days)
- What they have learned from running their business and what things they would have done differently
- Their plans for their businesses in the future
- Tips and advice they would give to other small and micro agri-food and drink businesses

The overarching objective of the Craigavon Agri-Food & Drink Programme would be to offer 30 micro and SME's in the sector, tailored support to help address issues individual and unique to each business.

The programme would provide practical opportunities for participating businesses to develop and grow their business through innovation and export, by receiving specialised workshops, bespoke support and one-to-one expert mentoring at times that suit each business.

The launch event was a great success with a number of businesses expressing an interest in participating on the programme.

D274/2014 UPDATE ON BUSINESS IMPROVEMENT DISTRICT (NI) LEGISLATION (D64/2014)

A Business Improvement District (BID) could occur where a group of interested businesses get together with their local Council to consider what improvements were needed in their area over and above statutory provision. The collaboration of Council and business interests then put together a plan, cost it, and decide on an amount of levy on commercial rates that each business must pay over a specified period to fund the improvements. The plan was then put out for ballot across all businesses included in the BID area and if the ballot was successful, the BID was implemented, and all businesses in the area must pay.

The legislation to allow for the establishment of statutory Business Improvement Districts in Northern Ireland was now in place.

The Business Improvement Districts (Northern Ireland) Act 2013 received Royal Assent in March last year and the Regulations to support this Act, the Business Improvement Districts (General) Regulations (Northern Ireland) 2014 & the Business Improvement Districts (Miscellaneous) Regulations (Northern Ireland) 2014, were approved by the Assembly in June 2014.

Arising from this there was a DSD-led Northern Ireland BID pilot scheme currently in operation whereby 7 public/private partnerships were receiving extensive capacity building and support from a consortium to prepare them for a BID in their respective areas. The 7 pilots were Enniskillen, Belfast Lisburn Road, Belfast Cathedral Quarter, Belfast City Centre, Strabane, Newry and Ballymena.

- D274/2014 UPDATE ON BUSINESS IMPROVEMENT DISTRICT (NI) LEGISLATION (D64/2014) Continued
- DSD had recommended that other towns in Northern Ireland who were interested in taking forward a BID waited for the lessons learned and guidance cascading from the pilots and had estimated this could be Autumn 2015.
- A report detailing the outcomes of the BID pilots would be brought back to the new Armagh, Banbridge and Craigavon Council in line with the timescales estimated by DSD with regard to evaluation feedback.
- D275/2014 EVENTS FINANCIAL ASSISTANCE POLICY 2013-2014 (PORTADOWN FESTIVAL) (D130/2012)
- Portadown Festival Association was previously awarded financial assistance of £3,000 towards the staging of the 2013 event.
- The Chairman of Portadown Festival Association, Ms Carolyn McCabe, had formally expressed her gratitude to Members for this contribution.
- D276/2014 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPs (D216/2014)
- SLA agreements were operational at Lurgan Town Hall, Millennium Court Arts Centre and Lough Neagh Discovery Centre VIPs for the provision of visitor information.
- Monthly enquiry statistics for May, June and July had been circulated previously.
- D277/2014 NORTH LURGAN COMMUNITY CENTRE CAR PARK (D234/2014)
- Proposed improvements to North Lurgan Community Centre's shared car park with Drumnamoe Nursery School were discussed by Committee in June 2014.
- Members had asked that Officers enter into initial discussions with Drumnamoe Nursery School and that a report be brought back to Committee in September 2014.
- Due to the school's summer holidays Officers had been unable to arrange a meeting with representatives from the school at the time of writing Committee reports and that this item would be brought back to Committee in October 2014.
- D278/2014 PRIDE OF CRAIGAVON 2014 (D149/2014)
- Council had agreed to host a Pride of Craigavon recognition event as part of the work being taken under the Community Support Plan. The aim of this 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.
- Applications would be invited as a result of a public advertisement in the local press and the Awards would cover the following 9 categories :

D278/2014 PRIDE OF CRAIGAVON 2014 (D149/2014) Continued

- Community Award (Large /Group Network)
- Community Award (Small Group)
- Community New comer Award
- Age Sector Community Award
- Community Event Award
- Creative Community Initiative Award
- Contribution to Good Relations Award
- Contribution to Community Safety Awards
- Contribution to Environmental Improvements in the Neighbourhood

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.

The event would be held on 10 March 2015 in the Civic Centre.

D279/2014 NEIGHBOURHOOD FESTIVAL EVENT SCHEME (D200/2014)

The Neighbourhood Festival Event Scheme would be advertised in the local papers week commencing the 8 September 2014 with a closing date of 12 noon on 26 September 2014 for festivals occurring between the 1 January 2015 through to the 31 March 2015.

The scheme was open to community groups in the Borough who wished to organise a locally based community festival.

D280/2014 BROWNLOW FESTIVAL (D220/2014)

Brownlow Festival Week took place week commencing 30 August 2014 to 6 September 2014. Festivities commenced on Saturday 30 August 2014 with a fun day at Brownlow Community Hub which also celebrated the Hub's third birthday and concluded on Saturday 6 September 2014 with a finale at Craigavon Watersports Centre.

The collaborative partnership between Council and the Community had resulted in a quality programme which was reflective of Council's Corporate Plan in encouraging customer focus and reflective of leading with unity and purpose.

The Festival had been successful in securing funding through Peace 111 Southern Partnership to the value of £8,000 for this year's events. Any proceeds raised during the course of the Festival would go towards the British Heart Foundation Northern Ireland.

A copy of the Festival Programme had been circulated previously.

D281/2014 LORD LURGAN MEMORIAL PARK FUN DAY

A Family Fun Day had taken place in Lord Lurgan Memorial Park on 13 September 2014.. The Fun Day had involved range of activities, bouncy castles, arts and crafts activities and sporting events.

As a further development of this, community representatives had requested to work with the Parks Development Officer and Community Development Officer (L) to establish a "Friends of the Park" Group which would work towards providing seasonal events in Lord Lurgan Memorial Park.

D282/2014 GOOD NEIGHBOURHOODS FOR AGEING WELL PHASE 2 (D19/2014)

The first phase of Community Conversations on Good Neighborhoods for Ageing Well took place in February 2014 which resulted in a local area report for Church and Court areas of Lurgan. Planning and arrangements were now underway to hold a series of small workshops using local venues with residents from the Church and Court wards from 22 -26 September 2014 followed by a further Community Conversation event on 1 October 2014 linking in with International Older Persons Day in Craigavon Civic Centre. These were being co-ordinated by Community Development along with other Council and Trust staff.

The events during September 2014 would include taster sessions for a range of physical and health and well being activities and arts programmes. In addition, a Keeping Safe session was planned with the PSNI, PCSP, NIFRS, NIHE and Council Officers on anti-social behaviour, community safety and home safety. Activities were also being explored to promote the use of Lurgan Park and liaison was underway to link a reminiscence event with a tea dance already programmed by Lurgan Library.

The purpose of the event being held on 1 October 2014 was to provide feedback to residents on the issues raised by them during the community conversation held in February 2014 as well as the series of small workshops held during September 2014. Participants had been and would be encouraged to prioritise those issues that were most important to them and to establish an Older People's Forum with a view to developing an Action Plan for their area.

Funding of around £10k was to be made available by the PHA to Council for delivering Phase 2 of the Ageing Well programme. Approximately £500 would also be provided to each Council towards the cost of venue hire and catering for the community conversation events.

D283/2014 BROWNLOW COMMUNITY HUB PROGRESS REPORT – JULY & AUGUST 2014 (D224/2014)

A comprehensive progress report including usage and income for the Brownlow Community Hub had been circulated previously.

D284/2014 BROWNSTOWN JUBILEE COMMUNITY CENTRE PROGRESS REPORT – JULY & AUGUST 2014 (D225/2014)

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

Alderman Mrs McCullough asked that officers investigate when the nameplate would be put up onto the entrance gates at Brownlow Jubilee Community Centre and that the hole at the side of the pedestrian gate also be investigated.

It was

RECOMMENDED:

- (1) That officers investigate when the name plate will be put up on the entrance gates; and
- (2) That the hole at the side of the pedestrian gate be investigated.

D285/2014 KILLICOMAIN JUBILEE COMMUNITY CENTRE PROGRESS REPORT – JULY & AUGUST 2014 (D226/2014)

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

D286/2014 PLAYSCHHEME PROGRESS REPORT (D227/2014)

A Playscheme progress report for July 2014 had been circulated previously.

D287/2014 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS

Reports covering activities and income at Council's Community Centres and Town Halls for the period April - July 2014 had been circulated previously.

CONFIDENTIAL BUSINESS

D288/2014 RURAL DEVELOPMENT – EXTENSION OF CONTRACTS

A Confidential report on this item of business can be found at **Appendix 5.**

D289/2014 GOOD RELATIONS EXTENSION OF CONTRACTS

A Confidential report on this item of business can be found at **Appendix 6.**

D290/2014 APPROVAL TO APPOINT A DELIVERY AGENT FOR 'BUSINESS MATCHING PHASE II' TO TARGET VACANCY LEVELS IN LURGAN AND PORTADOWN TOWN CENTRES

A Confidential report on this item of business can be found at **Appendix 7.**

The meeting finished at 6.47pm.

CHAIRMAN_____

DATE_____

D238/2014 GOOD RELATIONS ACTION PLAN 2014/15 – LETTER OF OFFER

Director
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Chief Exec

29 AUG 2014

Department



Office of the

**First Minister and
Deputy First Minister**www.ofmdfmi.gov.uk

Dear Dr Donaldson

27 August 2014

Please find enclosed a Letter of Offer for your Council for the District Council Good Relations Programme for 2014/15.

You will be aware of the current funding environment and consequently there is a gap between the current District Council Good Relations Programme allocation and the level of funding that Councils have requested for 2014/15. Departments have been required to deliver substantial budget savings in this financial year and the funding available reflects this pressure.

However, following the Executive's decision regarding the June Monitoring Round, additional funding has been made available for the delivery of the Together: Building a United Community Strategy. Ministers are currently considering how to allocate this additional funding and should this result in an increase in the amount available to the District Council Good Relations Programme, we will contact you regarding the possibility of extra money being allocated to your council.

Given that we are already five months into this financial year, we have decided to issue the District Council Good Relations Programme Letter of Offer based upon the current confirmed budget allocation, rather than wait until additional allocations may be agreed by Ministers.

I appreciate that the available allocation may have implications for your proposed programme of work as set out in your Good Relations action plan for 2014/15. The Programme's Development Officer, Paul Killen, would be happy to work with you to prioritise activities that will maximise the Good Relations outcomes in your Council area. If your Good Relations Officer would find this helpful please contact: Policy.unitedcommunity@ofmdfmi.gov.uk and we will arrange to take this forward as soon as possible.

Yours sincerely

FERGUS DEVITT

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Organisation	Dr Theresa Donaldson Chief Executive Craigavon Borough Council Craigavon Civic and Conference Centre Lakeview Road CRAIGAVON BT64 1AL
Project Title	District Council Good Relations Programme 2014/15 – Craigavon Borough Council
Amount of Financial Assistance	£99,000.00
Period of Financial Assistance	1 April 2014 – 31 March 2015
Government Funding Database Checked (Date)	Not applicable

Dear Dr Donaldson

27 August 2014

DISTRICT COUNCILS GOOD RELATIONS PROGRAMME - 2014/15

1. Award Approval

The Office of the First Minister and deputy First Minister (OFMDFM) is pleased to offer financial assistance to Craigavon Borough Council as part of the 2014/15 District Council Good Relations Programme. This has been approved on the basis of the details set out in the Action Plan, and financial assistance is offered on condition that the project delivers its aims and produces the agreed performance targets/outputs and patterns of expenditure as set out in the Action Plan and Annex C of this letter of offer. Approval is subject to your acceptance of all the conditions set out in this letter.

The commissioning letter of 22 January 2014 advised of the various factors which would be considered and taken into account during the assessment of the 2014/15 Action Plan.

The offer for 2014/15 is based on:

- Assessment panel score

- History of spending to budget allocation,
- Availability of funding in 2014/15.

Therefore, this Letter offers an overall grant of **£99,000.00** to reflect the quality and range of scheme that is being provided within the Council area.

Please provide the following by **30 September 2014**:

- (i) An updated detailed and accurate month by month profile of expenditure to be submitted in along with the acceptance form;
- (ii) Confirmation that the administrative support is wholly utilised on good relations work.
- (iii) A revised Action Plan that takes account of the amount of funding awarded.

Please note that by the 31 October 2014 the progress and associated spend on the Action Plan will be formally reviewed by OFMDFM and the Department reserves the right to reallocate resources in light of the review. As the value of the total any under-spend on this Programme must not exceed 0.5%, it is important that you declare easements as early as possible in the financial year. Undeclared under-spends at year end may impact negatively on funding awards made to the new Councils in 2015/16.

As indicated above your 2014/15 Action Plan has been assessed against framework evaluation criteria which are aligned to the Together: Building a United Community strategy, as well as the prioritised needs of the council area as identified through the good relations audits. As signalled at various stages over the past year this has been the primary determining factor in the level of grant awarded this year.

2. Definition of Words and expressions used in this Letter

'Financial Assistance' means the Financial Assistance specified in the Schedule attached to this Letter of Offer.

'Qualifying Expenditure' means the sums, expended by the Council in carrying out the Programme and admitted by the Department for the purpose of payment of Financial Assistance.

'Programme' means the District Council Good Relations Programme.

'The Council' means Craigavon Borough Council.

'The Department' means the Office of the First and deputy First Minister.

3. Aims, Objectives and Description of Work

The delivery of a programme of activities designed to improve community/good relations and which promote and deliver improved good relations in the Council area on the basis of the Together: Building a United Community strategy and prioritised needs and issues identified in a good relations audit which has been completed within the past 2 years.

Throughout the funding period, up to 31 March 2015, the Council will be required to provide quarterly progress reports and an end year annual monitoring return in a

prescribed form and the Department reserves the right to commission evaluations of all or part of the Programme at any stage.

Subject to the terms and conditions set out in this Letter of Offer, OFMDFM shall provide funding towards:

- GRO and associated administration costs of £61,710.12 in accordance with the staffing requirements detailed in the Council's 2014/15 Action Plan. The Council must satisfy OFMDFM that the job description for each post supported by the Department is compliant with departmental good relations and good race relations objectives.
- Approved eligible programme/project costs included in the 2014/15 Action Plans, up to the level of £37,289.88.

This contribution towards your Council's good relations programme in 2014/15 is contingent upon an additional minimum, matching contribution of **£33,000.00** from Council resources to the Action Plan.

The Department **will not** provide funding for:

- Any posts which are supported by other public or European funding; or
- Projects or programmes where support is also provided for other public or European funding for the same purpose.

4. Financial Assistance

(i) Payment

Subject to the terms and conditions set out in this letter, the Department shall be responsible for the payment of the following:

£99,000.00 for the period 1 April 2014 to 31 March 2015

Financial assistance will be paid to currently held bank account details. Or, if you have changed bank accounts from those detailed in the attached schedule, please submit updated details of the bank to which payment of the Financial Assistance should be made using the form sheet attached at Annex F.

The formal Acceptance of the Letter of Offer must be accompanied by a monthly profile of expenditure to be claimed from OFMDFM, based on the 2014/15 Action Plan (as per paragraph 1 (i)). The profile of expenditure must be updated by Councils at the end of each quarter and the revised profile forwarded with the relevant claim.

The payment of financial assistance is conditional upon the Council confirming within the formal Letter of Offer acceptance letter that the Peace Plans for PEACE III, Policing and Community Safety Partnership and the OFMDFM Good Relations Action Plans are complementary and that there is no duplication of funding. As the Accountable Department for PEACE III Priority 1, the Department reserves the right to initiate formal clawback in the event of duplication of programmes and/or funding.

Financial Assistance for the year 1 April 2014 - 31 March 2015 will be paid as detailed in the **attached Schedule (Annex C)**.

You must ensure that decisions on the level of spend within each Priority Area are predicated on the Together: Building a United Community strategy and priority outcomes of the GR audit as the Department will not authorise quarterly claims that do not adhere to this requirement. Any unspent monies or monies deemed by the Department unlikely to be spent will be reclaimed by the Department.

(ii) Making a Claim

Financial Assistance will be paid quarterly in arrears only on receipt of:

- (a) a signed claim form from the **Finance Officer** detailing expenditure incurred; and
- (b) a quarterly progress report (**Annex D**). Claims must be signed off by the Finance Officer as claims signed off by CROs/GROs will not be accepted.

To assist with financial profiling the grant should be claimed **no later than the end of the month following the quarter for which the grant is being claimed**, in the format shown on the **attached claim form**.

Final quarter claims for 2014/15 must be received by 30 April 2015.

Each claim **must** include:

- A list of **every** invoice/payment relating to CR/GR expenditure; (to note paragraph 8(viii)).
- A list of every group which has received funding during the relevant period, reason(s) for the funding, amount(s), details/measurement of the CR/GR outcomes.

All claims and quarterly reports must also include an updated PCSP Complementary Form (Annex E). Claims should only be made under the Priority Area headings listed in the attached Schedule. Councils may re-allocate resources between these headings for programme costs only. All re-allocations of expenditure must be approved by OFMDFM in advance of incurring. Resources may not be used for projects which have not been identified and approved in the Action Plan. All requests for reallocations must be made in writing using the appropriate template (Annex A) prior to the submission of claims and must not be retrospective. Reallocation requests which are not on the requisite claim form or are retrospective will be returned unactioned.

Any approval of expenditure for the purposes of this Letter of Offer shall be at the absolute discretion of the Department. It must also be noted that funding is only for expenditure incurred within the relevant financial year. Where progress reports indicate that Action Plan targets and associated costs are unlikely to be

achieved, the Department reserves the right to renew the value of this Letter of Offer.

The Council shall provide the Department with such further information and clarification in relation to any claim as the Department may request.

The information provided on grant claims may be made available to other Departments/Agencies for the purposes of preventing or detecting crime.

5. Special Conditions

The Council shall:

- (i) Not make any changes in the aims, objectives, scope, design or methods of the agreed Programme without prior written approval, from the Department;
 - (ii) Use the Financial Assistance only for the purpose of furthering the aims and objectives of the Programme. The Council must inform the Department of any relevant event such as change in circumstances or incidents involving misuse of public funds which occur during the period for which Financial Assistance has been offered;
 - (iii) Immediately inform the Department of any changes to contact details including location, staff, line managers, telephone, fax, mobile and e-mail. Serious disciplinary issues relating to staff funded through this Programme by us must be reported to this Office immediately: formally in writing;
 - (iv) Not seek or make application for any Financial Assistance from any other Government Department, public body or agency in respect of expenditure for which Financial Assistance is or may become payable under the terms of this Letter of Offer without the written approval of the Department;
 - (v) Furnish the Department within 10 working days from the date of request or earlier, if stipulated such information in relation to the organisation and management of the Programme as the Department may from time to time require;
 - (vi) Provide the Department within 10 working days from the date of request or earlier, if stipulated such documents, information, electronic information and papers relating to the Programme as the Department may from time to time request. Also, the Council will afford the Department, its servants or agents including representatives of the Local Government Auditor and representatives of the Northern Ireland Audit Office such facilities for the purpose of inspecting the Programme and furnishing of all invoices, receipts, accounting records and any other documents (paper and electronic) relating to expenditure of the Financial Assistance as the Department may from time to time require for audit purposes, within the stipulated 10 working days deadline;
 - (vii) Ensure that any original vouchers and documents relating to expenditure on the project shall be retained for a period of seven years following the last payment of Financial Assistance in relation to the projects;
-

- (ix) Ensure that **all officers** supported by the programme, (CRO's, Assistant CRO's or Good Relations Officers as appropriate), endeavour to attend meetings convened by OFMDFM, the quarterly regional forums for their region and other such events as deemed appropriate by the Department;
- (x) Have in place a monitoring and evaluation framework/methodology and complete and forward to the Department copies of all evaluation reports **within 8 weeks** of project completion or such quarterly monitoring reports as appropriate for all initiatives/projects;
- (xi) Produce for the Department, and **to be received by the Department no later than 30 April 2015** an annual progress report (to be submitted along with the final quarter claim) in relation to the targets agreed for the Programme including monitoring and evaluation information on the impact of the programme. The annual progress report should contain:-
 - (a) a summary of statistical monitoring information for the year, including data on the number and type of projects undertaken;
 - (b) the community background of the participants;
 - (c) key success and difficulties encountered;
 - (d) the CR/GR impacts/outcomes to the community;
 - (e) recommendations for future work; and
 - (f) summary findings on the verification activities undertaken during the year in relation to small grant funding of community groups.
- (xii) Provide the Department with an annual full Statement of Expenditure on the Programme **not later than six months after the end of the year** to which the statement relates.

6. General Conditions

This Letter of Offer is a legally binding document. No payment will be made by the Department unless and until the Council has signed and returned a copy of the Letter of Offer and Acceptance Form (Annex A). For so long as the Council is under any liability to the Department under the terms of this letter, the Council shall:-

- (i) **financial assistance** - only seek financial assistance with respect to costs specifically attributable to the programme;
- (ii) **reallocation** - may not reallocate resources from the funding activities as detailed in the Schedule to this Letter of Offer without first obtaining the prior approval of the Department;
- (iii) **maintenance of records** - maintain its paper and electronic records (financial and otherwise) in such a way as is satisfactory to the Department and identifies clearly all expenditure and income related to the programme;
- (iv) **assets - inventory of assets** – establish and maintain an inventory of all fixed assets acquired, built or improved wholly or partly using the Department's Grant, whether owned by the applicant or third parties. An asset is defined as an item that will not be used up within 12 months and which is not intended to be sold before the end of its useful life. The inventory should show the date of purchase; description of the asset; net price paid; location of the title deeds; serial or

identification numbers; location of the asset; date of disposal; and sale of proceeds net of VAT;

- (v) **assets - disposal of assets** – not dispose of any asset without the prior authorisation of the Department. If any asset obtained with the benefit of the Grant is disposed of within 4 years from the date of acceptance of this letter, the Council shall, on demand, repay to the Department so much of the Grant as the Department considers is reasonable;
- (vi) **procurement of goods and services** - this condition covers the planned purchase of items of equipment, supplies and day to day running expenditure, as well as the fees for service of trainers, specialist advisors, consultants and other specialist suppliers. Public procurement requires that all such purchases must be open to fair competition from competent suppliers and that a record is maintained of how the decision to award any contract was reached. The requirement to comply with public procurement rules applies to all expenditure for which Grant Aid is sought. The use of open competition inviting quotes or tenders is the only acceptable method of procurement that can demonstrate best value has been achieved in the use of public funds. Where the appropriate public procurement method is not followed then the associated expenditure will not be eligible for Grant Aid.

When reviewing claims for reimbursement involving the supply of goods and services to a project, the Department will require sight of the original documents including, where appropriate, copies of public advertisements, tender specification and selection criteria, tender submissions or quotations, record of the evaluation and scoring of bids, the decision to award the contract and notice to unsuccessful bidders.

Goods and services purchased with Grant Aid must be procured on the basis of quotations as set out in Procurement Guidance Note 04/12 which is available on www.dfpni.gov.uk;

- (vii) **provision of records** - provide the Department with such documents, information, paper and electronic records (including all original cheques returned from the bank), relating to the Programme, including information in relation to the organisation and management of the Programme as the Department may request;
- (viii) **access** - afford the Department, its servants or agents, and representatives from the Northern Ireland Audit Office, such facilities for the purpose of inspecting the Programme and all invoices, receipts, accounting records and any other documents in relation to expenditure of the Financial Assistance as the Department may require for audit purposes;
- (ix) **retention of documentation** - supporting documents, regarding expenditure and audit, should be kept available for a period of seven years following the last payment of Financial Assistance in relation to the projects and make these documents available for inspection as the Department requires. The Council should therefore ensure that all original vouchers, claims, invoices, receipts and supporting documents, in respect of this Programme, are retained until expressly instructed by OFMDFM that disposal is acceptable. Photocopies or reproductions of any of the above mentioned documents are not acceptable. Copies and micro fiche are not acceptable data carriers;

(x) reports and information - produce quarterly progress reports for the Department against the agreed funding objectives. These should be submitted along with the quarterly claims. The last column in the table in Annex D may be used for this purpose. In addition, the Council should provide any other monitoring and evaluation information as requested by the Department;

(xi) changes - immediately inform the Department in writing of any change in circumstances which will or may affect the ability of the Council to carry out the Programme; (examples include: continuing viability threats, proposed changes to the project; the potential failure to meet agreed outputs/targets; posts becoming vacant through resignation, long term illness, maternity leave etc.).

Also, the Council must immediately inform the Department in writing of any proposed change to the individual categories of expenditure or profile amounts as set out in the Breakdown of Costs/Expenditure Schedule. In this regard, the Council should note that the Department will only consider re-profiling in exceptional circumstances and transferring of funds will be restricted between similar categories of expenditure;

(xii) duplicate funding - not seek duplicate funding or make any application for or accept any financial assistance from any other Government Department, Agency or other funding body in respect of the expenditure for which financial assistance is or may be payable under the terms of this letter. Should any duplication of funding occur the Department shall be entitled to reduce the financial assistance available under this letter by an amount equal to such financial assistance;

(xiii) other financial assistance - confirm to the Department that no other funding has been received or applied for in respect of this programme;

(xiv) maintenance - maintain in good condition all property, equipment, machinery, furniture, fixtures and fittings and assets of every kind owned or used by the Organisation in connection with the Project;

(xv) insurance - insure and keep insured the Programme and all assets associated with it against all risks appropriate to the business of the Council including public liability; arrange and maintain employer's liability and occupier's liability insurance;

(xvi) indemnity - indemnify the Department against all actions, proceedings, cost, claims, demands and liabilities whatsoever arising from all or any activities associated with the Project.

(xvii) vouching of small grants – provide evidence of a Council policy in relation to the vouching of small grant claims, which details the percentage of grants to be vouched.

Note : You must immediately inform the Department if there are any changes, at any time, following signature and acceptance of this Letter Of Offer.

7. Fraud

- (i) It will be the responsibility of the Council to take whatever action is necessary to minimise the risk of fraud and to notify the Department immediately of any instances of attempted, suspected or proven fraud. Following a Departmental investigation, all instances of suspected fraud will be reported to the PSNI and civil /criminal proceedings will be instigated if deemed appropriate.
- (ii) The Council (and/or its representatives) may be prosecuted if it fails, without reasonable excuse, to comply with any condition subject to which financial assistance has been given to the organisation requiring it to inform the Department of any event whereby the financial assistance becomes repayable.
- (iii) The Department may, by notice, require the Council to furnish the Department such information, or to produce for examination on behalf of the Department such books, records or other paper/electronic documents, as may be specified in the notice, for the purpose of enabling the Department to determine whether any condition applying to the provision of financial assistance has become repayable in whole or in part in accordance with any such condition.
- (iv) The Council (and/or its representatives) may be prosecuted if in purported compliance with a notice issued under paragraph ii it knowingly or recklessly makes any statement or produces any document which is false.

8. Funding of Community Groups

- (i) The majority of Council Programmes include provision for small scale funding to voluntary groups undertaking good relations / good race relations at a local level. When considering the funding of groups, the following broad principles, which clarify the respective roles of the Council and the Northern Ireland Community Relations Council (NICRC), should be applied:-
 - (a) groups should not have already obtained funding from NICRC for their projects and must not subsequently approach NICRC for further support;
 - (b) The Council shall ensure that it performs an open call for applications by placing a notice on its website and in the local press;
 - (c) the criteria for Council funding must comply with good relations and good race relations priorities, principles and objectives and all successful applications to the DCGRP must clearly indicate how this will be achieved. Therefore, the terms and conditions of LOOs issued by the Council under the ambit of the relevant small grants scheme must dovetail with the principal aims and objectives of the District Councils Good Relations Programme;
 - (d) as with other projects under the District Council Good Relations Programme, grants to groups should not cover costs incurred outside Northern Ireland for activities solely to promote cross-border relationships;
-

- (e) The District Council must take all reasonable actions to ensure that funding distributed to voluntary, community groups and subsequent spend by the groups, through the Council's Small Grant Scheme is vouched and verified; and that all spend incurred is eligible and appropriate to the small grant awarded.
- (ii) To ensure that there is no duplication of funding to groups, the Council's Community Relations Officer(s)/Good Relations Officer(s) should maintain close liaison with the relevant Development Officer in the NICRC.
- (iii) A list of community groups and stated aim(s) of the groups, which received funding **and the purpose for which this was paid** must be forwarded quarterly with claims for financial assistance **no later than the end of the month following the quarter for which grant is being claimed.**

9. **Repayment of Financial Assistance on Default**

- (i) If any of the events listed below (a - b) should arise, the Department shall be under no obligation to make any payment or further payment of the financial assistance and the Council shall forthwith on written demand by the Department repay to the Department the full amount of the financial assistance made to the Council hereunder, or such lesser amount as the Department at its discretion may determine.
 - (a) the Council fails to comply with any of the terms and conditions contained in this letter of offer and any such breach is incapable of remedy, or if capable of remedy remains unremedied for more than 30 days, after written notice by the Department;
 - (b) any information given to the Department by or on behalf of the Council in connection with the application for financial assistance, or otherwise in connection with the purpose or contents of this letter, is found to be false or misleading or there has been a failure to disclose any material fact which would have had a bearing on the Department's consideration of the application.
- (ii) In the event that the Department has made a written demand under subparagraph (i) above for repayment, the Department shall be entitled to interest on the amount due from the date thirty days after the date of the written demand until payment, at 50% of the combined rate of the Danske Bank base rate in force plus 2% per annum. (Current base rate +2% x 50% = interest rate payable).
- (iii) Any failure, delay or omission by the Department to exercise any right or remedy to which it is entitled by virtue of this paragraph shall not be construed as a waiver of such right or remedy.

10. Other Conditions

- (i) **assignment** - the Council shall not, without the prior written consent of the Department, transfer any of its rights or obligations under this letter.
 - (ii) **publicity** - the Department must be mentioned in any publicity associated with the Financial Assistance. The Council shall give reasonable publicity to the financial support provided by the Department for the Programme and shall consult the Department about any publicity or public associated announcements, including giving advance notice of events/launches. The Department reserves the right to publicise details of the Financial Assistance.
 - (iii) **service of notices** - any letter, notice or demand by the Department shall be sufficiently served on the Council if it is delivered by hand or left at the Council's last known address or sent by post addressed to the Council at that last known address.
 - (iv) **employment** - the Department accepts no responsibility or liability for the staff employed on the Project. The Council shall be the employer of staff required for the Programme and shall be responsible for all matters in connection with their employment. The Council shall comply with the requirements of all EC Directives and legislation in force relating to working conditions, health and safety at work etc. The Council shall comply with the requirements of:
 - the Sex Discrimination (Northern Ireland) Orders 1976 and 1988;
 - the Disability Discrimination Act 1995;
 - the Race Relations (Northern Ireland) Order 1997;
 - the Fair Employment and Treatment (Northern Ireland) Order 1998;
 - the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003;
 - the Employment Equality (Age) Regulations (Northern Ireland) 2006; and
 - any enactments amending, extending or replacing the same.
 - (v) The Department is to be consulted on any recruitment and selection process in relation to the post(s) which receive financial assistance and retains the right to observer status at all short listing and interview panels. The Council must immediately notify the Department in writing if a post supported by the Department becomes vacant.
 - (vi) **compliance** - the Organisation shall comply with:-
 - specific instruction and guidance issued by the Department;
 - recommendations made by the Public Accounts Committee, or by other Parliamentary authority which have been accepted by the Government and which are relevant to the Organisation.
 - (vii) **equality** - the Council shall ensure that all facilities used in the operation are open to the general public on terms equal to those applicable to any other person or body and shall ensure that the facilities are advertised only on that
-

basis; no aspect of the Programme being funded shall be party political in intention, use or presentation.

- (viii) **Verification** – If applicable, as part of the terms and conditions, any organisation that makes grant payments, to third parties, must perform verification visits on the groups that they provide funding to.

11. Acceptance of the Letter of Offer

- i. This Letter of Offer is issued in duplicate and if the Council is prepared to accept the foregoing offer on the terms and conditions stated, the Form of Acceptance (Annex A) should be completed by a person, authorised by the Department, on the original of this letter and returned to Financial Management and Control Branch, at the address at the top of this letter.
- ii. The offer contained in this Letter of Offer may be deemed to have been withdrawn if it is not accepted by **30 September 2014**.

Yours sincerely



Fergus Devitt
Director
United Community Division

D249/2014 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014

Table 1

Event/Initiative	Date(Time)	Officers responsible	Projected Cost
Portadown Christmas Lights Switch On	Friday 14 November (5.00pm- 7.00pm)	<ul style="list-style-type: none"> - Mayor's Office - Town Centre Manager - Communications Department 	£18,000
Lurgan Christmas Lights Switch On	Friday 21 November (5.00pm-7.00pm)		
Weekend events – Lurgan (including Santa's Grotto and collaboration with the Chamber on Small Business Saturday – 6 December)	Sat 6, Sat 13 & Sat 20 December (12 noon-3pm)	<ul style="list-style-type: none"> - Town Centre Manager 	£12,000
Weekend events – Portadown (including collaboration with the Chamber and BNL reference the SPACE project on Saturday 6 December (Small Business Saturday))	Sat 6, Sat 13 & Sat 20 December (12 noon-3pm)	<ul style="list-style-type: none"> - Town Centre Manager 	£12,000
Marketing and Promotions	Ongoing throughout the Christmas period	<ul style="list-style-type: none"> - Strategic Marketing Campaigns Working Group 	£11,000
TOTAL			£53,000

APPENDIX 3

D258/2014 CRAIGAVON VILLAGE PLANS PROJECT (D184/2014)

Project Title/Description	Estimated Total Project Cost	SOAR Contribution	Agreed Council Contribution	Projected Timeframe for Delivery
Aghagallon Lagan Navigation Demonstration Project To employ a consultant team to develop a technical study which will look at all issues, options and costs related to provide a link from Aghagallon Village to the Lagan Navigation towpath and for opening access between Cranagh Bridge & Goudy Bridge & develop preferred option to RIBA Stage D.	£12,000	£5,000	£7,000	4 Months Completed by 31 st March 2014.
Craigavon Rural Heritage Trail Initiative Provision of Interpretation Panels to link with the Craigavon Rural Heritage Trail Publication, Historical Signage and provision of a Walking Trail with Maps in a number of Villages across the Borough as well as providing floodlighting to the church ruins in Magheralin. The Craigavon Rural Heritage Trail initiative aims to install interpretation panels in eight villages and develop a walking trail with support map in Donaghcloney; Magheralin; Charlestown & Waringstown. As well as providing an flood lighting to the church ruins in Magheralin. The project will include the provision of interpretation, signage, Research; consultations; preparation of artwork for approximately 20 panels Fabrication & installation of approximately 20 panels, Provision of trail maps, Research; consultations; preparation of art work; Production of 5,000 maps for each of the four villages. Consultations with DRD Roads Service. Preparation of contract drawings & Schedules. Contract supervision, Supply & installation of uplighters, Associated trenching; making good surfaces, Provision of electrical connections.	£152,000	£114,000	£38,000	8 Months Estimated completion June 2015.

D261/2014 ERECTION OF NEIGHBOURHOOD WATCH SIGNS

Locations for NHW Signs – The Brambles, Aghacommon	
Street Light No.	Location
1	Lamp post
4	Lamp post
12	Lamp post

ITEM FOR DECISION

3.1 GOOD RELATIONS ACTION PLAN 2014-2015 – LETTER OF OFFER

Report by: Evia Aigbokhae, Good Relations Support Officer

Purpose of Report

To advise Members of the Letter of Offer from the Office of the First Minister and Deputy First Minister (OFMDFM) to deliver the Good Relations Action Plan 2014-2015.

Recommendation

That Members approve the Letter of Offer from the OFMDFM to deliver the Good Relations Action Plan 2014-2015.

Background

Members will recall that the Office of the First Minister and Deputy First Minister (OFMDFM) request that a Good Relations Action Plan is submitted annually in order to secure funds to effectively implement the District Council Good Relations Programme. The submission was made to the Office of the First Minister and Deputy First Minister on 28th February 2014.

Members are reminded that OFMDFM fund 75% of the overall programme, with Council contributing the remaining 25%. £126,030 has been requested from OFMDFM to deliver the Craigavon Good Relations Plan.

Key Issues

A Letter of Offer was received from the Department on the 29 August 2014, detailing that Craigavon Borough Council, Good Relations, will receive an overall grant of £99,000 to deliver the upon the Action plan, with an additional matching contribution of £33,000 (25%) from Council. Members should note that a full allocation has not been granted, this is a £27,030 shortfall in the request amount, equating to a 21% reduction. A copy of the Letter of Offer is included for Members information.

Appendix 1

However, this will not affect core delivery of the Good Relations Action Plan. Members should be made aware that Craigavon Borough Council Good Relations Action Plan was scored and is rated in the top five for Northern Ireland.

Employee Implications

N/A

Financial Implications

The matching contribution of £33,000 (25%) from Craigavon Borough Council has been included in Council estimates.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

3.2 REGENERATION AND DEVELOPMENT STRATEGY FOR THE ARMAGH BANBRIDGE AND CRAIGAVON DISTRICT COUNCIL

Report by: Olga Murtagh, Director of Development

Purpose of Report

To seek approval to allocate a financial contribution of £16,000 towards match-funding for the development of a Regeneration and Development Strategy for the Armagh, Banbridge and Craigavon District Council.

Recommendation

- 1 That Members approve the allocation of £16,000 as match-funding for the development of a Regeneration and Development Strategy for the Armagh, Banbridge and Craigavon District Council; and**
- 2 That due to the timescale involved this matter is referred to the Mid-Monthly meeting of Council.**

Background

Members had been previously advised on the work being progressed in relation to the preparation of the Regeneration and Development Strategy for the Armagh, Banbridge and Craigavon District Council.

The economic prosperity of the region will be a key determinant for future growth, investment and jobs. The Regeneration and Development Strategy will outline the identified strategic priorities, action plan and financial framework which will outline the role of the new Council and other Central Government agencies in driving forward future investment and growth within the new Council region. In addition, with the responsibility for tackling deprivation and regeneration there will be a requirement to develop a clear evidence-based policy for delivery of this new function.

Funding had previously been agreed for the preparation of this work through the Statutory Transition Committee with match-funding being provided by each of the three Councils.

As the Shadow Council has now been established a report was presented in relation to the importance of the Regeneration and Development Strategy in providing an evidence-based policy for future decision-making and seeking the match-funding for the preparation of this work.

The Shadow Council has approved an allocation of £43,000 and a financial contribution up to £16,000 is requested from each Council to undertake the compilation of the Regeneration and Development Strategy for the Armagh, Banbridge and Council District Council area.

Employee Implications

N/A

Financial Implications

£16,000 available from the Departmental budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

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United Community Division
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Office of the
**First Minister and
Deputy First Minister**
www.ofmdfmini.gov.uk

Dear Dr Donaldson

27 August 2014

Please find enclosed a Letter of Offer for your Council for the District Council Good Relations Programme for 2014/15.

You will be aware of the current funding environment and consequently there is a gap between the current District Council Good Relations Programme allocation and the level of funding that Councils have requested for 2014/15. Departments have been required to deliver substantial budget savings in this financial year and the funding available reflects this pressure.

However, following the Executive's decision regarding the June Monitoring Round, additional funding has been made available for the delivery of the Together: Building a United Community Strategy. Ministers are currently considering how to allocate this additional funding and should this result in an increase in the amount available to the District Council Good Relations Programme, we will contact you regarding the possibility of extra money being allocated to your council.

Given that we are already five months into this financial year, we have decided to issue the District Council Good Relations Programme Letter of Offer based upon the current confirmed budget allocation, rather than wait until additional allocations may be agreed by Ministers.

I appreciate that the available allocation may have implications for your proposed programme of work as set out in your Good Relations action plan for 2014/15. The Programme's Development Officer, Paul Killen, would be happy to work with you to prioritise activities that will maximise the Good Relations outcomes in your Council area. If your Good Relations Officer would find this helpful please contact: Policy.unitedcommunity@ofmdfmini.gov.uk and we will arrange to take this forward as soon as possible.

Yours sincerely

FERGUS DEVITT

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Organisation	Dr Theresa Donaldson Chief Executive Craigavon Borough Council Craigavon Civic and Conference Centre Lakeview Road CRAIGAVON BT64 1AL
Project Title	District Council Good Relations Programme 2014/15 – Craigavon Borough Council
Amount of Financial Assistance	£99,000.00
Period of Financial Assistance	1 April 2014 – 31 March 2015
Government Funding Database Checked (Date)	Not applicable

Dear Dr Donaldson

27 August 2014

DISTRICT COUNCILS GOOD RELATIONS PROGRAMME - 2014/15

1. Award Approval

The Office of the First Minister and deputy First Minister (OFMDFM) is pleased to offer financial assistance to Craigavon Borough Council as part of the 2014/15 District Council Good Relations Programme. This has been approved on the basis of the details set out in the Action Plan, and financial assistance is offered on condition that the project delivers its aims and produces the agreed performance targets/outputs and patterns of expenditure as set out in the Action Plan and Annex C of this letter of offer. Approval is subject to your acceptance of all the conditions set out in this letter.

The commissioning letter of 22 January 2014 advised of the various factors which would be considered and taken into account during the assessment of the 2014/15 Action Plan.

The offer for 2014/15 is based on:

- Assessment panel score,
- 2013/14 allocation,

- History of spending to budget allocation,
- Availability of funding in 2014/15.

Therefore, this Letter offers an overall grant of **£99,000.00** to reflect the quality and range of scheme that is being provided within the Council area.

Please provide the following by **30 September 2014**:

- An updated detailed and accurate month by month profile of expenditure to be submitted in along with the acceptance form;
- Confirmation that the administrative support is wholly utilised on good relations work.
- A revised Action Plan that takes account of the amount of funding awarded.

Please note that by the 31 October 2014 the progress and associated spend on the Action Plan will be formally reviewed by OFMDFM and the Department reserves the right to reallocate resources in light of the review. As the value of the total any under-spend on this Programme must not exceed 0.5%, it is important that you declare easements as early as possible in the financial year. Undeclared under-spends at year end may impact negatively on funding awards made to the new Councils in 2015/16.

As indicated above your 2014/15 Action Plan has been assessed against framework evaluation criteria which are aligned to the Together: Building a United Community strategy, as well as the prioritised needs of the council area as identified through the good relations audits. As signalled at various stages over the past year this has been the primary determining factor in the level of grant awarded this year.

2. Definition of Words and expressions used in this Letter

'Financial Assistance' means the Financial Assistance specified in the Schedule attached to this Letter of Offer.

'Qualifying Expenditure' means the sums, expended by the Council in carrying out the Programme and admitted by the Department for the purpose of payment of Financial Assistance.

'Programme' means the District Council Good Relations Programme.

'The Council' means Craigavon Borough Council.

'The Department' means the Office of the First and deputy First Minister.

3. Aims, Objectives and Description of Work

The delivery of a programme of activities designed to improve community/good relations and which promote and deliver improved good relations in the Council area on the basis of the Together: Building a United Community strategy and prioritised needs and issues identified in a good relations audit which has been completed within the past 2 years.

Throughout the funding period, up to 31 March 2015, the Council will be required to provide quarterly progress reports and an end year annual monitoring return in a

prescribed form and the Department reserves the right to commission evaluations of all or part of the Programme at any stage.

Subject to the terms and conditions set out in this Letter of Offer, OFMDFM shall provide funding towards:

- GRO and associated administration costs of £61,710.12 in accordance with the staffing requirements detailed in the Council's 2014/15 Action Plan. The Council must satisfy OFMDFM that the job description for each post supported by the Department is compliant with departmental good relations and good race relations objectives.
- Approved eligible programme/project costs included in the 2014/15 Action Plans, up to the level of £37,289.88.

This contribution towards your Council's good relations programme in 2014/15 is contingent upon an additional minimum, matching contribution of **£33,000.00** from Council resources to the Action Plan.

The Department **will not** provide funding for:

- Any posts which are supported by other public or European funding; or
- Projects or programmes where support is also provided for other public or European funding for the same purpose.

4. Financial Assistance

(i) Payment

Subject to the terms and conditions set out in this letter, the Department shall be responsible for the payment of the following:

£99,000.00 for the period 1 April 2014 to 31 March 2015

Financial assistance will be paid to currently held bank account details. Or, if you have changed bank accounts from those detailed in the attached schedule, please submit updated details of the bank to which payment of the Financial Assistance should be made using the form sheet attached at Annex F.

The formal Acceptance of the Letter of Offer must be accompanied by a monthly profile of expenditure to be claimed from OFMDFM, based on the 2014/15 Action Plan (as per paragraph 1 (i)). The profile of expenditure must be updated by Councils at the end of each quarter and the revised profile forwarded with the relevant claim.

The payment of financial assistance is conditional upon the Council confirming within the formal Letter of Offer acceptance letter that the Peace Plans for PEACE III, Policing and Community Safety Partnership and the OFMDFM Good Relations Action Plans are complementary and that there is no duplication of funding. As the Accountable Department for PEACE III Priority 1, the Department reserves the right to initiate formal clawback in the event of duplication of programmes and/or funding.

Financial Assistance for the year 1 April 2014 - 31 March 2015 will be paid as detailed in the **attached Schedule (Annex C)**.

You must ensure that decisions on the level of spend within each Priority Area are predicated on the Together: Building a United Community strategy and priority outcomes of the GR audit as the Department will not authorise quarterly claims that do not adhere to this requirement. Any unspent monies or monies deemed by the Department unlikely to be spent will be reclaimed by the Department.

(ii) Making a Claim

Financial Assistance will be paid quarterly in arrears only on receipt of:

- (a) a signed claim form from the **Finance Officer** detailing expenditure incurred; and
- (b) a quarterly progress report (**Annex D**). Claims must be signed off by the Finance Officer as claims signed off by CROs/GROs will not be accepted.

To assist with financial profiling the grant should be claimed **no later than the end of the month following the quarter for which the grant is being claimed**, in the format shown on the **attached claim form**.

Final quarter claims for 2014/15 must be received by 30 April 2015.

Each claim **must** include:

- A list of **every** invoice/payment relating to CR/GR expenditure; (to note paragraph 8(viii)).
- A list of every group which has received funding during the relevant period, reason(s) for the funding, amount(s), details/measurement of the CR/GR outcomes.

All claims and quarterly reports must also include an updated PCSP Complementary Form (Annex E). Claims should only be made under the Priority Area headings listed in the attached Schedule. Councils may re-allocate resources between these headings for programme costs only. All re-allocations of expenditure must be approved by OFMDFM in advance of incurring. Resources may not be used for projects which have not been identified and approved in the Action Plan. All requests for reallocations must be made in writing using the appropriate template (Annex A) prior to the submission of claims and must not be retrospective. Reallocation requests which are not on the requisite claim form or are retrospective will be returned unactioned.

Any approval of expenditure for the purposes of this Letter of Offer shall be at the absolute discretion of the Department. It must also be noted that funding is only for expenditure incurred within the relevant financial year. Where progress reports indicate that Action Plan targets and associated costs are unlikely to be

achieved, the Department reserves the right to renew the value of this Letter of Offer.

The Council shall provide the Department with such further information and clarification in relation to any claim as the Department may request.

The information provided on grant claims may be made available to other Departments/Agencies for the purposes of preventing or detecting crime.

5. Special Conditions

The Council shall:

- (i) Not make any changes in the aims, objectives, scope, design or methods of the agreed Programme without prior written approval, from the Department;
- (ii) Use the Financial Assistance only for the purpose of furthering the aims and objectives of the Programme. The Council must inform the Department of any relevant event such as change in circumstances or incidents involving misuse of public funds which occur during the period for which Financial Assistance has been offered;
- (iii) Immediately inform the Department of any changes to contact details including location, staff, line managers, telephone, fax, mobile and e-mail. Serious disciplinary issues relating to staff funded through this Programme by us must be reported to this Office immediately: formally in writing;
- (iv) Not seek or make application for any Financial Assistance from any other Government Department, public body or agency in respect of expenditure for which Financial Assistance is or may become payable under the terms of this Letter of Offer without the written approval of the Department;
- (v) Furnish the Department **within 10 working days from the date of request or earlier, if stipulated** such information in relation to the organisation and management of the Programme as the Department may from time to time require;
- (vi) Provide the Department **within 10 working days from the date of request or earlier, if stipulated** such documents, information, electronic information and papers relating to the Programme as the Department may from time to time request. Also, the Council will afford the Department, its servants or agents including representatives of the Local Government Auditor and representatives of the Northern Ireland Audit Office such facilities for the purpose of inspecting the Programme and furnishing of all invoices, receipts, accounting records and any other documents (paper and electronic) relating to expenditure of the Financial Assistance as the Department may from time to time require for audit purposes, within the stipulated 10 working days deadline;
- (vii) Ensure that any original vouchers and documents relating to expenditure on the project shall be retained for a period of seven years following the last payment of Financial Assistance in relation to the projects;

- (ix) Ensure that **all officers** supported by the programme, (CRO's, Assistant CRO's or Good Relations Officers as appropriate), endeavour to attend meetings convened by OFMDFM, the quarterly regional forums for their region and other such events as deemed appropriate by the Department;
- (x) Have in place a monitoring and evaluation framework/methodology and complete and forward to the Department copies of all evaluation reports **within 8 weeks** of project completion or such quarterly monitoring reports as appropriate for all initiatives/projects;
- (xi) Produce for the Department, and **to be received by the Department no later than 30 April 2015** an annual progress report (to be submitted along with the final quarter claim) in relation to the targets agreed for the Programme including monitoring and evaluation information on the impact of the programme. The annual progress report should contain:-
 - (a) a summary of statistical monitoring information for the year, including data on the number and type of projects undertaken;
 - (b) the community background of the participants;
 - (c) key success and difficulties encountered;
 - (d) the CR/GR impacts/outcomes to the community;
 - (e) recommendations for future work; and
 - (f) summary findings on the verification activities undertaken during the year in relation to small grant funding of community groups.
- (xii) Provide the Department with an annual full Statement of Expenditure on the Programme **not later than six months after the end of the year** to which the statement relates.

6. General Conditions

This Letter of Offer is a legally binding document. No payment will be made by the Department unless and until the Council has signed and returned a copy of the Letter of Offer and Acceptance Form (Annex A). For so long as the Council is under any liability to the Department under the terms of this letter, the Council shall:-

- (i) **financial assistance** - only seek financial assistance with respect to costs specifically attributable to the programme;
- (ii) **reallocation** - may not reallocate resources from the funding activities as detailed in the Schedule to this Letter of Offer without first obtaining the prior approval of the Department;
- (iii) **maintenance of records** - maintain its paper and electronic records (financial and otherwise) in such a way as is satisfactory to the Department and identifies clearly all expenditure and income related to the programme;
- (iv) **assets - inventory of assets** – establish and maintain an inventory of all fixed assets acquired, built or improved wholly or partly using the Department's Grant, whether owned by the applicant or third parties. An asset is defined as an item that will not be used up within 12 months and which is not intended to be sold before the end of its useful life. The inventory should show the date of purchase; description of the asset; net price paid; location of the title deeds; serial or

identification numbers; location of the asset; date of disposal; and sale of proceeds net of VAT;

- (v) **assets - disposal of assets** – not dispose of any asset without the prior authorisation of the Department. If any asset obtained with the benefit of the Grant is disposed of within 4 years from the date of acceptance of this letter, the Council shall, on demand, repay to the Department so much of the Grant as the Department considers is reasonable;
- (vi) **procurement of goods and services** - this condition covers the planned purchase of items of equipment, supplies and day to day running expenditure, as well as the fees for service of trainers, specialist advisors, consultants and other specialist suppliers. Public procurement requires that all such purchases must be open to fair competition from competent suppliers and that a record is maintained of how the decision to award any contract was reached. The requirement to comply with public procurement rules applies to all expenditure for which Grant Aid is sought. The use of open competition inviting quotes or tenders is the only acceptable method of procurement that can demonstrate best value has been achieved in the use of public funds. Where the appropriate public procurement method is not followed then the associated expenditure will not be eligible for Grant Aid.

When reviewing claims for reimbursement involving the supply of goods and services to a project, the Department will require sight of the original documents including, where appropriate, copies of public advertisements, tender specification and selection criteria, tender submissions or quotations, record of the evaluation and scoring of bids, the decision to award the contract and notice to unsuccessful bidders.

Goods and services purchased with Grant Aid must be procured on the basis of quotations as set out in Procurement Guidance Note 04/12 which is available on www.dfpni.gov.uk;

- (vii) **provision of records** - provide the Department with such documents, information, paper and electronic records (including all original cheques returned from the bank), relating to the Programme, including information in relation to the organisation and management of the Programme as the Department may request;
- (viii) **access** - afford the Department, its servants or agents, and representatives from the Northern Ireland Audit Office, such facilities for the purpose of inspecting the Programme and all invoices, receipts, accounting records and any other documents in relation to expenditure of the Financial Assistance as the Department may require for audit purposes;
- (ix) **retention of documentation** - supporting documents, regarding expenditure and audit, should be kept available for a period of seven years following the last payment of Financial Assistance in relation to the projects and make these document available for inspection as the Department requires. The Council should therefore ensure that all original vouchers, claims, invoices, receipts and supporting documents, in respect of this Programme, are retained until expressly instructed by OFMDFM that disposal is acceptable. Photocopies or reproductions of any of the above mentioned documents are not acceptable. Copies and micro fiche are not acceptable data carriers;

(x) reports and information - produce quarterly progress reports for the Department against the agreed funding objectives. These should be submitted along with the quarterly claims. The last column in the table in Annex D may be used for this purpose. In addition, the Council should provide any other monitoring and evaluation information as requested by the Department;

(xi) changes - immediately inform the Department in writing of any change in circumstances which will or may affect the ability of the Council to carry out the Programme; (examples include: continuing viability threats, proposed changes to the project; the potential failure to meet agreed outputs/targets; posts becoming vacant through resignation, long term illness, maternity leave etc.).

Also, the Council must immediately inform the Department in writing of any proposed change to the individual categories of expenditure or profile amounts as set out in the Breakdown of Costs/Expenditure Schedule. In this regard, the Council should note that the Department will only consider re-profiling in exceptional circumstances and transferring of funds will be restricted between similar categories of expenditure;

(xii) duplicate funding - not seek duplicate funding or make any application for or accept any financial assistance from any other Government Department, Agency or other funding body in respect of the expenditure for which financial assistance is or may be payable under the terms of this letter. Should any duplication of funding occur the Department shall be entitled to reduce the financial assistance available under this letter by an amount equal to such financial assistance;

(xiii) other financial assistance - confirm to the Department that no other funding has been received or applied for in respect of this programme;

(xiv) maintenance - maintain in good condition all property, equipment, machinery, furniture, fixtures and fittings and assets of every kind owned or used by the Organisation in connection with the Project;

(xv) insurance - insure and keep insured the Programme and all assets associated with it against all risks appropriate to the business of the Council including public liability; arrange and maintain employer's liability and occupier's liability insurance;

(xvi) indemnity - indemnify the Department against all actions, proceedings, cost, claims, demands and liabilities whatsoever arising from all or any activities associated with the Project.

(xvii) vouching of small grants – provide evidence of a Council policy in relation to the vouching of small grant claims, which details the percentage of grants to be vouched.

Note : You must immediately inform the Department if there are any changes, at any time, following signature and acceptance of this Letter Of Offer.

7. Fraud

- (i) It will be the responsibility of the Council to take whatever action is necessary to minimise the risk of fraud and to notify the Department immediately of any instances of attempted, suspected or proven fraud. Following a Departmental investigation, all instances of suspected fraud will be reported to the PSNI and civil /criminal proceedings will be instigated if deemed appropriate.
- (ii) The Council (and/or its representatives) may be prosecuted if it fails, without reasonable excuse, to comply with any condition subject to which financial assistance has been given to the organisation requiring it to inform the Department of any event whereby the financial assistance becomes repayable.
- (iii) The Department may, by notice, require the Council to furnish the Department such information, or to produce for examination on behalf of the Department such books, records or other paper/electronic documents, as may be specified in the notice, for the purpose of enabling the Department to determine whether any condition applying to the provision of financial assistance has become repayable in whole or in part in accordance with any such condition.
- (iv) The Council (and/or its representatives) may be prosecuted if in purported compliance with a notice issued under paragraph ii it knowingly or recklessly makes any statement or produces any document which is false.

8. Funding of Community Groups

- (i) The majority of Council Programmes include provision for small scale funding to voluntary groups undertaking good relations / good race relations at a local level. When considering the funding of groups, the following broad principles, which clarify the respective roles of the Council and the Northern Ireland Community Relations Council (NICRC), should be applied:-
 - (a) groups should not have already obtained funding from NICRC for their projects and must not subsequently approach NICRC for further support;
 - (b) The Council shall ensure that it performs an open call for applications by placing a notice on its website and in the local press;
 - (c) the criteria for Council funding must comply with good relations and good race relations priorities, principles and objectives and all successful applications to the DCGRP must clearly indicate how this will be achieved. Therefore, the terms and conditions of LOOs issued by the Council under the ambit of the relevant small grants scheme must dovetail with the principal aims and objectives of the District Councils Good Relations Programme;
 - (d) as with other projects under the District Council Good Relations Programme, grants to groups should not cover costs incurred outside Northern Ireland for activities solely to promote cross-border relationships;

- (e) The District Council must take all reasonable actions to ensure that funding distributed to voluntary, community groups and subsequent spend by the groups, through the Council's Small Grant Scheme is vouched and verified; and that all spend incurred is eligible and appropriate to the small grant awarded.
- (ii) To ensure that there is no duplication of funding to groups, the Council's Community Relations Officer(s)/Good Relations Officer(s) should maintain close liaison with the relevant Development Officer in the NICRC.
- (iii) A list of community groups and stated aim(s) of the groups, which received funding **and the purpose for which this was paid** must be forwarded quarterly with claims for financial assistance **no later than the end of the month following the quarter for which grant is being claimed.**

9. Repayment of Financial Assistance on Default

- (i) If any of the events listed below (a - b) should arise, the Department shall be under no obligation to make any payment or further payment of the financial assistance and the Council shall forthwith on written demand by the Department repay to the Department the full amount of the financial assistance made to the Council hereunder, or such lesser amount as the Department at its discretion may determine.
 - (a) the Council fails to comply with any of the terms and conditions contained in this letter of offer and any such breach is incapable of remedy, or if capable of remedy remains unremedied for more than 30 days, after written notice by the Department;
 - (b) any information given to the Department by or on behalf of the Council in connection with the application for financial assistance, or otherwise in connection with the purpose or contents of this letter, is found to be false or misleading or there has been a failure to disclose any material fact which would have had a bearing on the Department's consideration of the application.
- (ii) In the event that the Department has made a written demand under subparagraph (i) above for repayment, the Department shall be entitled to interest on the amount due from the date thirty days after the date of the written demand until payment, at 50% of the combined rate of the Danske Bank base rate in force plus 2% per annum. (Current base rate +2% x 50% = interest rate payable).
- (iii) Any failure, delay or omission by the Department to exercise any right or remedy to which it is entitled by virtue of this paragraph shall not be construed as a waiver of such right or remedy.

10. Other Conditions

- (i) **assignment** - the Council shall not, without the prior written consent of the Department, transfer any of its rights or obligations under this letter.
- (ii) **publicity** - the Department must be mentioned in any publicity associated with the Financial Assistance. The Council shall give reasonable publicity to the financial support provided by the Department for the Programme and shall consult the Department about any publicity or public associated announcements, including giving advance notice of events/launches. The Department reserves the right to publicise details of the Financial Assistance.
- (iii) **service of notices** - any letter, notice or demand by the Department shall be sufficiently served on the Council if it is delivered by hand or left at the Council's last known address or sent by post addressed to the Council at that last known address.
- (iv) **employment** - the Department accepts no responsibility or liability for the staff employed on the Project. The Council shall be the employer of staff required for the Programme and shall be responsible for all matters in connection with their employment. The Council shall comply with the requirements of all EC Directives and legislation in force relating to working conditions, health and safety at work etc. The Council shall comply with the requirements of:
 - the Sex Discrimination (Northern Ireland) Orders 1976 and 1988;
 - the Disability Discrimination Act 1995;
 - the Race Relations (Northern Ireland) Order 1997;
 - the Fair Employment and Treatment (Northern Ireland) Order 1998;
 - the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003;
 - the Employment Equality (Age) Regulations (Northern Ireland) 2006; and
 - any enactments amending, extending or replacing the same.
- (v) The Department is to be consulted on any recruitment and selection process in relation to the post(s) which receive financial assistance and retains the right to observer status at all short listing and interview panels. The Council must immediately notify the Department in writing if a post supported by the Department becomes vacant.
- (vi) **compliance** - the Organisation shall comply with:-
 - specific instruction and guidance issued by the Department;
 - recommendations made by the Public Accounts Committee, or by other Parliamentary authority which have been accepted by the Government and which are relevant to the Organisation.
- (vii) **equality** - the Council shall ensure that all facilities used in the operation are open to the general public on terms equal to those applicable to any other person or body and shall ensure that the facilities are advertised only on that

basis; no aspect of the Programme being funded shall be party political in intention, use or presentation.

- (viii) **Verification** – If applicable, as part of the terms and conditions, any organisation that makes grant payments, to third parties, must perform verification visits on the groups that they provide funding to.

11. Acceptance of the Letter of Offer

- i. This Letter of Offer is issued in duplicate and if the Council is prepared to accept the foregoing offer on the terms and conditions stated, the Form of Acceptance (Annex A) should be completed by a person, authorised by the Department, on the original of this letter and returned to Financial Management and Control Branch, at the address at the top of this letter.
- ii. The offer contained in this Letter of Offer may be deemed to have been withdrawn if it is not accepted by **30 September 2014**.

Yours sincerely



Fergus Devitt
Director
United Community Division

ITEMS FOR DECISION

4.1 UPDATE – LURGAN SHOW 2014 (D153/2014)

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To provide Members with an update regarding Council's physical contribution to Lurgan Show 2014 at the Rural Skills Village.

Recommendation

- 1 That Members review the images attached which highlight Council's physical contribution to the 'Rural Skills Village' at Lurgan Show 2014; and
- 2 That Members note the organizers of Lurgan Show are keen for this partnership with Council to continue in 2015 and that the matter be referred to the meeting of the new Council as a priority for the events programme and budget 2015/2016.

Key Issues

Members will recall that at the April 2014 meeting of Committee Officers were tasked with implementing additions to Lurgan Show 2014 in a similar vein to the proposals outlined for Country Comes to Town which will take place on Saturday 19 September 2014. Subsequently a number of rural craft demonstrators were sourced including a basket maker, ceramist, crochet maker, hand-loom artist and potter's wheel as well as children's' mask-making workshops.

Appendix 1

The demonstrators were all accommodated within the 'Rural Skills Village' of Lurgan Show 2014. The organizers of the Show have thanked Council for adding to the village and say they would be delighted to co-operate again for future years. Event planning would commence early in 2015 if this partnership approach with Council is approved by Members.

Employee Implications

N/A

Financial Implications

The budget of £2,394.84 was available from the Tourism Development.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.2 WORLD CHAMPIONSHIPS BANK FISHING WITH LURES 2015

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To seek Members approval to allocate funds in the region of £20,000 to stage the World Championships Bank Fishing with Lures 2015 event at Craigavon Lakes and submit this request to the Shadow Council as a priority for the Events programme and Budget of the new Council in 2015/2016.

Recommendation

- 1 That Members approve the allocation of funds in the region of £20,000 to stage the World Championships Bank Fishing with Lures 2015 Event at Craigavon Lakes and submit this request to the Shadow Council as a priority for the Events programme and budget of the new Council in 2015/2016;**
- 2 That Members note the Department of Culture Arts and Leisure's proposed 'cash-in-kind' contribution of £20,540 towards the cost of staging the event; and**
- 3 That due to the timescales involved this matter is referred to the Mid-Monthly meeting of Council.**

Background

The National Coarse Fishing Federation of Ireland (NCFFI) approached Council Officers on a speculative basis to explore the potential of Craigavon hosting the World Championships Bank Fishing with Lures 2015 Event at Craigavon Lakes. The NCFFI had previously undertaken a site visit at the Lakes to establish its suitability. The NCFFI is the only recognized management body for all coarse anglers in the North and the South of Ireland whether as club members or as individual anglers.

The NCFFI is responsible for a wide range of angling matters and focus on all aspects of coarse angling including: the management of international teams that fish in World and European Championships; improving facilities for all coarse anglers, introducing young and old alike to coarse angling and protecting fish stocks. The NCFFI also liaises with various bodies including Inland Fisheries, Failte Ireland, Northern Ireland Tourist Board, Waterways Ireland and the Loughs Agency.

Key Issues

The NCFFI is constantly aspiring to bring World Championship & European events to Ireland, North and South; showcasing our world class angling venues. In 2013 they hosted the World Lure Championships fishing from a boat in Enniskillen and were proud to host the 4th World Feeder Championships on Inniscarra Lake in July 2014. The partners for the Enniskillen event included Fermanagh District Council, Department of Culture Arts and Leisure (DCAL), Tourism Ireland and Waterways Ireland. Fourteen national teams participated generating 1,000 bed nights during the actual event and a further 1,000 bed nights generated through 'practice' sessions.

NCFFI has submitted a bid to the World Federation to host the '2015 World Championships Bank Fishing with Lures' event with an estimated 17 national teams taking place. It is envisaged the event would take place at Craigavon Lakes if Members approve the level of funding required to host the event in the area.

4.2 WORLD CHAMPIONSHIPS BANK FISHING WITH LURES 2015 – Cont.

DCAL has committed to supporting a Craigavon based event through a substantial contribution 'in kind' which would include the following elements:

- Licenses/permits – 20 teams x 6 participants – 14 day joint licence permit - £3,120
- Stocking Craigavon Lakes in advance of the event – 5,000 x 600g Rainbow Trout - £13,920
- Staff costs – Senior Fisheries Officer x 1 and Fisheries Officer x 6 for stewarding etc. on competition days - £2,400; industrial staff 10 x days weed cutting and preparation £1,100 totalling £3,500
- The DCAL 'cash-in-kind' total stands at £20,540

NCFFI has estimated that a further cash contribution in the region of £20,000 is required from Craigavon Borough Council to allow this event to be staged in the Borough.

NCFFI Expenditure items to stage the event include: event website hosting & design; accommodation and meals for Federation delegates x 3, accommodation and meals for NCFFI Committee members x 3; gala dinner for teams and officials guests x 150; technical & event support infrastructure; event stewarding/security; competitor ID's and Lanyards x 200; Opening Ceremony x 150; stewards/committee branded event clothing; participant country flags; trophies; signage and medals.

This is an important opportunity to attract an international world class event to Craigavon which will result in wider economic benefit for the tourism and hospitality sector.

Employee Implications

N/A

Financial Implications

Funding in the region of £20,000 be prioritised from the Events Budget of the new Council 2015/2016.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.3 UPDATE – CRAIGAVON PIPE BAND CHAMPIONSHIPS 2014 (D194/2014)

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To provide Members with an update regarding the Craigavon Pipe Band Championships which took place in Lurgan Park on Saturday 21 June 2014

Recommendation

- 1 That Members review the promotional video of the Craigavon Pipe Band Championships 2014 which is available to view under the 'Discover Craigavon' You Tube Channel or through the link highlighted below;**
- 2 That Members also note the Chairman of Development Committee, Councillor Mark Baxter and Council Officers are meeting with the Royal Scottish Pipe Band Association (NI) (County Down Branch) (RSPBA) on 18 September 2014 to discuss the 2015 event and the way forward which may allow the new Council to host larger scale events to profile the area; and**
- 3 That the matter is referred to the new Council for endorsement as the 3rd and final year of the Council's current agreement with the RSPBA to stage the Championships will be in June 2015.**

Key Issues

Members will be aware that the 2014 Craigavon Pipe Band Championships took place in Lurgan Park on 21 June 2014. A video of the event is available on the link <http://www.youtube.com/watch?v=0Q91zTMztbM> to view. A total of 1,916 paying customers attended the event which is almost double the previous year. In total 44 bands and 40 Drum Majors took part on the day making the event one of the largest events held by the Association in 2014, these participant numbers were better than the Ulster Championships and on a par with the All Ireland competition. The Secretary of the RSPBA (County Down Branch) has advised Council that it was a pleasure to bring the second Championship to Lurgan Park and to work with a professional team.

Employee Implications

N/A

Financial Implications

Funding to stage and promote the event had previously been agreed at Committee.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.4 REVIEW OF ACCOMMODATION POLICY – STAKEHOLDER ENGAGEMENT

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To advise Members that the Department of Enterprise, Trade and Investment (DETI) is currently reviewing its policy regarding the provision of support to tourism accommodation providers in Northern Ireland and to seek Members approval to submit the Officers response to this consultation exercise.

Recommendation

- 1 That Members note that the Department of Enterprise, Trade and Investment is currently reviewing its policy regarding the provision of support to tourism accommodation providers in Northern Ireland and to seek Members approval to submit the Officers response to this consultation exercise;**
- 2 That Members note the Department has informed Council it is likely a stakeholder engagement workshop will be convened to work through the information/evidence gleaned through this initial process; and**
- 3 That the matter is referred to the Mid-Monthly meeting of Council due to the timescales involved.**

Key Issues

Council received correspondence from the DETI on 23 June 2014 seeking responses by 11 August 2014 to their Stakeholder Engagement exercise. A draft response was submitted to DETI by Officers within this timescale; however this submission remains in 'draft' until Member approval has been secured and DETI has been made aware of this. A copy of the draft response is attached for Members to review. **Appendix 2**

Research commissioned by the Department indicated that if the tourism targets set for 2020 are met demand is forecast to rise across most accommodation categories, primarily hotels, self catering and caravan parks/campsites. Research suggests that, based on projected demand, there would be a need for additional hotel rooms of higher quality (3* and above) and additional self-catering accommodation at peak periods.

Further accommodation development needs to be of the right type and in the right place for the appropriate demand i.e. consideration should not just be based on filling a gap in capacity but should consider the needs of relevant market segments, existing surrounding tourism offer and complement existing supply.

The Department suggests there is a need to increase the diversity, quality and uniqueness of accommodation provision and to promote accommodation that has the potential to create its own demand. This approach takes away the emphasis on quantity of supply when appraising business cases and recognizes that competition from such new supply may in some cases be a good thing. New types of accommodation should be developed to diversify the offer and provide a unique visitor experience. For example, research highlighted that new types of rural accommodation such as log cabins, luxury camping or adventure oriented camping could diversify the offer.

4.4 REVIEW OF ACCOMMODATION POLICY – STAKEHOLDER ENGAGEMENT – Cont.

The Department is considering the following areas in this stakeholder engagement process including:

- Future accommodation needs
- The Quality of accommodation
- Focus on Holiday Oriented Accommodation
- Flexibility
- Managing Sustainable Supply
- Promote Catalytic Accommodation Provision
- Barriers

Employee Implications

N/A

Financial Implication

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.5 MAGHERY COUNTRY PARK DEVELOPMENT (D98/2013)

Report by: Sandra Durand Tourism Development Manager

Purpose of Report

To seek Members' approval to proceed with the procurement of an Integrated Consultant Team (ICT) to oversee the preparation of a sustainable Technical study for Maghery Country Park at a cost of up to £20,000.

Recommendation

- 1 That Members approve the procurement of an Integrated Consultant (ICT) Team to oversee the preparation of a sustainable Technical Study for Maghery Country Park at a cost of up to £20,000 as identified in the village planning process which would enable future funding applications to be made to new European programmes; and**
- 2 That a further report be brought back to Committee to approve the appointment of the ICT on completion of the procurement process.**

Background

Members will be aware that Maghery Country Park is located five miles from the M1 Motorway and provides an oasis of calm in the village of Maghery. Situated on the Southern Shores of Lough Neagh, the park covers an area of 30 acres comprising 5 km of woodland walks and picnic areas in natural surroundings. The park is an excellent location for bird watching, fishing and walking. Coney Island lies 1 km offshore from Maghery Country Park and is the only remaining inhabited island on Lough Neagh. It has a rich history reaching back to the time of St. Patrick and is considered to be one of the most Westerly outposts of the Normans after their arrival in Ulster.

In November 2013, Members approved the formation of a Maghery Country Park working group comprising of Members, Officers and local community representatives to work on a range of development opportunities. This group has been meeting on a monthly basis and is actively pursuing funding opportunities for individual projects. Should Members agree to the recommendation contained in this paper it will allow a more coordinated approach to the strategic development of the Park.

Key Issues

Members will be aware that over the years a number of key reports have been completed regarding the potential development of the park including Maghery Holiday Park – A Vision for the Future February 2005; Master plan & Environmental Guidance for the Development of Maghery Ecotourism Park September 2008; Business Plan – South Lough Neagh Regeneration – Maghery Country Park 2008-2010.

Members will also be aware that more recently Venturei was commissioned by South Lough Neagh Regeneration Association to complete a Strategic Business Case and Feasibility Study for a Master Plan Development of Maghery Country Park. Building on this important body of work a technical study would identify a sustainable way forward, a green book economic appraisal would be undertaken and statutory approvals sought developing a project to the point of 'readiness' to avail of new funding streams that may become available under the ABC Council structure and the new Rural Development Programme.

4.5 MAGHERY COUNTRY PARK DEVELOPMENT (D98/2013)

Employee Implications

N/A

Financial Implication

The budget in the region of £20,000 is available from the Development budget or Council Reserves when finally agreed.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.6 NORTHERN IRELAND TOURIST BOARD (NITB)/TOURISM DEVELOPMENT SCHEME (TDS) - LOUGH NEAGH INTEGRATED VISITOR EXPERIENCE (CRAIGAVON - PILOT II CAPITAL IMPLEMENTATION (D212/2012) (D92/2013) (D174/2013)

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To seek Members' approval to provide deficit funding in the region of £23,914.30 towards the implementation of the Lough Neagh Integrated Visitor Experience (Craigavon Pilot – Phase II Capital Implementation).

Recommendation

- 1 That Members approve a budget in the region of £23,914.30 as deficit funding towards implementation of the Lough Neagh Integrated Visitor Experience (Craigavon Pilot – Phase II Capital Implementation);**
- 2 That Members note the project budget is in the region of £156,579.60 with grant-aid of £78,289.80 from NITB and £54,375.50 previously agreed from CIDF; and**
- 3 That the matter is referred to the Mid-Monthly meeting of Council due to the timescales involved.**

Key Issues

Members will be aware that Committee previously approved delegated authority to the Chief Executive to accept a Letter of Offer from the Northern Ireland Tourist Board (NITB) through the Tourism Development Scheme to implement the 'Craigavon Welcome Way'. NITB has now issued this Letter of Offer but has entitled the project 'Lough Neagh Integrated Visitor Experience (Craigavon Pilot – Phase II Capital Implementation)'. The project content is similar but NITB has asked, given the success of the Southern Lough Shore branding campaign, the project takes cognizance of this design concept through delivery.

Members will also be aware that Committee previously agreed deficit funding towards the implementation of the Letter of Offer through the CIDF; however, it appears that the amount in the region of £23,914.30 cannot be capitalized through this budget and this amount will have to be sourced directly from the Council Development budget/Council reserves once these are finalized.

This innovative visitor experience project will provide a sense of arrival and identity, aid accessibility and improve way finding and orientation for visitors around and between the 3 urban areas of Craigavon Borough namely: Lurgan, Central Craigavon & Portadown and their respective visitor attractions through authentic interpretation provision at these sites together with showcasing the unique range of outdoor activities, environment and natural history of the area including the wider Lough Neagh Destination. A copy of the indicative project elements are attached at for Members' information.

Appendix 3

The visitor experience project includes: 4 x Information Points, 10 x attraction banners, 7 x totem signs. The information panels will be located in Lurgan Town Centre, Portadown Town Centre and Rushmere Shopping Centre with attraction banners at: Golf & Ski Centre; Tannaghmore Gardens, City Park Lakes, Watersports Centre, People's Park, Lurgan Park and Oxford Island. The totem information panels will located at the above attractions.

4.6 NORTHERN IRELAND TOURIST BOARD (NITB)/TOURISM DEVELOPMENT SCHEME (TDS) - LOUGH NEAGH INTEGRATED VISITOR EXPERIENCE (CRAIGAVON - PILOT II CAPITAL IMPLEMENTATION (D212/2012) (D92/2013) (D174/2013)

Members should note that the timescales for the delivery of this project is 31 March 2015 which is challenging and due to this timescale Officers have undertaken a speculative procurement process to procure the Design Team through a PQQ process which is overseen by Central Procurement Directorate and NITB.

Employee Implications

N/A

Financial Implications

The budget from CIDF had been previously agreed at Committee and the budget of £23,914.30 is available through the Development budget/Council reserves when these are confirmed.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.7 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D199/2014)

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 note the date of the Worldhost Customer Service Taster Session for retailers across the Borough which is taking place on Wednesday 24 September 2014 from 8am-10am in the Seagoe Hotel, Portadown; and**
- 2 That Members note the date of the 'Fall for Autumn' fashion event in Lurgan and Portadown town centres which is taking place on Saturday 11 October 2014, 11am-3pm.**

Key Issues

The 'Love Craigavon.... this Summer' campaign took place between 26 July 2014 and 30 August 2014 across Lurgan and Portadown town centres and at Oxford Island.

Locals and visitors were treated to an exciting schedule of free entertainment, as well as vouchers for cafes and restaurants, all whilst they visited the Borough's tourist attractions, shopped for their summer essentials in Lurgan and Portadown town centres or simply enjoyed time out with friends.

Members may recall that the Department for Employment and Learning has been heavily subsidising the provision of Worldhost Customer Service Training to the hospitality and tourism sector (£20 per person, actual cost of training to DEL- £190 per person). In this regard over 40 such businesses from within Craigavon have received training for some if not all of their frontline staff and many of these businesses received certificates at an event in Edenmore Golf Club in June 2014.

This world class customer service training programme has recently been tailored to meet the specific needs of the retail sector and Officers in conjunction with People 1st, the licensee for Worldhost have arranged a taster session for Wednesday 24 September 2014, 8am -10am in the Seagoe Hotel. This session which has been specifically timed to allow busy retailers to take time out to learn more about the training has been funded 100% by People 1st. The invite which has been sent to all retailers in Lurgan and Portadown town centres is attached.

Appendix 4

Plans are underway for the 'Fall for Autumn' fashion events in Lurgan and Portadown town centres scheduled for Saturday 11 October 2014, 11am-3pm. Professional models will showcase each towns' Autumn/Winter fashion offering in cafes/restaurants and other town centre areas with high footfall. Participating retailers will be encouraged to offer discount on the day and this will be promoted by promotional street teams.

Additional promotion of the event will include radio advertising, local press coverage, social media, A5 flyers and promotion via the town centre sound systems.

4.7 TOWN CENTRE REGENERATION – UPDATE AND APPROVAL REQUEST (D199/2014) – Cont.

Employee Implications

N/A

Financial Implications

The budgets for the projects described are available from the Town Centre Management and Tourism Budgets 2014/2015.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.8 REQUEST FROM PORTADOWN CHAMBER SEEKING COUNCIL SUPPORT TO FUND A FREE TOWN CENTRE PARKING DAY ON SMALL BUSINESS SATURDAY 6 DECEMBER 2014

Report by: Lyn McNeill, Town Centre Manager

Purpose of Report

To provide Members with a copy of correspondence received from Adrian Farrell, President of Portadown Chamber of Commerce requesting that Council fund a free town centre parking day on Small Business Saturday 2014 (Saturday 6 December 2014) thus replicating the Council led/funded free parking day on Saturday 21 December 2013.

Appendix 5

Recommendation

- 1 That Members consider a request from Portadown Chamber of Commerce as contained in Appendix 6 to replicate the “free parking day” funded and organised by Council on Saturday 21 December 2013 on Small Business Saturday 2014 (Saturday 6 December 2014), and**
- 2 That Members note the cost to fund a “free parking day” across Lurgan and Portadown Town centres on Saturday 6 December 2014 would be in the region of £5,650 as per the breakdown in Table 1 below.**

Background

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. Members will recall that this initiative, aimed at helping local traders boost their footfall in the run up to Christmas, was promoted using social media, posters and radio outlets.

In conjunction with DRD Roads Service, Council Officers arranged for the three pay and display car parks in Lurgan (Castle Lane, Moore’s Lane & Waring Street) and the five pay and display car parks in Portadown (Magowan Buildings, Marley Street, Meadow Lane West, West Street and William Street) to be free on Saturday 21 December 2013.

In addition, High Street Mall in Portadown which operates a paying car park was encouraged by Council Officers to also offer free ‘all day’ parking on 21 December 2013. High Street Mall agreed and absorbed all costs associated with this which was a clear endorsement from the private sector for the initiative. In addition this enabled a uniform ‘free parking’ message to be promoted across the town

PR and promotional coverage of the 2013 initiative is attached.

Appendix 6

To monitor the effectiveness of the initiative, staff carried out shopper surveys at the car parks involved. In total 147 shoppers who made use of the car parks across the towns provided feedback and positively:

- **83%** of those surveyed in Lurgan confirmed that the free parking resulted in them staying in Lurgan town centre longer.
- **78%** of those surveyed in Portadown confirmed that the free parking resulted in them staying in Portadown town centre longer.

4.8 REQUEST FROM PORTADOWN CHAMBER SEEKING COUNCIL SUPPORT TO FUND A FREE TOWN CENTRE PARKING DAY ON SMALL BUSINESS SATURDAY 6 DECEMBER 2014 – Cont.

In addition a total of 100 business surveys responded to a separate survey (24% of the total survey sample) and in summary:

- **47%** of the Lurgan business respondents indicated that footfall and turnover had increased compared with the same Saturday in 2012 with some reporting comparative turnover increases of +30%, + 100%, +11%, +15%, +20%.
- **67%** of the Portadown business respondents indicated that footfall had increased compared with the same Saturday in 2012 with **59%** reporting increased turnover.

As Members are aware the Department for Regional Development launched their own '5 hours for £1' parking scheme for 6 weeks over the Christmas 2013 trading period and have since announced a 6-month extension to this scheme running between 12 April 2014-12 October 2014.

As a result 93 'off street' car parks across 25 towns in Northern Ireland including Lurgan and Portadown have been charging £1 for five hours parking from 12 April 2014. Whilst there have been calls to extend this DRD Scheme beyond the 12 October 2014 and indeed local marketing of this scheme by Portadown Chamber of Commerce (match funded by Council) there has been no indication to date that DRD are going to extend the initiative.

The Chamber has highlighted that free parking in conjunction with the nationwide 'Small Business Saturday' initiative scheduled for Saturday 6 December 2014 would be an attractive proposition to the consumer and the combination of these initiatives together with other event based Council activity delivered as part of the Town Centre Regeneration and Revitalisation Action Plan would increase town centre footfall and sales during the vital Christmas trading period.

Lurgan Chamber has also highlighted their desire for more 'free parking days' as evidenced in 2 January 2014 Lurgan Mail front page contained in Appendix 7B.

The estimated costs to offer and promote a "free parking day" across Lurgan and Portadown town centres on Saturday 6 December 2014 (Small Business Saturday) using the Council's overall Christmas creative as a template are set out in the table below:

TABLE 1	
Costs Recoverable by DRD Roads Service	1800.00
Radio Advertising	
Media : 16 x 30" ads on Cool FM & 16 x 30" ads on Downtown Production: 30" ad	1500.00
Press Advertising	
Johnston Press ½ page adverts in Newsletter 03/12/14; Lurgan Mail 04/12/14 & Portadown Times 05/12/14	1100.00
Irish News ½ page advert in Irish News 04/12/13	650.00
Signage	250.00
Graphic Design (amends to overall Christmas campaign)	200.00
Photography (PR shots)	150.00
TOTAL	£5,650.00

4.8 REQUEST FROM PORTADOWN CHAMBER SEEKING COUNCIL SUPPORT TO FUND A FREE TOWN CENTRE PARKING DAY ON SMALL BUSINESS SATURDAY 6 DECEMBER 2014 – Cont.

Employee Implications

N/A

Financial Implications

The budgets for this initiative is available from the Economic Development budget 2014/2015.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.9 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014

Report by: Lyn McNeill, Town Centre Manager

Purpose of Report

To provide Members with detailed proposals for consideration in relation to town centre events and promotions for Christmas 2014.

Recommendation

- 1 That Members approve the proposed Council spend of £53,000 for town centre events and promotion for Christmas 2014 as detailed in Table 1. Members are asked to note that this is the same level of Council investment for a similar level of events and promotion as Christmas 2013; and**
- 2 That Members also approve collaboration with Lurgan and Portadown Chambers of Commerce in relation to Small Business Saturday (6 December 2014) and with BNL Productions, the Council appointed agency, reference their proposals for a continental market on Portadown plaza on 6 December 2014 as part of the SPACE (People's Park) Community Engagement process.**

Background

For retailers, Christmas is the most important trading period of the year with a significant growth in sales expected in the weeks prior to and immediately after Christmas Day. Having recognised this, the Development Department through the function of Town Centre Management propose a schedule of town centre events and promotions to maximise footfall and boost consumer spend within the Borough over the festive period. The proposals are designed to meet the objectives of the Town Centre Regeneration and Revitalisation Action Plan (2013 - 2015) under Strategic Theme 1 – Marketing, Events and Promotions.

In 2013 Council's investment in Christmas for the town centres was £53,000. This funded a Switch-On event in each town centre, events in Portadown town centre each Saturday in December 2013, Santa's Grotto on the plaza in Lurgan each Saturday in December 2013 and a significant promotional campaign to promote the full events and retail offering.

Key Issues

Members are asked to consider each of the proposed elements for Christmas 2014 detailed in Table 1 below:

4.9 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014 –
Cont.

Table 1

Event/Initiative	Date(Time)	Officers responsible	Projected Cost
Portadown Christmas Lights Switch On	Friday 14 November (5.00pm- 7.00pm)	<ul style="list-style-type: none"> - Mayor's Office - Town Centre Manager - Communications Department 	£18,000
Lurgan Christmas Lights Switch On	Friday 21 November (5.00pm-7.00pm)		
Weekend events – Lurgan (including Santa's Grotto and collaboration with the Chamber on Small Business Saturday – 6 December)	Sat 6, Sat 13 & Sat 20 December (12 noon-3pm)	- Town Centre Manager	£12,000
Weekend events – Portadown (including collaboration with the Chamber and BNL reference the SPACE project on Saturday 6 December (Small Business Saturday))	Sat 6, Sat 13 & Sat 20 December (12 noon-3pm)	- Town Centre Manager	£12,000
Marketing and Promotions	Ongoing throughout the Christmas period	- Strategic Marketing Campaigns Working Group	£11,000
TOTAL			£53,000

Switch On events in Lurgan & Portadown town centres (Projected cost for 2014 - £18,000)

The 2013 Switch-On events in Lurgan and Portadown town centre's were extremely successful with approximately 3,000 in attendance at each. Details for access to Film footage attached.

Appendix 7

Similar, if not larger crowds are expected at the Switch On events this year and town centre businesses will be encouraged to take advantage of the high footfall by opening late.

Many of the audience and indeed the performers at these events will be young children so in preparation and to ensure adequate health & safety precautions are in place Officers have budgeted for sufficient event security staff and a 12 square meter LED screen for each event. The LED screen has dual purpose – it will act as a barrier between crowds and the road at each event thus preventing possible accidents and will allow attendees further back on the town centre plaza's to view the event without surging forward.

4.9 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014 – Cont.

Weekend Events 6, 13 & 20 December 2014 in Lurgan town centre to include a free Santa's Grotto on the plaza (Projected cost for Lurgan, 2014 - £12,000)

Officers propose setting up a Santa's Grotto on the plaza in Lurgan Town Centre each Saturday in December. Lurgan Chamber of Commerce are of the opinion that Lurgan town centre would be at a disadvantage to other town centres if there is no Santa's Grotto to attract much needed footfall and resultant consumer spend to the town as a whole. Lurgan Chamber is also keen to utilize Small Business Saturday (6 December 2014) to highlight the number of small high quality independents in Lurgan town centre.

The proposed grotto would run in conjunction with the other activity anticipated for these days such as live music, craft workshops and street entertainment to increase the overall offering for families and visitors. The Grotto would have the potential to increase footfall as it will be free-of-charge with a queuing system and an allocated time slot for each child/family wishing to visit. Parents will be encouraged to take their own photographs thus negating the requirement for a photographer and participating children will receive a small cost effective gift following their visit. This model worked extremely well in 2013 with over 350 children attending over the three days (open 3 hours each day).

Appendix 8

Weekend Events 6, 13 & 20 December 2014 in Portadown town centre to include collaboration with the Chamber of Commerce reference Small Business Saturday and BNL Productions, Council appointed agency, reference a continental market BNL has proposed as part of the SPACE (People's Park) Community Engagement process both scheduled for Saturday 6 December 2014(Small Business Saturday). (Projected cost for Portadown, 2014 - £12,000)

The proposal for Portadown town centres each Saturday in December is to create a positive ambience for shoppers, conducive to spending money and increasing consumer dwell time. Officers propose a mix of modern music and radio roadshows, traditional brass bands, street entertainment including stiltwalkers and street theatre, family friendly activities and retail incentives for shoppers.

The frequency of these proposed weekend events also allows for cross promotion of other Council events at Council facilities such as the Snow Tubing with Santa at the Golf & Ski Centre, Santa's Grotto at Lough Neagh Discovery Centre and the Live Nativity at Tannaghmore Animal Farm.

Members are also asked to consider Council collaboration with the Chamber of Commerce on Small Business Saturday (6 December 2014) and with BNL Productions who has been contracted by Council as part of the SPACE (People's Park) project to carry out community engagement and events. BNL propose to run a market on Portadown Plaza on Saturday 6 December 2014 which in conjunction with Small Business Saturday and the activities proposed under the function of Town Centre Management would contribute to increased footfall and consumer dwell time as well as meeting the community engagement objectives for the SPACE project.

4.9 PROPOSED CHRISTMAS EVENTS AND MARKETING INITIATIVES FOR 2014 – Cont.

BNL has a budget in the region of £12,000 to run this market independently at no additional cost to Council.

Marketing & Promotions for Lurgan, Central Craigavon & Portadown. (Projected cost for 2014 - £11,000.00)

In relation to marketing and promotions the Strategic Marketing Campaign's Working Group which is led by the Development Department but works across Council Departments propose a high quality themed Christmas campaign which builds on the Lurgan, Central Craigavon, Portadown brand already established during the Christmas 2011, 2012 and 2013 seasons including the 'Tis the Season...' (2012) and 'All I Want for Christmas' (2013) campaigns.

Appendix 9

The proposed design concept for 2014 will be capable of growth across Town Centre Management, Tourism, any supporting private sector campaigns and the Council's leisure offering this Christmas.

The proposed marketing mediums include: billboards, press (local & regional), bus advertising, radio advertising, an events brochure, window vinyls on vacant town centre premises and digital advertising on facebook using advertisements and promoted posts.

The proposed creative will be brought to Development Committee in October 2014 for Members' consideration.

Employee Implications

N/A

Financial Implications

The budget of £18,000 required to implement the Switch On events is available from the Communications and Town Centre Management budgets 2014/2015.

The remaining budget of £35,000 required to deliver a free Santa's Grotto in Lurgan town centre, Christmas themed events on the Plaza in Portadown and a significant Borough wide promotional campaign is also available from the Town Centre Management budget 2014/2015.

In summary the total cost of £53,000 is available from existing budgets.

The SPACE project has allocated a budget in the region of £12,000 to run and promote the market.

Level of Delegated Authority

N/A

Equality Screening

N/A

4.10 MEANWHILE SPACE PROJECT – DERELICT SITES

Report by: Ciaran Tipping, Economic Development Officer

Purpose of Report

To seek approval to commission Meanwhile Space to carry out a feasibility study into the potential solutions for a number of undeveloped residential and commercial sites and gap sites in the Borough.

Recommendation

That Committee approve the commissioning of Meanwhile Space as a single tender action to carry out a feasibility study to investigate potential solutions to a number of undeveloped residential and commercial sites and gap sites in the Borough at a maximum cost of £3,000.

Background

The recent process of developing an application for DOE Dereliction intervention funding highlighted a number of derelict commercial and residential sites in the borough. In many cases these sites had been cleared but the development opportunity did not come to fruition. These sites have subsequently been left undeveloped providing an eyesore and in some cases have been used for anti-social behavior.

Examples include sites along the A27 in Portadown, Lake Street and the Malcolm Road in Lurgan and a former petrol station on the Belfast Road in Dollingstown. Google Street View images of these sites are attached.

Appendix 10

Discussion with the DOE during the application process identified that dereliction intervention funding would only be available to address issues around derelict buildings and a solution to the issues posed by these sites is not obvious.

Previous work with Meanwhile Space has identified that this organization has addressed similar problems working with the community and property owners to transform derelict sites as an interim measure in the period while long-term development projects are sought. Meanwhile Space has previously been successful in transforming derelict sites in Bradford, Lewes and Wembley in England.

Initial discussions with Meanwhile Space indicates the process they have applied previously has followed the steps below :

1. November - January. Feasibility study. MS visit to Craigavon, Engagement activities, site assessment (October - November). Research, design, costings, permissions, pilot proposal (December - January)
2. Submit paper to Craigavon Borough Council decision panel
3. January - March. Agree lease/license, permissions and budget
3. April - September 2015. Pilot project. Collaborative build with MS associates and local people. Build capacity/systems for local management
4. October. Toolkit design and handover

The initial feasibility study stage would be undertaken to determine if the Meanwhile approach can provide a solution to the problems caused by the identified sites in Craigavon and what form that approach should take. The findings of the feasibility study would be considered by Committee before proceeding with further stages.

4.10 MEANWHILE SPACE PROJECT – DERELICT SITES – Cont.

Desk research has not identified alternative organizations specialising in activating derelict or vacant sites on a temporary basis while a long term investor is sought and as such it is considered appropriate that this project is progressed as a single tender action. Procurement advice has been sought to undertaken a single tender action.

Employee Implications

N/A

Financial Implications

Up to £3,000 from the Economic Development budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.11 REQUEST FOR PRESENTATION – BUSINESS ENGAGEMENT PROGRAMME

Report by: Ciaran Tipping, Economic Development Officer

Purpose of Report

To seek Members' permission to deliver a presentation on the newly developed Business Engagement Programme Information Management System at the October Development Committee meeting.

Recommendation

That Members agree to receive a presentation from Officers on the newly developed Business Engagement Programme Information Management System at the October Development Committee meeting.

Background

The Business Engagement Programme (BEP) is currently in the process of working with 280 Craigavon-based businesses to carry out baseline assessments of their business needs and provide them with a suitable mentor or signpost to an existing programme that can address their needs.

The volume of businesses and range of mentoring offered has required the BEP to develop a bespoke Information Management System to keep track of the businesses as they progress through the programme.

The Information Management System is web based and allows the project managers, mentors and participating business to view a record of their baseline assessment, mentoring notes and any other documents or guides which may have been provided as part of the mentoring process.

The system also allows the participating business to provide feedback on their experience of the programme and provides a platform for communication with both the project managers and mentors which is recorded on the website.

There is an individual file for each participant and information can be kept beyond the completion of this programme. The system can be adapted and applied to a range of support programmes and would allow Council to develop a detailed and accurate picture of the businesses in the Borough as well as their support needs.

The store of information built up by using the system has the potential to aid the Economic Development unit in the design of new projects tailored to the specific needs of businesses in the locality.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.12 ATLANTIC ARC CITIES APPLICATION (D195/2014)

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To seek Members approval to apply for admission to the group of Atlantic Arc Cities. Project examples are attached.

Appendix 11

Recommendation

That Members' approve the admission for Craigavon to become a member of the group of Atlantic Arc Cities at a cost of €2,500.

Background

The Conference of Atlantic Arc Cities (CAAC) was formed in 2000 and currently has more than 100 cities/urban networks of the European Atlantic seaboard. This network works with different institutions, to promote the role of cities in Europe and to highlight the specificity of the Atlantic Arc. The presidency is currently held by Mr Philippe Duron, Mayor of Caen and MP for Calvados.

Craigavon, in fact ABC has much in common with the aims of CAAC. Most members like Cork, Rennes, Caen, A Coruna are more the size of Craigavon or the new ABC area and the group also includes larger cities like Dublin, Liverpool, Cardiff, Bordeaux and San Sebastian. The general Secretary has said "2014 is the most appropriate year for joining, giving that we are launching our working groups so as to respond to the new EU calls for projects".

Through a structure of coordination and representation, CAAC provides a tangible mechanism that creates synergies between different actions at local and transnational level. It works to improve their attractiveness, networking offers and the opportunity for cities to complete a critical mass that gradually increases their visibility and influence. CAAC intends to become the urban forum of reference for the Atlantic Arc through the promotion of a model for green, attractive and cohesive cities by:

1. Promoting the balanced and polycentric European territory and showing the essential role of cities as engines of regional development.
2. Promoting synergies and partnerships between member cities, creating the entrepreneurial spirit of the Atlantic cities
3. Create a space for solidarity and develop collaborative projects
4. Promoting the interests of the Atlantic cities and cities in general and making the Atlantic cities more influential and attractive
5. Strengthening the vital link to the active Atlantic European citizenship

The benefits of membership as stated by the CAAC are:

1. Receive support services offered by the General Secretariat
2. Have new initiatives and build partnerships with other local and regional authorities
3. Receive information and express opinions on proposals of the European Union, strengthening relations with the EU institutions.
4. Involvement in projects and studies at European level

4.12 ATLANTIC ARC CITIES APPLICATION (D195/2014) – Cont.

5. Establish or strengthen links with other cities and thematic networks (EU funding)
6. Communicate information about their city at an international level
7. Identification of the city with the network, international visibility of the city and its projects within an organization that represents 9 million inhabitants.
8. Free participation at meetings and thematic seminars, as well as the General Assembly.
9. Develop and participate in ad hoc working groups on issues of particular interest, within the EU Thematic Commissions
10. Apply for a position in the Executive Bureau of the Conference through the General Assembly elections (president, vice-president, president of Thematic Commission)

In the last 3 years CAAC has brought forward a large number of EU funded projects in the following themes and plans more from 2014 onwards:

- Urban Renewal and Innovative Urban Policy
- Youth Unemployment
- Creative Industries in Creative Cities
- Sustainable Development and Renewable Energies
- Forests and Fisheries

Potential value for money of membership is difficult to estimate, however examples from two current EU projects demonstrate the possibilities:

The share of Creative Edge project was €174k making a net of €104k after EU grant and for Creative Momentum at €500k is €300k after EU grant.

The association has full members, associate members and observer members as described below.

1. Full members are those cities, metropolitan areas or urban agglomerations with at least 200,000 inhabitants, situated in the Atlantic Arc, involved or interested in its dynamics. Cost €4547 Euro
2. May be associate members, thus concerned by the work of the committees and working groups of the Conference, metropolitan areas or urban agglomerations with less than 200,000 inhabitants located in the Atlantic Arc involved or interested in its dynamics. Cost €2500 Euro
3. Observer members may be bodies or institutions located in the Atlantic cities that wish to collaborate in the work of committees and working groups of the Conference.

Officers recommend Craigavon applies to the 'Associate Member' category with a potential future referral to full membership after RPA in 2015.

Employee Implications

N/A

Financial Implications

€2,500.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A.

4.13 YOUNG ENTERPRISE NORTHERN IRELAND (YENI) ANNUAL REGIONAL MASTER CLASS (D239/2014)

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To seek Members' approval to assist Young Enterprise Northern Ireland (YENI) to run the annual regional Master Class in the Mayes Hall, Craigavon Civic Centre.

Recommendation

That Members supports the YENI regional Master Class during Global Enterprise week on 12 November 2014 at a maximum cost of £1,500.

Background

YENI works in more than 80% of post primary schools in the Southern Region to promote business start-up and entrepreneurship as a genuine option for students after they leave full-time education. Along with the successful Bright Idea programme, the work of YENI is a great starting point on the entrepreneurship road for school children.

This is an important aspect of Economic Development as the work in the schools (by paid employees of YENI, but mostly done by local business volunteers) leads through to the various programmes initiated by Local Government to assist our private sector grow and develop. Fundraising is YENI's major source of income and it is part-funded by Invest NI. This is one of the functions that will transfer to Council in April 2015.

YENI works with more than 80,000 post primary students in Northern Ireland every year (the Southern Region is the best performing in the UK with 25,963 of the NI total).

The Regional Master Class was held in the Mayes Hall for the last four years and last year it was held on 13 November 2013. Approximately 220 six form students and their teachers attended the event and spent the morning working on business problems and potential solutions. 10 volunteers from businesses in the Southern Region assisted the students and gave them advice as they worked through their tasks.

It is proposed to hold this year's event on 12 November 2014 as part of Global Enterprise Week. The proposed theme for this year is the engineering sector.

Employee Implications

N/A

Financial Implications

£1,500 has been provided for in the Economic Development budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.14 CREATIVE EUROPE FUNDING APPLICATION (D92/2014)

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To seek Members' approval to apply to Creative Europe as the lead partner in a major EU funding application.

Recommendation

- 1 That Members approve the proposed funding application at no additional cost to Council budget; and**
- 2 That the item be referred to Mid-Monthly meeting of Council due to the timescales involved.**

Background

Having been invited by an established European Partnership to participate in a funding application to the new Creative Europe 2020 measure for a project called Collaborate-Create; Craigavon is now leading the application for the EU partnership. We will participate as the ABC Council should funding be confirmed. The partnership list is in the following table:

	Organisation Name	Region	Country	Contact Name
1	Craigavon Borough Council	Northern Ireland	UK	Paul Kavanagh
2	La Venerie	Brussels	Belgium	Michele Gelinne
3	L'Ateliers Partage	Brussels	Belgium	Blaise Patrix
4	N'a qu'un oeil	Bordeaux	France	Jean Pierre Brossard
5	Culture Power Station	Oulu	Finland	Pirjo Roponen-Lunnas
6	Centro per la Scena Bassano	Veneto	Italy	Giovanna Brunelli
7	Lai Momo International	Bologna	Italy	Marta Meloni
8	The Model	Sligo	Ireland	Megan Johnston
9	Compania de Idea	Lisbon	Portugal	Fabiana Gomes
10	APC Coimbra	Coimbra	Portugal	Mario Verissimo
13	SERDE	Aizpute / Riga	Latvia	Maria Kerin
14	Roca Umbert – Granollers City Council	Barcelona	Spain	Ester Prat
15	Fundacion Cibervoluntarios	Madrid	Spain	Yolunda Rueda
16	University Catolica San Antonio (UCAM)	Murcia	Spain	Chiara Puleo
17	Rubicon Cultural Educational Services	Madrid	Spain	Enrique Gallardo
18	Culture Polis Komunikujeme	Preveza	Greece	Photini Papahatzi

Officers from Economic Development and Arts Development have been working with the original project team to write the project application. The project is envisaged to encompass art and the creative economy in its broadest sense as a means of social inclusion and a driver of economic prosperity.

4.14 CREATIVE EUROPE FUNDING APPLICATION (D92/2014) - Cont.

The team are aiming to have the application completed in time for 1 October 2014 call and if successful work would begin on the ground in April 2015. The detail of the activities and budget is still being collated from all the partners and will continue over the coming weeks.

The groundbreaking project will encompass the roll-out on a trans-national basis of several arts led local projects that Craigavon have prototyped over the last 2 years and includes opportunities for skills development, increased jobs and increased business for local people in the creative sector. It will see Artists, Producers and Communities collaborating to drive community building, social exchange, inclusion and regeneration over a sustained period delivering a range of outputs and work of trans-national importance.

If the application is successful, it will be a 4-year project with a budget of €4Million that will be administered by ABC. The opening conference will be in the new Council in June 2015 and will close in 2019 with a major international festival also in the new Council.

Employee Implications

A full-time Project Manager and a full-time Administrative Officer will be required and are included in the application.

Financial Implications

Officers will bring forward a further report in the coming months when project details and costs have been accurately assessed. However, this funding call is funded 50% and the expectation is that current budgets will contribute the Armagh, Banbridge and Craigavon 50% with no further allocation needed from ABC.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.15 CREATIVE MOMENTUM APPLICATION

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To bring to Members attention a major new EU funding application aimed at assisting businesses in the Creative Sector.

Recommendation

- 1 That Members approve, in principle, Craigavon's participation in the creative momentum project;**
- 2 That a report be submitted to the Shadow Council for consideration;**
- 3 That a further report be brought forward to Members when the final budget is known; and**
- 4 That the item is referred to Mid-Monthly meeting of Council due to timescales involved**

Background

Craigavon developed and led the Northern Ireland partnership for a four Council group that included Armagh, Banbridge and Newry & Mourne in the Creative Edge project between June 2012 and December 2013. Creative Edge won the 'Best EU Funded Project' award from NILGA in February 2014.

The success of Creative Edge in all four partner regions (Sweden, Finland, ROI and NI) led to a preparatory project called Creative Momentum. It has investigated how creative spaces, services and supports will form the basis of an application to the Northern Periphery and Arctic 2014-2020 Programme (NPA) for a strategic Creative Momentum project.

A funding call from NPA will open on 1 October 2014 and applications close 24 November 2014. It is expected that successful applications will receive letters of offer in mid-2015.

Discussions with Officers across the SEED Group indicate that all 7 of the current Councils would intend to participate in the November project application, under the leadership of Craigavon Borough Council initially then Armagh, Banbridge and Craigavon Council.

Introduction to Creative Momentum

Creative Momentum will provide enterprise development and market expansion spaces, services and supports to entrepreneurs in the creative industries across the Northern Periphery and Arctic region, as part of the Northern Periphery and Arctic 2014-2020 Programme (NPA). Attached is a brief overview of Creative Momentum and what it aims to achieve.

Appendix 12

Employee Implications

A funded post for a Project Officer will be an output from a successful application.

4.15 CREATIVE MOMENTUM APPLICATION – Cont.

Financial Implications

The cost of the project is still to be finalised and is likely to be in the region of €2 Million for a four-year period with the new Council share in the region of €500K, funded at 60% and (beginning FY 2015-2016).

Officers will bring forward a further report to Committee in due course

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.16 LIFE SCIENCES MEMORANDUM OF UNDERSTANDING WITH SOUTHERN HEALTH AND SOCIAL CARE TRUST

Report by: Louise Cushnahan, Regeneration & Economic Development Officer

Purpose of Report

To present a draft Memorandum of Understanding with the Southern Health & Social Care Trust for Members' consideration.

Recommendation

That Members agree to enter into a Memorandum of Understanding with the Southern Health & Social Services Trust for the advancement of the life and health science sector with a view to an official launch at the second annual Life & Health Science conference on 28 November 2014.

Background

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

Based on a market review of the existing key stakeholders within Craigavon it was identified that by focusing on the triple helix approach of the Academic, Business and Clinical representatives Craigavon could be identified as a "Centre of Excellence for 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.

Key achievements to date:

- Life Sciences Supply Chain project - £450k INTERREG IVA funding
- Life Sciences Innovation programme - £30k INI funding
- Invest NI Trade delegations from Boston and Asia Pacific Region
- Northern Ireland Health Ecosystem conference
- Finalist in 2014 NILGA Awards - Best Joint Initiative "Craigavon as a Centre of Excellence for Life Sciences"
- Membership of the European Connected Health Alliance.

One of the main achievements to date has been the establishment of a strong relationship with Southern Health and Social Care Trust. Together we have hosted the Cardiology Commerce and Collaboration Conference attended by Ministers Poots and Foster in February 2013 as well as visiting trade delegations from Boston and Asia Pacific to showcase the cutting edge research going on at Craigavon Area Hospital.

With the aim of further developing the partnership SHSCT senior management and consultants have met with Officers from Economic Development on several occasions to explore future collaborative opportunities including funding applications to Horizon 2020 and other EU programmes. As such it was proposed that this partnership be formalized by means of a Memorandum of Understanding (MOU) between SHSCT and Craigavon Borough Council.

4.16 LIFE SCIENCES MEMORANDUM OF UNDERSTANDING WITH SOUTHERN HEALTH AND SOCIAL CARE TRUST – Cont.

The MOU will highlight the commitment of both organisations to work together to promote Craigavon as a Centre of Excellence for Life Sciences.

The draft document is currently with the SHSCT to be approved at its Board meeting on 23 September 2014 with the aim of launching/officially signing the Memorandum of Understanding at the Second Annual Life Sciences Conference on 28 November 2014 in the presence of Ministers Poots and Foster.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.17 ECONOMIC DEVELOPMENT CALENDAR SEPTEMBER TO DECEMBER 2014

Report by: Natalie Ronaldson, Project Officer

Purpose of Report

To inform Members of important collaboration and information sharing events in the Economic Development calendar.

Recommendation

That Members note the forward planning, networking and collaborating Officers are facilitating with the Craigavon Business community to foster economic development activities.

Background

The EU Structural funds commence in 2014. Many programmes encourage and rely on collaborative networks coming together to bid for programme monies. Officers wish to ensure that businesses have the chance to find out more information and start to form networks and groups that can work together for mutual gain and benefit.

A number of key initiatives to assist businesses in the Borough have been organised for the September to December period, Officers have collated them into a 'calendar of events' which is attached for Members' information.

Appendix 13

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.18 CRAIGAVON VILLAGE PLANS PROJECT (D184/2014)

Report by: Patricia Lappin, Rural Development Officer

Purpose of Report

To update Members on the SOAR Village Renewal Applications.

Recommendation

- 1 That Members approve the Aghagallon Lagan Navigation Demonstration Project be progressed at a cost of £12,000 as outlined in the report; and**
- 2 That Members consider how they wish to proceed with the Craigavon Rural Heritage Trail Project.**

Background

Members will be aware that the Rural Development Officer submitted 4 speculative applications to the Southern Organisation for Action in Rural Areas (SOAR) under Measure 3.5 Village Renewal and Development of the Rural Development Programme following on from the consultation process undertaken through the Craigavon Village Plans. Officers have since received two Letters of Offer from SOAR for the Craigavon Village Regeneration Project and for a Technical Study to look at Recreational Provision at Bleary Old School House. These projects are due to be completed by 30 September 2014.

The remaining other two projects, Aghagallon Lagan Navigation Demonstration Project and the Craigavon Rural Heritage Trail Initiative are currently sitting on the SOAR reserve list due to insufficient funding. Council has been made aware by SOAR that if funding was to become available the projects would still require a completion deadline of 30 September 2014. This would be an unrealistic timeframe to complete either of these projects.

Details of the 2 projects outlining estimated costs and timelines are attached.

Appendix 14

Officers are proposing to take these projects forward using Council funding as it is now evident that SOAR funding will not be secured to deliver these projects.

The Aghagallon Lagan Navigation Demonstration Project has a total estimated cost of £12,000 and could be delivered using under spend from funding previously agreed by Council (D383/2012)

It could also be delivered within a four-month timeframe, this would allow the project to be completed before the end of March 2015.

The Craigavon Rural Heritage Trail Project has a total estimated cost of £152,000 and would have an 8 month delivery timeframe, this would mean that the project would not be completed until June 2015. £38,000 funding was previously agreed by Council to be allocated to this project (D383/2012).

Members are asked to consider going ahead with the Aghagallon Lagan Navigation Demonstration Project using funding previously agreed by Council, taking into consideration that the project can be completed before end of March 2015.

4.18 CRAIGAVON VILLAGE PLANS PROJECT (D184/2014) – Cont.

Members are also asked to consider how they wish to proceed with the Craigavon Rural Heritage Trail Project, as the 8-month delivery timeframe would mean a completion date of June 2015 and Council would have to commit a further £114,000 to the £38,000 already committed.

Employee Implications

N/A

Financial Implications

Aghagallon Lagan Navigation Demonstration Project £12,000 to be delivered using under spend from funding previously agreed by Council (D383/2012).

Craigavon Rural Heritage Trail Project £114,000 required from Council underspend in addition to £38,000 previously agreed (D383/2012).

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.19 CITIZEN 21 (D221/2014)

Report by: Tracey Johnston, Community Development Officer Brownlow

Purpose of Report

To request Members' approval to commit £7,000 of the Community Development budget toward the Citizen 21 Community Development Training programme.

Recommendation

That Members approve funding of £7,000 towards the Citizen 21 Training programme for the Young People's strand and Mentoring Programme.

Key Issues

Members will be aware that over the last two years the Citizen 21 Community Development Training Programme has been delivered under the auspices of Craigavon Borough Council with financial support from DSD Neighbourhood Renewal. This has enabled approximately 80 community representatives from across the Borough to achieve an OCN level 1 or 2 in Community Development. The quality of the programme is a key component of the programme's success with training being mapped to the National Occupational Standards in CD. The process also combines a unique link to local government with participants having the opportunity to meet with Council officials and gain a firsthand understanding of decision making processes. This will become increasingly relevant as we move through Local Government Reform, community planning processes and ensuring local residents have the confidence to speak on behalf of their neighbourhoods.

During the period 2013 -2014 community representatives completed both a Beginners and Advanced Training Programme. Two further strands of the programme remain to be completed. A Beginners course offering an OCN Level 1 to 10 young people in the 18 plus age bracket and a Mentoring course targeted at 5 groups or individuals who have previously completed the C21 Beginners and Advanced Programme. The young persons programme will not only provide an OCN qualification but also assist in developing citizenship potential and provide pathways to linking this grouping with local community and voluntary groups. The Mentoring Programme is a pilot scheme which the CD team have not offered before. It aims to strengthen and deepen the learning achieved through the Citizen 21 Programme and further support community activists work in the Borough.

While previously, the programme has been funded by DSD Neighbourhood Renewal all current allocations from the Department have been committed and no additional monies have been awarded. Officers would therefore propose that £7,000 of the current Community Development budget be committed to completing the Young person's programme and Mentoring scheme.

Employee Implications

N/A

Financial Implications

To be found within existing budgets.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.20 CITIES IN TRANSITION FORUM

Report by: Evia Aigbokhae, Good Relations Support Officer

Purpose of Report

To extend an invitation to the Chair of the Committee to attend the Cities in Transition Forum on 27-30 October 2014.

Recommendation

That Members approve the Mayor and Chair of Development Committee or nominees to attend the Cities in Transition Forum along with Officers from Good Relations Section on 27 – 30 October 2014.

Background

The Forum for Cities in Transition is a network of Mayors and local government representatives who assist each other in conflict transformation. There are 15 member cities across three continents, which include Belfast and Derry-Londonderry. The Forum works on the principle that cities that are in conflict or have emerged from conflict are in the best position to help other cities in similar situations.

This year the conference is being held in Belfast from 27-30 October 2014. Attendees will come from Baghdad, Belfast, Derry-Londonderry, Haifa, Jerusalem, Kirkuk, Mitrovica, Mitte (Berlin), Mostar, Ramallah, Sarajevo, Srebrenica and Tripoli (Lebanon) and Kaduna (Nigeria) - cities across four continents, at some stage of transition from conflict, often still in conflict.

There are annual gatherings that bring together participants, who work over several days, learning from each others' experiences and forming new collaborative cross-community and cross-border projects that they undertake to deliver before the next annual gathering. Derry-Londonderry hosted the 2011 gathering. The most recent gathering was in Kaduna, Nigeria. This year's will be hosted by the Belfast members.

The Forum for Cities in Transition is an initiative of the John Joseph Moakley Chair at the University of Massachusetts Boston. The Secretariat is shared by the Northern Ireland Foundation and the Moakley Chair. The Forum's Director is Professor Pdraig O'Malley, who will be travelling to Northern Ireland to assist in the organising this year's gathering.

The letter of invitation is attached.

Appendix 15

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.21 ERECTION OF NEIGHBOURHOOD WATCH SIGNS

Report by: Alison Clenaghan, PCSP Manager

Purpose of Report

To advise Members of the new Neighbourhood Watch scheme at The Brambles, Aghacommon.

Recommendation

- 1 That Members approve the erection of Neighbourhood Watch signs at The Brambles, Aghacommon; and**
- 2 That the Committee's decision is referred to the Environmental Services Committee.**

Background

Members are reminded that Craigavon Borough Council agreed to erect signs for accredited Neighbourhood Watch schemes within the Borough. The Brambles, Aghacommon scheme has now been accredited and as agreed the potential locations for the erection of signs have been proposed, in consultation with the residents.

Other Implications

Committee had previously agreed in principle that Neighbourhood Watch signage be erected by Technical Services invoking Section 115 of the Local Government Act, subject to specific proposals being presented to the Development Committee for consideration and referral to the Environmental Services Committee. Officers would therefore recommend that Section 115 be invoked to erect the signage, as the expenditure (in term of labour costs) is in the interests of the residents of the Borough. Officers would further recommend that the matter be referred to the Environmental Services Committee. A copy of the proposed locations is attached for Members' consideration.

Appendix 16

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.22 ABSENCE MANAGEMENT (D202/2014)

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 2014/2015 financial year, month of July 2014. Comparison figures are provided for the 3 previous years. 90.2% of employees within Development recorded no absence in July 2014. **Appendix 17**

The Council's target for 2014/2015 is 4%. The Department figure for the month of July 2014 is 6.26%. The year-to-date figure 6.49%. 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 new attendance policy and training in attendance management is being rolled out to all Managers.

Referrals are also being made to the Occupational Health service.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.23 DEVELOPMENT DEPARTMENT FINANCIAL PERFORMANCE REPORT APRIL TO JULY 2014 (D203/2014)

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 2014/2015 financial year from April to July 2014.

Recommendation

That the report at Appendix 18 is noted along with the explanations for variances at Appendix 19.

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 £7k under budget for the 2014/2015 financial year. This is primarily through additional grant funding received through various projects while community centre/town hall income also over achieved on their income targets during the year.

Please note that any expenditure that Council have agreed to be funded from Councils reserves have 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

ITEMS FOR INFORMATION

4.24 NEW RURAL DEVELOPMENT PROGRAMME 2014-2015

Report by: Maria Magennis, Deputy Programme Manager

The new Rural Development Programme replaces this programme and is scheduled to start from 2014 – 2020. An update on the new programme is provided for Members below.

Rural Development Programme (RDP) 2014-2020

For Members information find attached a letter from the Minister of Agriculture and Rural Development, Michelle O'Neill with information relating to the new RDP.

Appendix 20

The main points of the letter can be summarised as follows;

1. £623m allocated to RDP. This includes £287m for agri-food, £256k for environment and £80m to the rural economy
2. Local Action Groups (LAGs) will deliver the majority of the £80m. Approx £70million of the budget. The other £10m which is allocated to Rural Tourism Scheme will be delivered directly through DARD structures
3. There will be no Joint Committees
4. New programme will involve Councils in rural economy measures
5. Administration budget is c. 22%
6. Staffing arrangements should be cemented between Councils and LAGs, through a Service Level Agreement
7. There will be firm links between new Council Community Plans and any funding offered under the new programme.
8. There will be a new Food Processing Investment Scheme within Competitiveness Priority, with a budget of up to £30m. This is delivered also outside of LAG and Council structures

A provisional timeline for activity regarding the new programme is as follows:

- DARD proposing animation prior to set up, probably from Sept 2014 onwards.
- DARD are currently setting up a working group with DARD, LAGs and the Rural Development Council to move this forward
- Call for new LAGs October 2014
- New LAGs set up by end January 2015
- Operational April 2015
- First grant call September 2015

Members will be kept up-to-date with further developments in the new programme.

4.25 LIFE SCIENCES SUPPLY CHAIN PROJECT (D183/2014)

Report by: Ciaran Tipping, Economic Development Officer

The Life Sciences Supply Chain Project has progressed well towards its targets since launching in February 2013.

The key objectives of this project were to carry out profiles of 100 SME's with the potential to supply goods and services to the local life sciences industry (referred to as 'suppliers') in the East Border Region and then to progress 40 of companies through a capacity building programme with a view to enabling these participants to begin selling goods and services to major supply chain companies.

Part of the programme was also to engage with 12 established life sciences companies (referred to as 'partners') who would act as potential buyers of the SMEs participating on the programme.

To date profiles of 85 potential suppliers have been completed with 42 selected for the capacity building programme. A list of the participants is attached for Members' information.

Appendix 21

In addition 7 life sciences companies (partners) have been engaged as potential buyers to those graduating from the project's capacity building aspect. These are listed in the table below:

Company		
Almac	Craigavon	Biomarkers, Pharmaceutical, Clinical technology
Radox	Antrim	Biochip array technology, OEM
Intelesens	Belfast	Medical devices and sensors
Heartsine	Belfast	Defibrillators
Armstrong Medical	Coleraine	Airway management, critical care, operating room equipment
Clonallan Laboratories	Newry	Medical procedure packs
Vitalograph	Ennis	Cardio respiratory diagnostics, equipment servicing

It is anticipated the total benefits of the programme to suppliers (in terms of sales) and to partners (in terms of savings on goods and services bought) will exceed €2.5m within 1 year of the completion of the project in June 2015.

Significant developments in the programme have included the extension of its scope which initially was limited to the Craigavon, Newry and Mourne, Banbridge, Louth, Meath and Down Councils to include the entirety of the East Border Region area and the addition of a project support officer to the project staff to support the administrative burden associated with the project.

4.26 ACHIEVING FINANCE PROGRAMMNE (D85/2014)

Report by: Ciaran Tipping, Economic Development Officer

The Achieving Finance Programme is continuing to progress well towards its targets.

The most recent progress report from the project is attached for Members information. **Appendix 22**

The report identifies that 69 of the targeted 75 companies have been recruited to the mentoring aspect of the programme and that a total of 170 one to one consultancy days have been delivered to these companies to date. 19 of these companies are based in the Neighbourhood Renewal Areas surpassing the programme target that 8 companies would come from NRA areas. 17 participants have been referred to Invest Northern Ireland as potential clients representing good progress towards the target of 20 referrals for the overall project.

16 of the participating businesses have invested £867,500 into their companies to date with a further investment £504,500 scheduled by these businesses. The programme has provided mentoring to support these companies in sourcing and securing funds for this investment. In addition participating companies have created 7 additional jobs as a result of these investments.

The overall targets for the extended programme are to support £1,625,000 of investment by participating companies and create 9 new jobs by March of 2015.

:

4.27 EVALUATION OF THE MEANWHILE IN CRAIGAVON PROJECT (D11/2014)

Report by: Ciaran Tipping, Economic Development Officer

Purpose of Report

To inform Members of the completion of the final evaluation of the Meanwhile In Craigavon Project and provide a summary of the findings.

Background

The Department for Social Development have completed the Evaluation for the Meanwhile in Craigavon Project.

A full copy of the evaluation is attached, however a summary of the main findings is provided below.

Appendix 23

The evaluation concludes that:

*The results of the Meanwhile Space Project are deemed very positive because bringing vacant town centre properties back into use and creating **18 jobs** with new business worth **£570k** into the town centres exceeded expectations.*

4.28 BRIGHT IDEA YOUTH ENTREPRENEURSHIP – CELEBRATION AND RECRUITMENT EVENT (D209/2014)

Report by: Paul Kavanagh, Economic Development Officer

Craigavon is managing Bright Idea which is the largest Council-led resource project in Northern Ireland. The budget is just over £500,000 with Ards, Armagh, Banbridge, Craigavon, Down and Newry & Mourne Council participating.

As part of the recruitment drive for the final wave for the Bright Idea Programme an information and celebration event has been organised for 23 September 2014. Young people aged 18-29 who are interested in starting their own business or who already run a business and would like support to grow it further, are encouraged to attend.

The guest speaker for the evening is Rory Best, Ulster Rugby Captain, Ireland Hooker and successful entrepreneur. He will speak about what it takes to succeed in business. There will be workshops and mentoring advice at the event and people can sign up to the programme. Flyer attached for Members' information. **Appendix 24**

Young people from across the six SEED Councils are invited to attend. Members are encouraged to circulate the invitation to their databases of young people or groups they think would find this event helpful or interesting.

At the end of August 2014 a total of 339 new business ideas from across SEED had been explored. To date 15 new businesses have started and employ 45 new people.

4.29 BLEARY CREATIVE COMMUNITY CENTRE – CONTRACTOR PROGRESS (D233/2014)

Report by: Paul Kavanagh, Economic Development Officer

Council appointed Brendan Loughran contractors as the main contractor for the new centre. They began work on site on 8 July 2014 and the formal 'sod cutting' was conducted by Councillor Mark Baxter on 12 August 2014.

The works are progressing to plan and foundations have been laid for the extension. Officers expect to make the first claim for grant to SOAR early in September 2014.

The first tenant has been secured. After several meetings and negotiation, the Busy Bees pre-school group, which is currently in Bleary Primary School, will relocate to the new centre when it opens in January 2015.

4.30 EU TWINNED TOWNS PROJECT APPLICATIONS

Report by: Paul Kavanagh, Economic Development Officer

Funding measure: Europe for Citizens Programme

Action 1, Measure 1.2, Thematic Networking of Twinning Towns

In July 2014 Craigavon was invited by two separate EU Twinning Town partnerships to participate in their respective project applications for funding. Both projects are a very good fit with the strategic direction of Craigavon and ABC and are likely to come into effect in mid-2015 and last 24 months.

Project 1 is an urban project called EASY TOWNS - European Accessible Sustainable Young Towns and is led by Vicenza in Northern Italy. The themes are especially aimed at engaging young people into the life of their city and are:

- Revitalisation of cities through sustainable practices
- Cities accessible are cities enjoyable
- Bringing common elements for revitalisation

The project will be delivered via a combination of international workshops and local consultations, workshops and seminars. All partners including Craigavon will be invited to bring 3-5 people to the international workshops. All travel and accommodation costs will be borne 100% by the project.

Project 2 is a rural project called SmART Net – Small and medium-sized Rural Tourist Network of towns and is led by Agerola in southern Italy.

The purpose of the project is mainly to deepen the common theme of sustainable development and livability of rural areas, by involving communities in discussions about policies and the opportunities offered by the European Union in three different sectors: rural tourism, youth entrepreneurship, volunteering.

If successful, the main partner for both projects will manage a budget of €150,000 to cover all costs associated with partners travel to participate in international workshops and prepare a final report of the key findings and recommendations for the EU.

4.31 INNOVATION, R&D AND NEW PRODUCT – BEST PRACTICE AND FUNDING CONFERENCE (D196/2014)

Report by: Paul Kavanagh, Economic Development Officer

Craigavon is hosting this unique event, scheduled for 4 November 2014 in the Mayes Hall, along with Queens University's Northern Ireland Technology Centre.

Professor Alastair Fee, visiting Professor of Innovation at the European Business School will be a keynote speaker.

Queens University will give practical examples of how they have taken new ideas through to real new products for the benefit of local businesses and another expert will discuss the 'cash' benefits of R&D Tax Credits available to businesses that are exploring innovation and research.

An executive from Fujitsu will give an address on High Performance Computing and will lead one of a number of breakout sessions where practical examples of new funding assistance will be discussed in detail. The Enterprise Europe network from Invest NI and Smart Eco Hub (renewable energy specialists) will lead other breakout sessions.

This seminal business event will contain topics of practical benefit to a wide range of our companies both large and small and it is envisaged to send invitations to every forward thinking business in Craigavon, Armagh and Banbridge. The timing is also critical as many EU funding streams are opening up in the latter half of 2014 and it is imperative that we endeavor to bring companies together to collaborate on projects.

It is expected that formal invitations will be sent out at the beginning of October.

4.32 CRAIGAVON MEANS BUSINESS STORMONT SHOWCASING EVENT (D154/2014)

Report by: Louise Cushnahan, Regeneration and Economic Development Officer

The Craigavon Means Business initiative is profiling key sectors in the Craigavon Business Community. This project aims to stimulate growth and competitiveness in the life and health sciences, creative industries and agri-food sectors.

As part of this initiative a briefing has been organized for the Long Gallery, Parliament Buildings, Stormont on 16 September 2014. Hosted by Stephen Moutray MLA, the aim of the event is to showcase the Craigavon Borough Council area as a sub-regional economic centre, highlight the strength of its three key sectors – agri-food, health and life sciences and the creative industries – and the potential benefits to companies of locating in Craigavon and creating jobs.

A leading company from each of the three sectors will make a presentation at the event, detailing their experiences of doing business in Craigavon. To date the Almac Group (Life Sciences Sector) and BNL Productions (Creative Sector) have confirmed with Moypark currently identifying the most suitable person to nominate for the event.

Invitations have been issued to the DETI, DARD, DHSSP and DFP Committees, MLAs and relevant stakeholders including Northern Ireland Food and Drink Association, Food NI and Invest NI.

There will be the opportunity for guests to ask questions and receive feedback. Guests at the event will include political representatives and business stakeholders.

The formal proceedings will begin at 12.30pm and finish at 1.30pm, with light lunch tea and coffee served from 12 noon.

For further information please contact Louise Cushnahan, louise.cushanhan@craigavon.gov.uk

4.33 CRAIGAVON AGRI-FOOD AND DRINK PROGRAMME LAUNCH (D69/2014)

Report by: Louise Cushnahan, Regeneration and Economic Development Officer

The Craigavon Agri-food and Drink programme was launched on 28 August 2014. The launch was attended by Elected Members, delivery agent Venture i Network as well as current and prospective participant businesses. The event featured guest speakers Simon Dougan, The Yellow Door Deli and Helen Troughton, Armagh Cider Company.

Guest speakers provided an overview of:

- Their background and how and why they started their businesses
- Their experience of running their business (the good and bad days)
- What they have learned from running their business and what things they would have done differently
- Their plans for their businesses in the future
- Tips and advice they would give to other small and micro agri-food and drink businesses

The overarching objective of the Craigavon Agri-Food & Drink Programme will be to offer 30 micro and SME's in the sector, tailored support to help address issues individual and unique to each business.

The programme will provide practical opportunities for participating businesses to develop and grow their business through innovation and export, by receiving specialised workshops, bespoke support and one-to-one expert mentoring at times that suit each business.

The launch event was a great success with a number of businesses expressing an interest in participating on the programme.

4.34 UPDATE ON BUSINESS IMPROVEMENT DISTRICT (NI) LEGISLATION (D64/2014)

Report by: Lyn McNeill, Town Centre Manager

Members will recall from previous reports that a Business Improvement District (BID) can occur where a group of interested businesses get together with their local Council to consider what improvements are needed in their area over and above statutory provision. The collaboration of Council and business interests then put together a plan, cost it, and decide on an amount of levy on commercial rates that each business must pay over a specified period to fund the improvements. The plan is then put out for ballot across all businesses included in the BID area and if the ballot is successful, the BID is implemented, and all businesses in the area must pay.

The legislation to allow for the establishment of statutory Business Improvement Districts in Northern Ireland is now in place.

The Business Improvement Districts (Northern Ireland) Act 2013 received Royal Assent in March last year and the Regulations to support this Act, the Business Improvement Districts (General) Regulations (Northern Ireland) 2014 & the Business Improvement Districts (Miscellaneous) Regulations (Northern Ireland) 2014, were approved by the Assembly in June 2014.

Arising from this there is a DSD-led Northern Ireland BID pilot scheme currently in operation whereby seven public/private partnerships are receiving extensive capacity building and support from a consortium to prepare them for a BID in their respective areas. The seven pilots are Enniskillen, Belfast Lisburn Road, Belfast Cathedral Quarter, Belfast City Centre, Strabane, Newry and Ballymena.

DSD has recommended that other towns in Northern Ireland who are interested in taking forward a BID wait for the lessons learned and guidance cascading from the pilots and have estimated this could be Autumn 2015.

A report detailing the outcomes of the BID pilots will be brought back to the new Armagh, Banbridge and Craigavon Council in line with the timescales estimated by DSD with regard to evaluation feedback.

4.35 EVENTS FINANCIAL ASSISTANCE POLICY 2013 – 2014 (PORTADOWN FESTIVAL) (D130/2012)

Report by: Bronagh Harbinson, Project Officer

Members will be aware that Portadown Festival Association was previously awarded financial assistance of £3,000 towards the staging of the 2013 event.

The Chairman of Portadown Festival Association, Ms Carolyn McCabe, formally expressed her gratitude to Members for this contribution.

4.36 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPs (D216/2014)

Report by: Bronagh Harbinson, Project Officer (Tourism)

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

Monthly enquiry statistics are detailed below.

MAY 2014			
	COUNTER	TELEPHONE	TOTALS
Lough Neagh Discovery Centre	3,118	206	3,324
Millennium Court Arts Centre	389	22	411
Lurgan Town Hall	294	1	295

JUNE 2014			
	COUNTER	TELEPHONE	TOTALS
Lough Neagh Discovery Centre	3,233	86	3,309
Millennium Court Arts Centre	372	36	408
Lurgan Town Hall	120	1	125

JULY 2014			
	COUNTER	TELEPHONE	TOTALS
Lough Neagh Discovery Centre	3,877	89	3,966
Millennium Court Arts Centre	316	39	355
Lurgan Town Hall	140	1	141

4.37 NORTH LURGAN COMMUNITY CENTRE CAR PARK (D234/2014)

Report by: Diane Clarke, Principal Community Resources Officer

Proposed improvements to North Lurgan Community Centre's shared car park with Drumnamoe Nursery School were discussed by Committee in June 2014.

Members had asked that Officers enter into initial discussions with Drumnamoe Nursery School and that a report be brought back to Committee in September 2014.

Members are advised that due to the school's summer holidays Officers have been unable to arrange a meeting with representatives from the school at the time of writing Committee reports and that this item will be brought back to Committee in October 2014.

4.38 PRIDE OF CRAIGAVON 2014 (D149/2014)

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

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

Applications will be invited as a result of a public advertisement in the local press and the Awards will cover the following 9 categories :

- Community Award (Large /Group Network)
- Community Award (Small Group)
- Community New comer Award
- Age Sector Community Award
- Community Event Award
- Creative Community Initiative Award
- Contribution to Good Relations Award
- Contribution to Community Safety Awards
- Contribution to Environmental Improvements in the Neighbourhood

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.

Members are asked to note the date for the event which will be held on 10 March 2015 in the Civic Centre.

Officers will keep Members updated on progress.

Financial Implications

£10,000 (based on 2013 costs) to be found within existing budgets as previously agreed.

4.39 NEIGHBOURHOOD FESTIVAL EVENT SCHEME (D200/2014)

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

Members are asked to note that the Neighbourhood Festival Event Scheme will be advertised in the local papers week commencing the 8 September 2014 with a closing date of 12 noon on Friday 26 September 2014 for festivals occurring between the 1 January 2015 through to the 31 March 2015.

Members will recall that the scheme is open to community groups in the Borough who wish to organise a locally based community festival. Applications for the Neighbourhood Festival Event Scheme will be available from Mrs Sheenagh McCann tel 028 38312420 or on line via Council's website.

4.40 BROWNLOW FESTIVAL (D220/2014)

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

As previously reported, Members are reminded that Brownlow Festival Week will take place week commencing 30 August 2014 to 6 September 2014. Festivities will commence on Saturday 30 August 2014 with a fun day at Brownlow Community Hub which also celebrates the Hub's third birthday and conclude on Saturday 6 September 2014 with a finale at Craigavon Watersports Centre. Members will note that this is the third festival that the Committee has coordinated building on a highly successful weeklong event last year with a packed array of activities including a football tournament, storytelling, tea dance, drama production and an inter estates quiz.

The collaborative partnership between Council and the Community has resulted in a quality programme which is reflective of Council's Corporate Plan in encouraging customer focus and reflective of leading with unity and purpose.

Members are reminded that the Festival has been successful in securing funding through Peace 111 Southern Partnership to the value of £8,000 for this year's events. Any proceeds raised during the course of the Festival will go towards the British Heart Foundation Northern Ireland.

Members are reminded that the Committee is made up of local community representatives from the Brownlow estates and that the festival committee is fully constituted.

A copy of the Festival Programme is attached.

Appendix 25

4.41 LORD LURGAN MEMORIAL PARK FUN DAY

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

A Family Fun Day has been arranged in Lord Lurgan Memorial Park on Saturday 13 September 2014 1.00pm-4.00pm. The Fun Day will involve a range of activities, bouncy castles, arts and crafts activities and sporting events.

As a further development of this community representatives have requested to work with the Parks Development Officer and Community Development Officer (L) to establish a "Friends of the Park" Group which will work towards providing seasonal events in Lord Lurgan Memorial Park.

4.42 GOOD NEIGHBOURHOODS FOR AGEING WELL PHASE 2 (D19/2014)

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

Community Conversations Phase 2

Members will be aware that the first phase of Community Conversations on Good Neighborhoods for Ageing Well took place in February 2014 which resulted in a local area report for Church and Court areas of Lurgan. Planning and arrangements are now underway to hold a series of small workshops using local venues with residents from the Church and Court wards from 22 -26 September 2014 followed by a further Community Conversation event on 1 October 2014 linking in with International Older Persons Day in Craigavon Civic Centre. These are being co-ordinated by Community Development along with other Council and Trust staff.

The events during September 2014 will include taster sessions for a range of physical and health and well being activities and arts programmes. In addition, a Keeping Safe session is planned with the PSNI, PCSP, NIFRS, NIHE and Council Officers on anti-social behaviour, community safety and home safety. Activities are also being explored to promote the use of Lurgan Park and liaison is underway to link a reminiscence event with a tea dance already programmed by Lurgan Library.

The purpose of the event being held on 1 October 2014 is to provide feedback to residents on the issues raised by them during the community conversation held in February 2014 as well as the series of small workshops held during September 2014. Participants will be encouraged to prioritise those issues that are most important to them and to establish an Older People's Forum with a view to developing an Action Plan for their area.

Funding of around £10k is to be made available by the PHA to Council for delivering Phase 2 of the Ageing Well programme. Approximately £500 will also be provided to each Council towards the cost of venue hire and catering for the community conversation events.

4.43 BROWNLOW COMMUNITY HUB PROGRESS REPORT – JULY & AUGUST 2014 (D224/2014))

Report by: Christ Cassidy, Facility Development Manager

Tables showing usage and income for the Hub are attached for Members' information. **Appendix 26**

The Royal National Institute for Blind People (RNIB) chose the Hub to host their summer scheme in July 2014. The organisation hired a number of rooms within the facility and held a week long programme of events including creative arts and music. The organisers were extremely happy with the facility, and commented on the helpfulness of the staff during their week at the centre.

The Craigavon Council lead project 'Shine Disability Summer Scheme' took place at the Hub in July and August 2014. The programme of activities for disabled children was held over two weeks with two separate groups. This is the third year that the summer scheme has been held at the Hub and the CBC organisers feel it is the perfect secure environment to run the project.

The Hub's resident Dance Group 'FADD' qualified for World Hip Hop Championships in Las Vegas recently after trials over a number of weeks in Dublin. The group made it through to the semi finals, a great achievement as groups took part from all over the world. The Mayor of Craigavon, Celebration Church, parents, friends, users of the Hub and Hub staff were treated to the group's last rehearsal prior to them flying to USA. All were very impressed with the commitment and dedication shown by the children and their leader.

Income July - £5,844

Income August - £7,061

4.44 BROWNSTOWN JUBILEE COMMUNITY CENTRE PROGRESS REPORT – JULY & AUGUST 2014 (D225/2014)

Report by: Stephen Black, Manager

Tables showing usage and income for the Community Centre are attached for Members' information. **Appendix 27**

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 collectable fair is held on the second Saturday of every month from 8.30am to 5.30pm and has been steadily increasing visitor numbers each month.

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 Football Club has been using the centre to register new players for the 2014/2015 season. They have also used the centre to host visiting football teams.

Income £775.48 for the period July – August

4.45 KILlicOMAINe JUBILEE COMMUNITY CENTRE PROGRESS REPORT – JULY & AUGUST 2014 (D226/2014))

Report by: Laura McGrath, Manager

A copy of the income and usage figures for July and August are attached for Members' information. **Appendix 28**

In July the community celebrated the 60th Anniversary of Killicomaine estate; The Killicomaine Residents Group hosted a family fun day at the community centre. The Centre was a hub of activity with events for everyone including; a 7 a-side football tournament, arts and crafts, a puppet show, and refreshments. The day was a great success with approximately 200 people attending.

Killicomaine Jubilee Community Centre was shortlisted for the Construction Excellence Awards (Social/Community Section) and judges visited the centre on Wednesday 13 August 2014. Staff along with representatives from Killicomaine Residents Group, contractors McAleer and Teague and the project manager Linda Smyth made a short presentation and showed a promotional DVD of the centre. The results will be announced September/October 2014 and Officers will keep Members informed of the outcome of the competition.

The centre was used on 20 August 2014 to host the Regeneration & Development Workshops for the Armagh, Banbridge and Craigavon Council employees. A number of attendees expressed how impressed they were with centre, its facilities and its bright and modern feel.

New bookings are outlined below:-

- “Cook It “programme which is a 6 week programme and all places are fully booked
- New Yoga class commencing in the morning time at the end of August 2014
- The church group Gideons have also booked the centre to host their meetings

Income July - £1,199

Income August - £1,029

4.46 PLAYScheme PROGRESS REPORT (D227/2014)

Report by: Senior Playleader

During the month of July 2014 one of the main themes at the Playscheme was the upcoming World Cup. With preparations under way for a world cup party in each play scheme location the children took part in football competitions as well as other sports, also food and music from Brazil with World cup arts and crafts. Children were encouraged to wear the colour of the country they were supporting.

Child Safety Week was held on the 23 – 29 June 2014. During this week the Playscheme aimed to raise awareness of the number of accidents that seriously injure or kill children every year and the steps they can take to help prevent this from happening. This was communicated through the use of videos, arts and crafts and group discussions with information we received from the local police and St.Johns ambulance.

The Play Scheme Summer Schemes started this year on Monday 22 July 2014 and finished on Friday 16 August 2014. The Summerschemes covered Avenue Road, North Lurgan , Brownstown, Killicomaine Community Centres as well as the Hub.

Registration has opened in North Lurgan, Avenue Road, Hub, Brownstown and Killicomaine Playschemes for the new school year. We have been successful in finding 2 new Playleaders for North Lurgan on Thursdays and Fridays.

Summer scheme attendances Avenue Road, North Lurgan, Brownstown

Wk 1 389

Wk 2 400

Summer scheme attendances Brownlow Community Hub and Killicomaine

Wk 1 350

Wk 2 350

4.47 REPORTS FROM COMMUNITY CENTRES AND TOWN HALLS

Report by: Diane Clarke, Principal Community Resources Officer

Reports covering activities and income at Council's Community Centres and Town Halls for the period April - July 2014 are included for Members' information.

Appendix 29









REVIEW OF TOURIST ACCOMMODATION POLICY STAKEHOLDER ENGAGEMENT QUESTIONS

AREAS FOR CONSIDERATION:

Future Accommodation Need – summary of previous research

Research commissioned by the Department indicated that if the tourism targets set for 2020 are met demand is forecast to rise across most accommodation categories, primarily hotels, self catering and caravan parks/campsites. Research suggests that, based on projected demand, there would be a need for additional hotel rooms, of higher quality (3* and above) and additional Self-Catering accommodation at peak periods. There would also be further opportunities to enhance the accommodation offering with additional Guesthouses and B&Bs which enhance the holiday experience through additional facilities and services.

Further accommodation development needs to be of the right type and in the right place for the appropriate demand i.e. consideration should not just be based on filling a gap in capacity but should consider the needs of relevant market segments, existing surrounding tourism offering and complement existing supply.

There is a need to increase the diversity, quality and uniqueness of accommodation provision and to promote accommodation that has the potential to create its own demand. This approach takes away the emphasis on quantity of supply when appraising business cases and recognises that competition from such new supply may in some cases be a good thing. New types of accommodation should be developed to diversify the offer and provide a unique visitor experience. For example, research highlighted that new types of rural accommodation such as log cabins, luxury camping or adventure oriented camping could diversify the offer.

Northern Ireland's growing business tourism sector has much potential going forward, particularly with the development of the proposed new conference and exhibition facility at the Waterfront Hall, which is due to become fully operational by 2016. There is also a need to ensure that future accommodation provision meets the needs of this growing sector.

Questions:

- ***What do you think are the current and potentially future gaps in the range of types of accommodation offered in Northern Ireland and what evidence do you have for the demand for these?***
- Evidence suggests that there is a gap in 4/5* hotel accommodation in the Lough Neagh Destination; namely the Borough of Craigavon which

possesses the key asset of the southern shore of Lough Neagh; and also given the Lough Neagh destination is particularly strong in the activity tourism sector the development of a rural accommodation hub for example log cabins, camping pods and luxury camping tents

- ***What new types of accommodation do you think are needed in Northern Ireland to meet new upcoming trends in demand? What evidence do you have for this demand?***
- Evidence suggests that where areas have strong rural tourism activity sector a more diverse offer could be supported including log cabins & luxury camping sites
- ***Do you think that there is benefit in supporting new, diverse types of accommodation product, even if there is limited demand at present?***
- If the predicted growth in visitor numbers is delivered upon and there appears to be clear evidence in place that government is determined to deliver on the strategy then yes there is benefit
- ***Are there particular accommodation sectors that require specific support/incentives to grow in order to meet demand going forward?***
- Yes, 4/5* hotel sector in Lough Neagh Destination (Craigavon) and Activity tourism/eco tourism sector
- ***Do you think that particular geographical areas should be prioritised for future development? If so which areas and what is your rationale?***
- Lough Neagh Destination (Craigavon) as the evidence suggests there is room to sustain the development of 4/5* hotel; Craigavon has a significant indigenous population, supports the second largest manufacturing base and possesses visitor numbers that are rated within the top 6 in Northern Ireland with regard to visitors to Oxford Island. The southern shore of Lough Neagh lies within the Borough and this is an outstanding asset in Northern Ireland.

- ***Do you think that there is a need to look at accommodation need on a regional basis, rather than at a Northern Ireland level?***
- Yes – Lough Neagh Destination (Craigavon)
- ***Do you think that any public financial incentives relating to accommodation should be prioritised in any of the above areas? What is your rationale for this?***
- Yes – Lough Neagh Destination – the low accommodation base is outweighed by the potential of the area and the product offering from both the business and tourism sectors

The Quality of Accommodation

This can affect potential demand patterns and the availability of quality accommodation should be assessed.

For example, research suggests that, based on the low levels of occupancy in B&Bs across Northern Ireland there is no indication of future potential undersupply. However, within this there may be room to increase the supply of high quality establishments. It has been shown that higher quality establishments achieve, on average, higher occupancy.

Questions:

- ***Do you think that there should be consideration of both the existing quality as well as quantity of supply, when determining future need?***
- It has been proven through research that quality plays a key role in levels of occupancy
- ***Do you think all levels of quality of accommodation should be developed in future, to provide visitors with the widest choice, or should higher quality development be prioritised and encouraged?***
- Choice and diversity are key for any sustainable tourist destination with the cross cutting theme of quality providing the pillar for growth. Authenticity of the visit can only be experienced in a destination by meeting people and often this takes place at their accommodation base.

- ***Do you think that increasing the supply of high quality establishments through upgrading of existing stock should be encouraged?***
- *Yes, assistance to move 2* hotels to 3* and 3* hotels to 4* etc. Existing small businesses, that are owner managed, add to the overall authenticity of the visitor experience in NI*

Focus on Holiday Oriented Accommodation

The future growth projections identified in research commissioned by the Department suggest that it is the holiday sector which will drive growth and that accommodation provision must become more supportive of holiday visitors. This could range from full integration between the accommodation and holiday activity as found in destination resorts to more simple options such as drying rooms for activity tourists, secure storage areas for golf clubs and cycles or bait, or additional services offered such as cooking or painting demonstrations in Guesthouses or B&Bs.

Questions:

- ***Do you agree that future support for accommodation provision should prioritise (although not exclusively) the development of accommodation that enhances the holiday experience?***
- The research is suggesting this and it appears to be the sustainable approach to the long term regeneration of the destination through developments that will enhance the holiday experience and remain competitive in the challenging global tourism market
- ***How do you think tourist accommodation could add value to the holiday experience?***
- Absolutely, the accommodation experience is a critical factor in the success of the destination; authenticity, quality and uniqueness of provision are key

Flexibility

It has been suggested that policy should consider the need for a more flexible accommodation supply that could support spikes in demand, either in summer months or during particular events, while ensuring year round viability.

Questions:

- ***How do you think that Northern Ireland could become more flexible in its accommodation offering to support specific high demand due to, for example, major events?***
- As this demand can be very adhoc and difficult to sustain when the events conclude, inherent value lies within the student campus accommodation

sector that could be invested in and developed into a visitor friendly experience at key times of the year

- ***How could this be managed to ensure a minimum standard of quality and safety for tourists?***
- The utilisation of student campus accommodation or the licensing of temporary campsites or mobile structures could assist with these 'pop up'/temporary demands

Managing Sustainable Supply

Sustainable supply should be managed through continually assessing and updating forecasts of demand, reflecting changes in consumer demand and the degree to which supply is reacting to it. Research suggests that there may be an excess supply of B&Bs and Self-Catering accommodation in some areas. It also suggests that new modern accommodation may displace existing accommodation of all types but this may increase the quality and diversity of the offering.

Questions:

- ***Do you think that excess supply is an issue for any type of accommodation? Do you think that it helps to keep prices more competitive?***
- Craigavon Borough does not suffer from oversupply. Excess supply in the quality market can ensure competitiveness in the accommodation sector and therefore improve the overall visitor experience
- ***Do you think that a lack of increased supply of these types of accommodation could lead to uncompetitive prices?***
- Yes, a captive market could be created and the need to innovate reduced which then becomes uncompetitive and unsustainable sector
- ***Do you think that future policy and support should allow 'displacement' of existing accommodation if it improves the tourism offer?***
- Yes, displacement is certainly an issue but in the context of a competitive tourism destination this may be a lesser issue. If the business can demonstrate a market share and potential growth and also differentiate the product offering then displacement may not influence the decision making process

Promote Catalytic Accommodation Provision.

It may be the case that certain unique, high quality accommodation can create its own demand and directly attract visitors to an area.

Questions:

- ***Do you think policy should support accommodation provision with this potential? Are there any examples of such accommodation which you think should be encouraged?***
- Yes, accommodation linked to the visitor experience for example activity tourism and eco tourism related accommodation with links strategically to the Lough Neagh destination i.e. a Center Parcs project

Barriers

It is suggested that the Private Sector should adopt the lead role in such investment if tourism grows as projected as we move towards 2020. The Public Sector would only intervene in the event of a demonstrated market failure, otherwise assuming a role of assessing the environment and assessing the impact of any proposed developments, for example at planning stages.

The policy review seeks to establish whether market failures potentially exist, impacting the ability of the Private Sector to develop supply to the level required to meet forecast demand.

Research suggests that the following may be issues that contribute to market failure:

- Lack of information about opportunities within the sector such as market intelligence or upcoming developments
- Spatial dimension of information with lack of regional information provision
- Inadequate access to finance
- Inflexible or incompatible environment such as planning framework or other institutional barriers

Questions:

- ***Do you feel that any of these issues currently exist and, if so, to what extent do you think that they present barriers to the development of tourist accommodation?***
- Probably each of the above apply; drawing together a sound business case for any new development can be very difficult and often it can be difficult for the private sector to access funds to develop the business case in the first place and then barriers may exist allowing interested parties access the most relevant and up to date research information & trusting the information supplied to allow a financial institution to make an informed decision with regard to financial assistance
- ***Are there any other issues which you feel are impeding the development of tourist accommodation in Northern Ireland?***
- The PR image of the Northern Ireland brand is still evolving and can have a negative impact on visitors to any destination in a competitive global marketplace

- ***Are you aware of instances where these barriers have been encountered and, if so, what impact did they have?***
- Access to finance has prevented business owners from investing and extending current businesses
- ***Do you think that any of these issues represent market failure and therefore provide a rationale for Public Sector intervention?***
- Yes

Moratorium

Currently, applications for financial assistance for new hotel developments within a 10 mile radius of Belfast City Centre (including extensions and upgrades etc to existing properties) are not accepted for public support.

Questions:

- ***Do you think that the moratorium in Belfast is acting as a barrier to hotel development (new developments and / or expansions) and potentially impeding ability to meet demand and achieve tourism targets?***
- Enough is not known about the market sector in Belfast to be in a position to comment on this matter
- ***Do you think that there is sufficient hotel accommodation in Belfast to support and maximise our potential to grow the business tourism sector (in light of the expansion of conferencing facilities at the Belfast Waterfront Hall in 2016)?***
- As above
- ***Do you feel that hotel provision in Belfast is sufficient to satisfy demand and prevent overpricing going forward?***
- As above
- ***Do you think that there is market failure in this area and therefore rationale for Public Sector intervention?***
- As above
- ***If so, given regional aid restrictions, to what extent would the abolition of the moratorium act as an incentive/help stimulate hotel development in Belfast?***
- As above



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Drawing Number	Revision
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CRAIGAVON WELCOME WAY

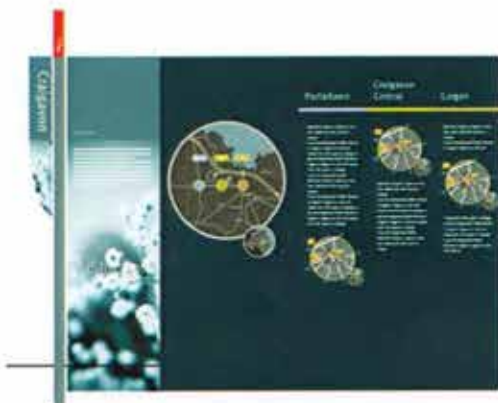
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Drm	Det		Appd
M.G			
Chk	Tech Chk	Det Chk	Date

Scott Wilson
Beechill House
Beechill Road, Belfast
BT8 7RP

T 028 9070 5111
F 028 9079 5651





Revision Details	By	Date	Suffix
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Drawing Title

20 AND GOLF CENTRE

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Revision Details	By	Date	Suffix
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CRAIGAVON WELCOME WAY

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CRAIGAVON WELCOME WAY

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[Return to Agenda](#)



COMPLIMENTARY EVENT

WorldHost Customer Service Taster Session for Retailers

Creating Service Excellence in Retail for increased customer loyalty and revenues

DATE 24 September 2014
TIME 8am – 10am (breakfast provided)
VENUE Seagoe Hotel, 22 Upper Church Lane, Portadown, BT63 5JE
COST Free to Attend

REGISTER YOUR PLACE TODAY!
call **028 9089 0313**

As a business owner or manager you will know better than anyone that providing excellent customer service is crucial to the success of your business. **75% of retailers identify poor customer service as the biggest cause for customers walking away. This means that getting it right is not just a luxury, it is a necessity.**

This exclusive free taster event hosted by People 1st and the National Skills Academy for Retail in association with Craigavon Borough Council, Portadown Chamber of Commerce and Lurgan Chamber of Commerce & Industry and supported by the Department for Employment and Learning will provide you with valuable customer service tips and techniques and will show you how you can create a culture of excellent customer service in your business using WorldHost - a highly acclaimed, world-class customer service training programme that has already been used to train nearly one million people worldwide.

The WorldHost taster session has been specially tailored to the needs of the retail sector, covering:

- **The principles of customer service for retail**
- **Selling skills**
- **Visual merchandising techniques and product display**

It will also provide you with details of the funding currently available in Northern Ireland and how you can benefit from WorldHost training at the subsidised fee of just £20 per person! *

Places on this event are limited, so don't delay.

call **028 9089 0313** email **xxxxxx@xxxxxxxxxx.xx.xx**

or go to **www.worldhostni.com**

*Eligibility criteria applies.







PORTADOWN
CHAMBER OF COMMERCE

EST 1920

28/08/2014

L McNeill
Town Centre Management
Craigavon Borough Council
Civic Centre
Central Way
Craigavon
BT64 1AL

Re: Off Street Car Parking in Portadown Town Centre

Dear Lyn,

As you are aware, Craigavon Borough Council offered a 'free' car parking day in all 'off street' car parks in Lurgan and Portadown on Saturday 21st December 2013. Thanks to this initiative being promoted both locally and regionally, our members reported a positive impact on sales with customers staying longer in Portadown and as a result of this increased 'dwell time, spending more money.

With the very successful national initiative, 'Small Business Saturday' scheduled for Saturday 6th December, another free parking day on that date would be a very attractive proposition to the local consumer. If this was combined with the other event based Council activity delivered as part of the Town Centre Regeneration and Revitalisation Action Plan and other Chamber/local Retailer activities, there would be increased town centre footfall and sales during the vital Christmas trading period.

We would be very grateful if you could consider our request and subsequently advise.

Yours sincerely


Adrian Farrell

President
Portadown Chamber of Commerce

APPENDIX 2 - Chamber Request for Free Parking on Small Business Saturday (September 2014)

1. Newsletter (18/12/13)



2. Lurgan Mail (05/12/13)

Business Free parking day on December 21 in Lurgan town centre

Council unites on free parking day

By CARMEL ROSSITER
carmel.rossiter@crs.ie
carmel.rossiter@crs.ie

Lurgan shoppers are to benefit from an extra unexpected festive bonus after Craigavon councillors united to pay for a free parking day before Christmas.

Craigavon Council is set to come to a deal with the DfD Roads Service to provide free car parking in Lurgan and Portadown town centres on December 21.

The proposal, put forward by the DUP, aims to have a free parking day to help traders boost their footfall in the run up to Christmas.

It was passed unanimously by all councillors on Monday night.

Cllr Carla Lockhart, proposing the motion, said it would be a Christmas present to the traders and ratepayers. "It is something small that we can do in the run-up to Christ-

mas."

Ms Lockhart said she and other councillors, along with traders, had held meetings with the DUP Minister of Finance without car parking charges a key discussion point.

She praised UUP DfD Minister Danny Kennedy for introducing reduced parking over the Christmas period.

The motion was seconded by her party colleague Cllr Gladys McCullough who said car parking was not the only reason for a drop in trade.

Sinn Féin Cllr Gemma McKenna asked what the estimated cost of the free day of parking would be. "It is not free. Our ratepayers will have to pay," she said.

A council official said there had been discussions with DfD who revealed that based on figures from the same time last year it would cost approximately £1,300.

Sinn Féin Cllr Tommy O'Connor asked how the council would measure its success. The council official said they

would work with local retailers to gauge footfall on the day.

Cllr Mairead O'Dowd asked what happens if it is a huge success and it costs a lot more money. The official said the cash would come from council reserves.

Cllr O'Connor pointed out that at that rate free car parking would cost the borough £300k a year.

After the motion was passed, Upper Ban MP David Simpson commended the council on their decision.

He said: "I am delighted. This will benefit greatly the traders as it will increase footfall."

"It will also benefit our ratepayers and will attract others from outside our borough to come and be a part of our superb shopping experience within our town centres."

"I raised this with Cllr Lockhart some two weeks ago and I am delighted council have been able to deliver this much-needed boost for businesses."



Councillor Carla Lockhart, who proposed the free car parking day, beside the machine in Moore's Lane.

3. Portadown Times (20/12/13)

26 Ketter Street, McCrume Court
36 Church Street, Portadown

Facebook
Arragh Tel: 028 27 518400
Portadown Tel: 028 26 334668

£20 Evod Single Kit

This ready to go kit consists of your Evod e-cig, USB charger lead, Metal Storage Box and... an E-Liquid of your choice **FREE**

Available in Red • Green • Blue or Black

Stockists of Kit, Accessories, and E-Liquids
(Which come in a wide selection of strengths, sizes and flavours)

Evod Atomisers	CE4 Atomisers	Original E-Liquids
£7.50	3 for £10	3 for £10

The Perfect Christmas Gift

Entertainment and free parking in town on Saturday

Shoppers have been encouraged to take advantage of tomorrow's (Saturday) free parking day in Portadown.

An initiative by Craigavon Borough Council means you can park all day for no charge in Portadown's pay and display car parks.

The town centre will also be full of fun-filled festivities on the last Saturday before Christmas.

MADS (Moyravery Arts & Drama Society) will be performing extracts from their forthcoming play The Wizard of Oz as well as other festive favourites from 12 noon to 3pm.

The Uigostreet team will be giving away great vouchers for the market stalls and Tilda Tigerbalm will entertain shoppers while they pick up last minute gifts.

Over on Portadown Plaza, there will be a festive margae and while Jenny Turley at the Good Food NI kitchen will be cooking up some festive treats,

for the kids there is balloon modelling, face painting and a few festive friends.

Chair of the Council's development committee Councillor Carla Lockhart, who proposed the free parking day during a meeting of Craigavon Borough Council earlier this month, encouraged people to shop in Portadown on Saturday.

She said: "Portadown's the perfect place to prepare for the festive season and we are delighted to introduce free car

parking for locals and visitors coming into town on one of the most important shopping days of the year.

Meanwhile, the weekly Portadown Markets at William Street will be on Monday and Tuesday, instead of the usual Friday and Saturday with the Christmas break. Markets manager Martin Ferguson said: "We have many faithful customers and we wish them the best for Christmas and the New Year."

P FREE

ALL I WANT FOR CHRISTMAS IS... FREE CAR PARKING

Lurgan and Portadown Town Centres

Saturday 21st December 2013

Also enjoy bustling boutiques, exquisite eateries and sparkling yuletide events for all!

Normal on-street parking restrictions apply

www.discovercraigavon.com

Business Trade president urges council to act

Call for more free parking in town

By GRAEME COUSINS
graeme.cousins@jpress.co.uk
@graemecousins

Craigavon Council have been urged to introduce more free parking to tempt shoppers back into Lurgan town centre.

Parking fees were waived for a day in the lead up to Christ-

mas, but traders say more incentives are needed to curb falling footfall.

President of Lurgan Chamber of Trade Simon Dowe commented: "The idea of free parking is great, though it needs to be extended significantly to a lot more days when you consider the high rates town centre businesses are paying. Rates haven't fallen to

match falling footfall so more needs to be done to attract people to the town centre.

"Parking is a huge issue when you consider people can park at Rushmere for free. It isn't a level playing field."

It's estimated the day's free parking in Lurgan and Portadown cost around £2,400.

TURN TO PAGE 3



Appendix 7

Christmas Proposal 2014 (September 2014)

<https://www.youtube.com/watch?v=GuUYx4HoQAw>

Appendix 2 –Christmas Proposal 2014 (Sept 2014)

Santa's Grotto, Lurgan 2013



Appendix 3 Christmas Proposal 2014 (September 2014)

Tis the Season....(2012)



All I Want for Christmas (2013)



Appendix 10

Lake Street, Lurgan



A 27 Portadown Site 1 (Connaght Park)



A27 Portadown (site 2)



Malcolm Rd Lurgan



Belfast Rd



Atlantic Arc Cities – Cooperative Project Examples

BATFARM: Evaluation of Best Available Techniques to decrease air and water pollution in animal FARMS

AT Brand City Branding: This project offers an opportunity for small and medium-sized cities in Western Europe to reinforce their brand by benefiting from the Atlantic awareness that highlights their culture, the great history and heritage shared in this area. For a stakeholder (eg: company, tourist...) that is not familiar with the city it will be the assurance of its value, quality and identity.

An example is the Market testing project - an emerging strategic place brand for the Cork Region (Ireland). See the link for the market test site <http://corkregionbranddescriptor.com/>

Imagina Atlantica, led by Grand Angoulême (France) in partnership with other Atlantic actors including the CAAC, has contributed to the creation of a network of image technology in Western Europe. Based on creativity, this project has encouraged the implementation of a series of innovative actions to promote the digital heritage of the Atlantic Arc and to foster the employability of young people in this sector. The app J'aime Angoulême, **An innovative touristic app** developed inside the project Imagina Atlantica (2010-2014), is one of the winners for its innovative contribution in the development of tourism in France. This app allows tourists to discover Angoulême through 120 sites and monuments in an interactive way. With a smartphone, visitors can now browse the city and its surroundings through various trips designed according to their available time and wishes.

In another Imagina project, Laser images of intricate features at St Winefride's holy well in Flintshire will enable visitors to "see" the sculptures up close for themselves. When viewed via a phone they will get additional layers of information - known as augmented reality - not seen by the naked eye. Similar projects are being developed at other tourist sites around north Wales and, more broadly, in other cities of the Atlantic Arc.

SITE - European Smart Ticketing. For two years, the Atlantic cities of Dublin, Nantes, San Sebastián, Gijón, Aveiro and Liverpool have defined a common ticket system to facilitate the contactability between the Atlantic cities. Financed by INTERREG Atlantic Area (ERDF), SITE has developed and trialled solutions which allow a greater mobility through the use of ticketing that is flexible and operable in different locations of the Atlantic Area. It contributes to sustainability and mobility and makes public transport a more attractive option for travellers.

ANATOLE - Atlantic Network Abilities for Towns in Local Economy: Covering twenty territories, ANATOLE is creating chances for local economy, finding in the link between local policies and local abilities an answer to the new needs of local inhabitants. This need urges to identify the most efficient and consistent ways to deal with problems concerning economic and energetic efficiency, environmental quality, food security, job creation and urban development. It will lead to a territorial approach of the cooperation in the Atlantic Arc; with the aim to develop a more intelligent, sustainable and inclusive territory, in accordance with the principles of the 2020 EU Strategy and the future cohesion policy.

Atlantic Cities have been working on “**Economy of proximity**” (short delivery chains), based on the direct exchange between producers and consumers in the same territory. When it is managed by cities, it

strengthens not only the local economy, but food security, biodiversity and agricultural and fisheries sectors' employment.

As ANATOLE is a project that relies mainly on cities' activities, the goal was to identify programmes and funding lines for future capitalization, thus **New Funding Streams are being investigated**:

New Urban Development Network: The Forum for Urban Development

The Forum for Urban Development (art 9 ERDF) is a new tool for the Cohesion Policy 2014-2020. Managed by the Commission, it will direct dialogue with cities. Unlike URBACT, it will be entirely dedicated to integrated urban sustainable development.

The platform, called New Urban Development Network (UDN) will aim to fund and support projects that integrate economic, social, environmental, climatic and demographic dimensions, dimensions that are reflected in the aims, activities and results of the ANATOLE project.

Integrated sustainable urban development

5% of the ERDF (art. 7) shall be used for sustainable urban development. Even if selection will depend upon the final composition of Partnership Agreements and Operational Programmes, ANATOLE complies with the main principles of this axis.

Innovative actions in the field of sustainable urban development

Created by new ERDF regulations, these actions will be launched by the European Commission, which will select through calls for proposals for studies and pilot projects to identify or test new solutions.

As for **URBACT III**. URBACT encourages participating cities to develop action plans supported by local action groups involving all relevant partners. In line with the Europe 2020 strategy, eligible projects must involve one of the five priorities and CAAC will be bringing forward projects as calls are announced:

1. Strengthening research
- 2 . Supporting the shift towards a low- carbon
- 3 . Promoting a sustainable use of resources
4. The social inclusion and the fight against poverty
5. Employment

BRIEF OVERVIEW – CREATIVE MOMENTUM

The following is a brief overview of how Creative Momentum will provide “Improved support systems tailored for start-ups and existing SMEs in remote and sparsely populated areas”, as set out in Specific Objective 2.1 of the draft NPA 2014-2020 Cooperation Programme.

Creative Momentum – Why?

The principles underpinning Creative Momentum are:

- Promoting entrepreneurship and collaborative innovation;
- Increasing market reach and realising market potential;
- Enabling sustainable place-based development; and
- Meeting the business model and growth needs of creative enterprises.

Creative Momentum – Who?

Creative Momentum will target and support:

- Creative and cultural industries across the regions within the NPA area who will be able to access spaces, contacts, market expansion services, regional and transnational networks, information, skills development and supports related to successful exporting; and
- Municipal, academic and representative bodies that work with creative and cultural industries and who want to support the industry itself but also to ensure that the appropriate policies are embedded at Government level.

Creative Momentum – What?

The aim of the Creative Momentum project will be to provide opportunities for creative start-ups and existing micro-enterprises and SMEs in the NPA area to avail of spaces, services and supports that will allow for:

- Professional Growth via training, mentoring and transnational learning.
- Business Growth via product, service and organisational innovation.
- Network Growth via shared spaces and gatherings to meet regional and transnational collaborators/partners.
- Market Place Growth via trade events, the tourist market and online platforms.
- Creative Economy Growth via intelligence gathering and policy influence.

Creative Momentum – How?

Access to these spaces, services and supports will primarily be facilitated through the coherent, centralised structure of a ‘virtual’ transnational Cultural and Creative Office. The established MyCreativeEdge.eu platform (developed under the Creative Edge project and with 650 creative enterprise members) will function as an online transnational ‘office’ to facilitate access by creative start-ups and SMEs to the range of spaces, services and supports to be delivered through Creative Momentum.

ABC will lead a work package (for the SEED Group) namely:

Physical and Virtual Connections (Creative To Creative – C2C)

The Physical and Virtual Connections work package will deliver a series of opportunities for creatives to network with other creatives regionally and transnationally, both in physical and virtual spaces. This will be done by developing new, and enhancing existing, local/regional networks on one level

and interactively connecting them locally and on a transnational level. Proposed activities under this work package include:

Development of Transnational Network via Existing and New Creative Hubs










Creative Hubs provide physical space and opportunities for creative people, creative enterprises and creative talent to network, exhibit and conduct their various activities. The goals of the Creative Hub Network are:

- To ensure the inclusion of creative businesses (both alpha companies and beta companies) in the same areas i.e. alpha companies will assist beta companies' development leading to increased opportunities for product and market growth.
- To ensure the inclusion of creative talent in the NPA areas i.e. working actively via mycreativeedge.eu to enhance and maximise participation leading to growth.
- To assess existing support products for cultural and creative industries and propose and lobby for improved / alternative supports.
- To plan for the development of new, innovative products for the cultural and creative industries and as a focus for and conduit for the roll out of Creative Steps i.e. active networking leading to collaborative innovation of new products and services.

Artisan/Creative Trails

Development and mapping of creative routes/trails to facilitate tourists, visitors and locals to identify and visit artists and other creative businesses and therefore increase the opportunities to make sales to the tourist market.

Calendar of Events

	Date/Time/	Event	Event Information	Location/ Contact	Further Info
	Thursday 4th Sept 2014 10:00	First Craigavon Agri-Food and Drink Forum	The Agri-Food forum aims to bring together a range of the key stakeholders within this sector	Craigavon Civic Centre, Lakeview Room 3 Louise Cushnahan , 38312572	Agri-Food & Drink Agri-Food & Drink Forum
	Tuesday 16th Sept 2014 12:00—14:00	Craigavon Means Business, Stormont Showcase	Hosted by Stephen Moutray MLA this event will showcase Craigavon as a Centre of Excellence in Life Sciences, Agri-food & Creative Industries.	Stormont Long Gallery Louise Cushnahan , 38312572	
	Tuesday 23rd Sept 2014 18:00	An Evening with Rory Best, The Business of Sport	Rory Best, Ulster rugby captain and successful entrepreneur will speak about what it takes to succeed in business.	Banbridge Old Town Hall Natalie Ronaldson , 38313621	Bright Idea
	Monday 13th Oct 2014 10:30	Life Sciences Innovation Event	Experts from the life sciences industry will provide presentations on business, production and innovation opportunities in life sciences in Craigavon as part of the life sciences innovation programme.	Craigavon Civic Centre, Lakeview Room 3 Ciaran Tipping , 38313602	
	Tuesday 4th Nov 2014	Innovation & Best Practice Conference	A number of best practice speakers from across Europe will lead the conference. Information on several sources of funding including successful examples from local businesses will be provided. Delegates will have opportunities for one-2-one advice from both speakers & funding experts.	Craigavon Civic Centre, Mayes Hall Paul Kavanagh , 38312574	Source & Sell
	Wednesday 12th Nov 2014	YENI Regional Workshop	Approximately 220 six form students and their teachers are expected to attend the event, spending the morning working on business problems & potential solutions	Craigavon Civic Centre, Mayes Hall Paul Kavanagh , 38312574	Young Enterprise
	Mon 17th Nov— Sun 23rd Nov	Global Entrepreneurship Week	Ideation Camps will be held for young people interested in starting their own business and becoming their own boss in various locations across SEED as part of Global Entrepreneurship week.	Various SEED locations Natalie Ronaldson , 38313621	Bright Idea Global
	Friday 28th Nov 2014 16:00	Second Annual Life Sciences Conference	This event will highlight ongoing research and identify unmet clinical needs to encourage SME innovation within the sector.	Craigavon Civic Centre, Mayes Hall Louise Cushnahan , 38312572	Life Sciences
	Sept, Oct, Nov 2014	Creative Economy Exporting Programme Seminars	These seminars are aimed at creatives working or seeking to work in the creative sector and will aim to help inform attendees on how to make successful steps towards developing new business through export.	Various SEED locations Niall Drew , 38312485	Creative

Appendix 14

Project Title/Description	Estimated Total Project Cost	SOAR Contribution	Agreed Council Contribution	Projected Timeframe for Delivery
<p>Aghagallon Lagan Navigation Demonstration Project</p> <p>To employ a consultant team to develop a technical study which will look at all issues, options and costs related to provide a link from Aghagallon Village to the Lagan</p> <p>Navigation towpath and for opening access between Cranagh Bridge & Goudy Bridge & develop preferred option to RIBA Stage D.</p>	£12,000	£5,000	£7,000	4 Months Completed by 31 st March 2014.
<p>Craigavon Rural Heritage Trail Initiative</p> <p>Provision of Interpretation Panels to link with the Craigavon Rural Heritage Trail Publication, Historical Signage and provision of a Walking Trail with Maps in a number of Villages across the Borough as well as providing floodlighting to the church ruins in Magheralin.</p> <p>The Craigavon Rural Heritage Trail initiative aims to install interpretation panels in eight villages and develop a walking trail with support map in Donaghcloney; Magheralin; Charlestown & Waringstown. As well as providing an flood lighting to the church ruins in Magheralin.</p> <p>The project will include the provision of interpretation, signage, Research; consultations; preparation of artwork for approximately 20 panels Fabrication & installation of approximately 20 panels, Provision of trail maps, Research; consultations; preparation of art work; Production of 5,000 maps for each of the four villages. Consultations with DRD Roads Service. Preparation of contract drawings & Schedules. Contract supervision, Supply & installation of uplighters, Associated trenching; making good surfaces, Provision of electrical connections.</p>	£152,000	£114,000	£38,000	8 Months Estimated completion June 2015.



The Forum for Cities in Transition

an initiative of the Moakley Chair of Peace and Reconciliation
McCormack Graduate School of Policy Studies
University of Massachusetts Boston

Appendix 15

Richard Colvin
Chief Executive
Craigavon Borough Council
Lakeview Road
Craigavon
County Armagh
BT64 1AL

25 June 2014

Dear Mr. Colvin,

Jennie Dunlop assures me that she has briefed you on the Forum for Cities in Transition. The Forum consists of cities/communities that have been divided by conflict - the organizing principle being that one divided society is in the best position to help another. Each year the forum members gather in a member city for its annual conference. This year the conference is being held in Belfast from 27-30th of October. Attendees will come from Baghdad, Belfast, Derry~Londonderry, Haifa, Jerusalem, Kirkuk, Mitrovica, Mitte (Berlin), Mostar, Ramallah, Sarajevo, Srebrenica and Tripoli (Lebanon) and Kaduna(Nigeria) - cities across four continents, at some stage of transition from conflict, often still in conflict.

This is our fifth conference - previous ones held in Boston, Mitrovica, Derry~Londonderry, Kirkuk and Kaduna.

At the end of each conference, each city is asked to make a commitment to carry out a project, which it will have designed during the conference, that will either further reconciliation among communities in its city or to help another city further down on the ladder of transition.

It is my pleasure to invite you to participate in the Belfast forum conference with a view to your becoming a forum member.

Delegations from all cities are required to be balanced. Jennie has copies of all the pertinent documents pertaining to the Forum's founding, principles and statement of mission. No doubt she has already apprised you of their content.

I look forward to hearing from you and hope that you will join us in Belfast in October. If so, the Belfast Forum will send you an official invitation in due course.

Sincerely yours,

Professor O'Malley

Director, Forum for Cities in Transition
John Joseph Moakley Distinguished Professor of Peace and Reconciliation
John W. McCormack Graduate School of Policy and Global Studies
University of Massachusetts Boston
100 Morrissey Blvd.
Boston, MA 02125
1.617.291.1845
pomalley0@gmail.com

Appendix 16

Locations for NHW Signs – The Brambles, Aghacommon	
Street Light No.	Location
1	Lamp post
4	Lamp post
12	Lamp post

Appendix 17

All Development (YTD = Year to Date LTS = Long Term Sick)												
	2011/12	YTD	LTS	2012/13	YTD	LTS	2013/14	YTD	LTS	2014/15	YTD	LTS
April	5.97	5.97	96.9	1.44	1.44	41.7	2.27	2.27	60.5	6.8	6.8	80.0
May	4.56	5.26	72.3	4.41	2.92	0.00	5.17	3.72	23.1	6.3	6.55	65.0
June	4.61	5.04	81.3	3.93	3.26	84.8	4.77	4.04	80.6	6.63	6.57	66.1
July	1.90	4.26	73.1	2.45	3.06	74.4	7.18	4.84	64.0	6.26	6.49	87.5
August	1.19	3.65	0.00	2.37	2.92	45.5	9.38	5.75	81.6			
Sept	2.18	3.40	62.9	3.70	3.05	66.1	5.99	5.79	76.4			
Oct	0.99	3.06	33.3	3.12	3.06	17.2	4.30	5.58	78.4			
Nov	2.63	3.00	0.00	5.39	3.35	43.3	6.36	5.67	52.5			
Dec	0.57	2.73	0.00	7.45	3.81	65.6	6.15	5.73	72.4			
Jan	1.14	2.57	0.00	7.24	4.15	50	4.81	5.63	73.7			
Feb	3.03	2.61	0.00	4.89	4.22	70.4	4.30	5.51	54.5			
March	2.51	2.61	65.9	7.30	4.47	75.7	3.39	5.33	33.3			

Development Absence period 1 st April 2014 to 31st July 2014	
Division	% loss rate
Administration	1.82
Community Development	9.89
Development	11.81
PCSP	0.00
Economic Development	0.42

**Development Absence
Year to Date (YTD%) & Long Term Sick (LTS%)**

Administration			Community Development				Development		
	2014/15	YTD	LTS	2014/15	YTD	LTS	2014/15	YTD	LTS
April	0.00	0.00	0.00	11.1	11.1	0.00	0.00	0.00	0.00
May	1.67	0.83	0.00	9.83	10.4	68.47	0.00	0.00	0.00
June	3.97	1.88	0.00	9.97	10.3	71.19	0.00	0.00	0.00
July	1.64	1.82	0.00	8.67	9.89	87.13	11.81	2.95	100.00
August									
Sept									
Oct									
Nov									
Dec									
Jan									
Feb									
March									
PCSP			Economic Development				Council Total		
	2014/15	YTD	LTS	2014/15	YTD	LTS	2014/15	YTD	LTS
April	0.00	0.00	0.00	0.00	0.00	0.00	4.78	4.78	63.9
May	0.00	0.00	0.00	0.87	0.43	0.00	3.84	4.31	60.9
June	0.00	0.00	0.00	0.83	0.56	0.00	4.45	4.35	66.3
July	0.00	0.00	0.00	0.00	0.42	0.00	5.99	4.76	70.6
August									
Sept									
Oct									
Nov									
Dec									
Jan									
Feb									
March									

Development Average Days Lost per employee for the Period 1st April to 31st July 2014 YTD

Division	% loss rate
April	1.3
May	2.5
June	3.8
July	4.9
August	
September	
October	
November	
December	
January	
February	
March	

Days Lost Per Department by Month 2013/14

Directorate	Admin (6)	Community Development (52)	Development (7)	PCSP (4)	Economic Development (22)	Land& Property (1)	Total (92)
April	0	115	0	0	0	0	115
May	1	107	0	0	4	0	112
June	5	118	0	0	3	0	126
July	2	101	17	0	0	0	120
August							
September							
October							
November							
December							
January							
February							
March							

Reasons for Absence

Table 4 below shows the reasons given for absence year to date 2014/15. The category of Neurological accounts for the highest at over 29%.

Table 4 Reasons for absence YTD at 31st July 2014		
Absence Category	Days Lost	% of Total
Heart, Circulatory & BP	0	0.00
Chest & Respiratory	7	1.48
Back & Neck	97	20.51
Stomach , liver, kidney	8	1.69
Musculo-Skeletal	91	19.24
Pregnancy Related	13	2.75
Genito, Urinary, Gynae	0	0.00
Infections	30	6.34
Stress, Depression, Mental Health	71	15.01
Eye, Ear & Nose	19	4.02
Other	5	1.06
Neurological	132	27.91

COMPARATIVE STATEMENT REPORT

APPENDIX 18

APRIL 2013 TO MARCH 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	2,367	789	813	25
Premises Costs	297	106	105	(1)
Transport Costs	29	12	16	4
Supplies & Services	1,270	634	627	(7)
Support Costs	86	29	29	0
TOTAL EXPENDITURE	4,049	1,569	1,590	21
Income	(1,141)	(380)	(408)	(28)
NET EXPENDITURE	2,908	1,189	1,182	(7)

NOTE: Budget figures above do not include loan charges of £630K. Total 2014/15 budget £3,537K

Summary of Variations – Development Department 2014-2015
April 2014 to July 2014

Heading	Amount Over/ (Under) budget £000's	Explanation/Comment
<u>Employee Costs</u>	25	There has been additional costs within Economic Development to assist with the large number of grant related projects. Please note this position includes all expenditure on overtime, agency and casual staff.
<u>Premises Costs</u>	(1)	Premises costs are currently within budget.
<u>Transport costs</u>	4	There have been travel expenses for economic development programmes and attending various conferences, some of which has been funded.
<u>Supplies & Services</u>	(7)	There has been under spends on grant related projects with programme spend normally coming through towards the end of the financial year.
<u>Support Costs</u>	0	
<u>Income</u>	(28)	Community Centre's income is currently above budgeted figures.
<u>Total</u>	(7)	

From the Office of the Minister
Michelle O'Neill MLA



Department of
**Agriculture and
Rural Development**

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

AG, BÓITH

**Talmhaíochta agus
Forbartha Tuaithe**

AGRICULTURE

**Fairs an
Kintra Fodóirín**

Mr Roger Wilson
c/o Armagh, Banbridge and
Craigavon District Council
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Email: private.office@dardni.gov.uk

Our Ref: SUB/375/2014
25 July 2014

Roger, a chara

RURAL DEVELOPMENT PROGRAMME (RDP) 2014-2020

You will be aware that on 26 June I announced that I had obtained Executive approval for a budget of up to £623m for the forthcoming RDP. This included Executive agreement for up to £287m to support the competitiveness of the Agri-Food Industry (including up to £250m for a Farm Business Investment Scheme), funds of up to £256m for the Environment and a sum of £80m for the broader rural economy.

I am keen that the new Local Action Groups (LAGs), will deliver the majority of the £80m set aside for the needs of the wider rural community, as I have been impressed with their commitment to the current Axis 3 measures, and the outcomes they have achieved.

The purpose of my letter to you is to confirm my wish to closely involve new local councils in the rural economy measures also, and to outline my thoughts on how that might work.

The Councils have done a good job in administering the current Axis 3 Programme, and I would want that to continue into the new RDP. The experience and expertise of staff involved currently will be key to ensuring that there is no delay in getting this next round of funding off the ground. I hope that you will be willing to work with my Department on this – the administration budget available is likely to be up to 22% or thereabouts, including funds for animation. It might be helpful to cement the staffing requirements for the administration function by way of a Service Level Agreement between Councils and LAGs. Additionally, and very importantly I want to ensure that the direction of the new rural economy measures benefits significantly from the proposed Local Government Community Plans, and I have asked my officials to reference that clearly within the Contracts to be drawn up between DARD and the LAGs. The Community Plan will be essential for setting out the parameters of and the focus for the funding of the rural



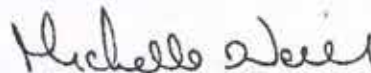
measures, and although we will no longer have Joint Council Committees, the Council influence through the Community Plan will ensure that Programmes to assist the economic and social fabric of the countryside are the best fit for the needs of the rural communities, that they link together, complement and add value to each other, and make the best use of all available funding either from Councils or other bodies. There are also likely to be a number of areas within the overall Programme where council involvement will be helpful; for example, there will be a new Food Processing Investment Scheme within the competitiveness Priority, with a budget of up to £30m, and I want my officials to assess how Councils can become involved in that, perhaps by including elements from your economic strategies as part of the selection criteria and also by encouraging the planning and environmental health authorities to work with the Department in progressing the scheme applications. As you will know I have asked my Director of Rural Development, Pauline Keegan, to meet with each of you to further explore the opportunities available to us within the Programme as a whole, and specifically in relation to the wider rural economy measures and I have asked for a report from her by the end of the summer.

The new RDP, with its biggest ever investment into the rural community, presents both opportunities and challenges for the next number of years. I want to be very clear with you that I consider partnership working with local government to be critical to the success of the Programme, and I would welcome your commitment to that, and I can assure you of mine. We all know that when the current Axis 3 measure ran into difficulties with slow spend, it was working together that brought about a resolution, and Axis 3 is now spending well because of that, and has funded some excellent projects.

I would of course welcome any comments and suggestions you may have in relation to Council involvement in the administration of the Rural Economy Measures and the potential value of the Community Plan to the Programme either directly to myself or via Pauline Keegan in her meetings with you over the summer.

I look forward to a continued close and enhanced relationship with you and your staff in the future.

Is mise le meas



MICHELLE O'NEILL MLA
Minister of Agriculture and Rural Development

Appendix 21

LIFE SCIENCES SUPPLY CHAIN PROJECT: SUPPLIER COMPANIES

	Company name	Business Activity	Council area
1	Purplesheep	Multi media design	Craigavon
2	Redhead	Conference and exhibition	Craigavon
3	Torc Product Development	plastic moulding/fabrication	Craigavon
4	JH Label solutions	Labelling	Craigavon
5	Diaceutics	Consultancy	Louth
6	Interplant Ireland	Precision engineering	Newry & Mourne
7	Pro Lab	Prototyping	Louth
8	Quantum Outsource	Stock management/process improvement	Down
9	Smartbunker	Storage bunker	Down
10	David Henderson Designs	Design and 3D Visuals	Newry & Mourne
11	EMRC Ltd	Medical consultancy	Meath
12	Datapart	IT Spare parts	Louth
13	Compliance Engineering Ireland	Testing	Meath
14	Mulligan Coachworks	Engineering	Banbridge
15	B&K Steenson Coachworks	Engineering	Banbridge
16	Clean Serve	Specialist cleaning	Craigavon
17	Erindar	Specialist storage	Down
18	ZuZu Web Solutions	Software testing	Down
19	Kelly Solutions	Electronic data transfer	Down
20	Magrisk	Specialist Health and Safety	Down
21	Mcor	3D Printing and Prototyping	Louth
22	Arc-es	Security software	Banbridge
23	BETA Electronics	Contract Electronics Manufacture	Meath
24	Energy Saver Technologies Ltd	Energy saving device	Banbridge
25	Pharmaco Consulting	Project management	Newry & Mourne
26	Reprographics Ltd	Printing	Craigavon
27	AF Davison	Transport	Banbridge
28	Irish Cooling Towers	Cooling Solutions	Meath
29	Brian McArdle	Copywriting services	Newry & Mourne
30	Rosco Engineering	Precision engineering	Armagh
31	Sonrisa	IT	Banbridge
32	Celtic Testing	Software Testing	Louth
33	Nick Moffett Design	Graphic Design / Marketing	North Down
34	Polarian	Software development	Down
35	Caspac	Packaging & box manufacturers	Armagh
36	Drumhorc Pallets	Pallet manufacturer	Banbridge
37	Priory Press	Carton Board Packaging	North Down
38	King Environmental Services Ltd	Commissioning & Qualification engineers	Meath
39	NV Genix	Software development	North Down
40	Q.E.D Engineering	Environmental management	Monaghan
41	Cirrus Plastics	Plastics	Craigavon

42	Archem (NI) Ltd	Chemical Products	Ards
43	Denroy Plastics Ltd	Plastic moulding/facrication	North Down



Programme Progress Update 22 August 2014





1.0 Key Programme Requirements

- i. To identify and recruit 100 suitable companies (strictly 20 per Council area) on to stage 1 of the programme who are pursuing finance for investment, business growth or business development projects¹
- ii. To identify and recruit 75 suitable stage 2 companies (strictly 15 per Council area) seeking to gain financing for investment for a specific project or for the expansion of their existing business.
- iii. To develop and deliver a programme that achieves the programme objectives identified above which will include the following elements
 - A programme of workshops tailored to the needs of the participating stage 1 businesses
 - At least three days of business mentoring per stage 2 business to ensure that participating businesses are able to achieve the finance required to implement their projects.
 - Networking and 'meet the investor' events (at least 1 per Council area) designed to match participating companies with their most suitable investor or grant provider and to recruit participants on to the workshop and mentoring stages of the project.

2.0 Master Class Attendance

To identify and recruit 100 suitable companies (strictly 20 per Council area) on to stage 1 of the programme who are pursuing finance for investment, business growth or business development projects. This Requirement is Complete

12 Master Classes have been delivered - 6 x series 1; 3x series2; 3x series3. 176 Participants have attended across all 12 Master Classes

Series One -	83
Series 2 –	54
Series 3 -	39

A total of 100 Companies have attended broken down into Council area as follows –

Armagh Council Area –	14
Banbridge Council Area –	29
Craigavon Council Area –	15
Down Council Area –	17
Newry Council Area -	25

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



The list of companies is as follows –

Company	Council
Bake my Day	Armagh
BH Maintenance Service	Armagh
Café Olympus	Armagh
Drew McWilliams Photography	Armagh
Fairline Sales & Marketing Ltd	Armagh
Focus Opticians	Armagh
Geoff Telford Photography	Armagh
InfoNI	Armagh
Kellys Bar Armagh	Armagh
OBE Waste & Agri Engineering Ltd	Armagh
Portagas	Armagh
Unify Solutions	Armagh
Autobits	Armagh
Franklins International	Banbridge
D Tech Design	Banbridge
Dask Timber	Banbridge
Eagle Overseas	Banbridge
Ecco Hair	Banbridge
Emma Johnston Interiors	Banbridge
Fegan Transport	Banbridge
Flames and Fireplaces	Banbridge
Handley Heating	Banbridge
Heron Engineering	Banbridge
Hygiene Zone	Banbridge
Prolmage	Banbridge
Rainbow Powerhose Cleaning	Banbridge
Rainbow Powerhose Cleaning	Banbridge
Rolltack Ltd	Banbridge
Ryan Gardiner Associates	Banbridge
Speck/NQA Nordic	Banbridge
Stephen Blakely Design	Banbridge
Trevor Mc Allister	Banbridge

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



Wallace Protection Systems	Banbridge
Simply Irresistible	Banbridge
Windsor Home Bakery	Banbridge
Ryan International	Banbridge
Handley Heating	Banbridge
Golfkee Cottages	Banbridge
McAdam Stewart	Banbridge
Angelic	Banbridge
Carolyn Adams Displays	Banbridge
Quails Fine Foods	Banbridge
AMK Hardware Ltd	Craigavon
Apuokas	Craigavon
Armagh Cider	Craigavon
Bioil	Craigavon
GormGlass	Craigavon
Jewellery by Van Scoy	Craigavon
LA Ltd	Craigavon
Phoenix Catering	Craigavon
Russell Brothers Builders x2	Craigavon
Spring Co NI Ltd	Craigavon
TrailerTek	Craigavon
Carelton Dental Practice	Craigavon
Craigavon Business Machines	Craigavon
Kitchen Bakes	Craigavon
Trade Signs	Craigavon
Clanrye Press	Down
Down News	Down
Downpatrick Golf Centre	Down
Dundrum Inn	Down
EOS Unified Solutions Ltd	Down
Frank Mc Leigh&Sons Ltd	Down
Greenan's Products	Down
GSM Guttering and Fascia	Down
Harry Burke/Combat Zone	Down
Interplant	Down
Joanne Symington Photography	Down
Nostalgia	Down
O'Neill Architecture	Down

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



Rowallane Credit Union Ltd/Rowallane Community Hub	Down
Spring Clean NI	Down
Telecom Services	Down
The Sign Co. NI	Down
A Piece of Cake Ltd	Newry
Biz Sales	Newry
Bridal Loft	Newry
D.Muholland (pre-business)	Newry
Design Matters	Newry
Donnelly Neary & Donnelly Solicitors	Newry
Express Factors Newry	Newry
Gapo Group	Newry
Interplant	Newry
JL O'Hagan	Newry
Jumping Clay	Newry
Kilkeel Dev Ass	Newry
Kylos	Newry
MJM Marine	Newry
Newry City Physiotherapy Clinic	Newry
OrlDen Herbal Products	Newry
Point Hire	Newry
PWS Ireland	Newry
QTF Homes	Newry
Quinn Coaches	Newry
Romaqua	Newry
South Armagh Childcare Consortium	Newry
Women's Aid	Newry
Wood Innovations Ltd	Newry
Vetinary Extras	Newry

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



3.0 One to One Mentoring Baselines Carried Out

To identify and recruit 75 suitable stage 2 companies seeking to gain financing for investment for a specific project or for the expansion of their existing business.

69 all signed up to this phase to date –

Armagh Council Area –	10
Banbridge Council Area –	15
Craigavon Council Area –	13
Down Council Area –	15
Newry Council Area -	16

Details as follows

Company	Council
Autobits	Armagh
Bake my Day	Armagh
BH Maintenance Service	Armagh
Delen Skincare	Armagh
Fairline Sales & Marketing Ltd	Armagh
Focus Opticians	Armagh
Geoff Telford Photography	Armagh
OBE Waste & Agri Engineering Ltd	Armagh
Portagas	Armagh
Unify Solutions	Armagh
Angelic	Banbridge
Carolyn Adams Displays	Banbridge
D Tech Design	Banbridge
Fegan Transport	Banbridge
Flames and Fireplaces	Banbridge
Franklins International	Banbridge
Handley Heating	Banbridge
Heron Engineering	Banbridge
Prolmage	Banbridge
Rolltack Ltd	Banbridge
Ryan Gardiner Associates	Banbridge
Simply Irresistible	Banbridge

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



Speck/NQA Nordic	Banbridge
Stephen Blakely Design	Banbridge
The Right Key	Banbridge
Alana Interiors	Craigavon
Alltrak Rallysport	Craigavon
Apuokas	Craigavon
Armagh Cider	Craigavon
Craigavon Business Machines	Craigavon
Jewellery by Van Scoy	Craigavon
LA Ltd	Craigavon
L'Artisan	Craigavon
Noel Campbell Fashion	Craigavon
Phoenix Catering	Craigavon
Spring Co NI Ltd	Craigavon
Trade Signs	Craigavon
TrailerTek	Craigavon
Castle Living	Down
Combat Zone/Outdoor Activities	Down
Down News	Down
Downpatrick Golf Centre	Down
Dundrum Inn	Down
Greenan's Products	Down
GSM Guttering and Fascia	Down
Joanne Symington Photography	Down
Nostalgia	Down
O'Neill Architecture	Down
Rowallane Community Hub	Down
Spring Clean NI	Down
SY Entertainment	Down
Telecom Services	Down
The Sign Co. NI	Down
All Play	Newry
A Piece of Cake Ltd	Newry
Clanrye Press	Newry
Design Matters	Newry

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



Donnelly Neary & Donnelly Solicitors	Newry
Interplant	Newry
JL O'Hagan	Newry
Jumping Clay	Newry
Kylos	Newry
MJM Marine	Newry
Newry City Physiotherapy Clinic	Newry
OrlDen Herbal Products	Newry
QTF Homes	Newry
Romaqua	Newry
Vetinary Extras	Newry
Wood Innovations Ltd	Newry

4.0 One to One Consultancy

A total of 170 Consultancy days have been undertaken to date. This has been used for –

- Baseline Meetings
- Applications for funding to Innovation Vouchers, INI, DARD
- Cash Flow Management Consultancy
- Taxation Consultancy
- Ecommerce Development
- Application for funding to DARD, Innovation Vouchers, Small Business Loan, Marketing Plan to INI
- 17 referrals to InvestNI to date.
- Joint Associate Working between Participants –
 - Link between JL O'Hagan, QTF Homes, Donnelly Neary & Donnelly and Ryan Gardiner to set up a business group to tap into Debt finance for NAMA and other banks
 - Development of Herron Engineering as a business angel and investor for KYKLOS NI. They will develop w anew joint venture to roll out, Market, manufacture and install Brian Ellisons Bicycle invention into ROI and London Markets.

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).



5.0 Networking Events

Three Networking Events have taken place to date-

- 20th March 2013 (Group Investment)
- 12th November 2013 (Effective savings through good Tax Practice) .
- 13th March 2014. (Accessing finance)

Our Fourth Event is planned for October 2014 with a final event in January 2015

6.0 Investment

- i. Business investment from 8 businesses (10% of participating businesses) based in Neighbourhood Renewal Area's (NRAs). To date there are 19 (27%) companies that are in NRAs including -
 - Phoenix Catering
 - JL O Hagan
 - L'Artisan
 - Alana Interiors
 - BH Maintenance
 - Castle Living Options
 - Downpatrick Golf Centre
 - Down News
 - Nostalgia
 - Autobits
 - Bake My Day
 - BH Maintenance Service
 - Delen Skincare
 - Fairline Sales and Marketing
 - Focus Opticians
 - Geoff Telford Photography
 - OBE Waste & Agri Engineering Ltd
 - Portagas
 - Unify Solutions
- ii. Investment of £150,000 by these businesses in NRAs (average of £20,000 per business). To date £81,000 has been invested by these businesses to date.
- iii. Increased investment of £1,500,000 by participating small businesses by 31 December 2014.
- iv. Increased turnover £300,000 by the groups of participating businesses by 31 December 2014.

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To date there is a total of **£867,500** increased investment by participating businesses and a further proposed investment of **£504,500** summarised in table below.

Company	Actual Investment	Reason	Proposed Investment	Reason
Apoukas	14,000	Self-investment and INI innovation voucher		New Product Development
Craigavon Business Machines	£12,000	New F&L facility as a direct consequence of last workshop		
Downpatrick Golf	10,000	Working Capital Requirement	15,000	New Product Development
Down News			1,500	Bank Investment
Delen Skin Care	20,000			INI support for website development
Rolltack	133,000	INI, Proof of Concept and NISPO		New Product Development
Greenans	71,000	INI, Matched Funding, Small Business Loan, Bank and owners Investment		New Product Development, Website Development
Kyklos	50,000	"on Your Bike" National Biking Association	400,000	2 nd Stage Funding
LA Ltd			18,000	InvestNI
Fairline Sales and Marketing	£34,000	Bank Investment & £10,000 from own savings		
Bake My Day	4,000	Innovation Voucher		
Phoenix Catering	8,000	Private Investor		
JL O Hagan	5,500	Own Investment to new cluster development work		
Fagan Transport	250,000	New Build – Bank and Own Investment		
DTech Design			15,000	Small Business Loan
Rowallane Community Hub	£55,000	£40,000 from own resources and £15,000 from Down Rural		

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		Partnership		
Orlden Herbal Products	£12,000	£8,000 from own savings & £4,000 INI Innovation Grant		
Portagas	15,000	Bank	50,000	Bank
Alana Interiors	100,000	Self Investment and INI Grant		R and D Support for New Product Development
MJM Marine	42,000	Efficiency Savings as direct result of mentoring		
Miscellaneous (anonymous through ongoing online monitoring)	32,000	Self-investment and bank		
Total	£867,500		504,500	

This programme is supported through the European Sustainable Competitiveness Programme under the European Union Regional Development Fund (ERDF).

Craigavon Meanwhile Space **POST PROJECT EVALUATION**

**FOR REVENUE AND CAPITAL PROJECTS WHERE
ECONOMICS BRANCH DID NOT NEED TO QUALITY
ASSURE THE ECONOMIC APPRAISAL**

**This proforma should be completed between 6 and 12
months after project completion.**

**Economics Branch will Test Drill a representative
percentage of Post Project Evaluations completed on
Annex 810 for quality assurance and will inform business
areas accordingly.**

GENERAL INFORMATION

Business Area:	Southern Regional Development Office
Project Title:	Craigavon Meanwhile Space Project
Project Reference Number:	RS/P/TC/03/12
Funding Programme:	TCPM
Project Address:	Craigavon Borough Council
	Craigavon Borough Council
	Lakeview Road
	Craigavon
	BT64 1AL
Contact Name:	Ciaran Tipping
Contact Telephone Number:	02838 313602
Total Project Costs:	£33,000.00 DSD Contribution £28,128.01 Actual Cost to DSD £4,871.99 De committed
Total Central Government Expenditure:	
Date of Contract for Funding:	10 th September 2012 – 31 st March 2013
For Capital Projects, Date of Practical Completion:	N/A
Date of Site Visit:	Various through the life of the Project
Project Representatives Met:	Ciaran Tipping

Any Other Comments:

The Meanwhile Space is an ongoing initiative working towards the regeneration of the town centres by activating vacant commercial premises. The project aims were:-

- Marketing through social media to identify businesses, community projects and social enterprises who can occupy vacant town centre properties
- Negotiating a rent free period with local landlords to allow the new occupants to take on a town centre property for a 4 - 6 month period (on a Meanwhile Lease) which they would not be able to afford in normal rent paying circumstances. This provides the occupant the opportunity to establish the business or activity and make it sustainable with a view to entering into a longer term leasing arrangement.

OBJECTIVES (Including Quantification, where applied)

Record specific objectives and quantifiable targets set for the project, including appropriate quantification, where applied. Record any changes to the objectives and targets and the reasons for the changes. Analyse the extent to which the project has achieved the objectives and targets set for it (achieved versus expected). Detail the reasons why any objectives and targets have not been achieved.

Supporting evidence such as survey reports, photographs etc should be attached to indicate the extent to which objectives have been met.

Objectives	Extent to which Objectives have / have not been met
1. To place at least 10 businesses, community projects and social enterprises on 6 month short term Meanwhile Leases in vacant shop front properties in Lurgan and Portadown town centres by 31st March 2013	Partially met. Time line not met because it took longer than expected from application stage to tenancy. The programme generated 36 expressions of interest and 22 applications of which 18 were from businesses and 4 from social enterprises. After short listing a total of 13 were offered places on the scheme of which 8 Businesses took up the Meanwhile leases in properties in Portadown and Lurgan town centres. With more time, Council believe they could have placed more businesses, community projects and social enterprises in vacant properties within Portadown and Lurgan town centres and fully achieved this objective.

	<p>Objective partially met, time line not met because it took longer than expected from application stage to tenancy. Eight previously empty properties are now occupied and trading in Lurgan and Portadown town centres and generating footfall. With more time, Council believe they could have fully achieved this objective.</p>
<p>3. <i>To generate at least £100,000 in additional business turnover/income in the Lurgan Revitalisation & Portadown Revitalisation areas by 31st March 2014</i></p>	<p>Target exceeded. The objective of generating £100,000 in additional business was exceeded. The 8 businesses are currently trading in Lurgan and Portadown and are projected to have a combined turnover of over £540k per annum.</p> <p>In addition the businesses are, or will be paying rent of £49k per annum and £55k in rates per annum.</p>
<p>4. <i>Create a wider awareness of the concept of the Meanwhile Space Program by 31st March 2013</i></p>	<p>Objective met. An extensive awareness campaign was delivered by the Consultants in conjunction with Craigavon Borough Council through advertising in local media, workshops, leaflets and e-marketing. The model established can be replicated in any town and could continue to generate significant outputs in terms of business start up and increased turnover and reduce vacancy in town centres.</p>

RESULTS AND CONCLUSIONS

Summarise the extent to which the project has been implemented and planned within budget and timeframe. Assess the extent to which the project has achieved the needs, objectives, costs benefits, outputs and outcomes as identified in the original appraisal. Where variances have occurred between the projections of the Appraisal and the outcome of the project, the reasons for the variances should be explained clearly. Comment on the value for money of the overall project. Record the nature and extent of any risks that have affected the project, including those that were unseen at the time of the Appraisal. Describe the methods used to reduce the negative impacts of the risks. Provide an assessment of impact that all of these risks have had on the success or failure of the project.

Results of Post Project Evaluations should be widely circulated so that colleagues are aware that they have been completed and that any lessons learned can be fed into the Appraisal of future projects.

Background – Meanwhile Space Project - Meanwhile Use is the temporary use of vacant buildings or land for a socially beneficial purpose until such a time that they can be brought back into commercial use again. It makes practical use of the 'pauses' in property processes. The Development Trusts Association (DTA) commissioned SQW Consulting to research the nature and extent of 'meanwhile use in the UK.'

Craigavon Borough Council approached the Department for Social Development for funding for the Craigavon Meanwhile Space Project. The Department for Social Development in conjunction with Craigavon Borough council drew up a business case and the recommendation for funding was approved by Senior Management on 10th September 2012. Craigavon Borough Council was awarded Up to £33,000.00 funding towards the project.

Craigavon Borough Council was the first Council in Northern Ireland to implement this innovative project and the successful model has been replicated in Belfast as well as other Council areas throughout the province.

Summary –

- The Craigavon Meanwhile Space Project ran from 10th September 2012 until 31st March 2013.
- A publicity campaign including flyers and editorials in local newspapers was implemented.
- Information seminars were held in Portadown and Lurgan.
- An information stand was placed at the Business Matching Event (part of Portadown Revitalisation Project).
- The project met all of the needs, objectives and outcomes identified in the original economic appraisal apart from the time line.

Craigavon Borough Council appointed Consultants to deliver the Craigavon Meanwhile Space Project. Groundwork NI had responsibility for recruiting the businesses and liaising with landlords and Insight Business Consulting (Derek

Browne) was responsible for delivering the workshops and mentoring. The two organisations worked in partnership and in conjunction with Craigavon Borough Council Insight Business Solutions acted as the lead partner.

The project started with a series of awareness raising workshops and business seminars which were advertised in local media and held in both Lurgan and Portadown Town Halls and Lurgan College. These generated 36 expressions of interest resulting in 22 applications.

All expressions of interest were assessed by the Consultants/ CBC on the basis of business potential and potential to fit with other businesses within the towns. Each successful applicant was offered a start up grant of £500.00, mentoring and assistance drawing up a business plan including advice on marketing and business management.

Outcomes -

- Eight businesses commenced the project and were given support and advice that included monthly meetings in the first 6 months and quarterly meetings thereafter.
- The Meanwhile Project resulted in bringing vacant town centre properties back into use.
- The Meanwhile Space Project created **18 jobs** with new business worth **£570k** into Lurgan and Portadown town centres.

Variations occurred in the amount of uptake. 10 businesses was the projected number on the economic appraisal and 8 businesses are currently trading. This was unforeseen as a further 5 applicants were offered support but were unable to agree or take up leases. The overall risk associated with this project was assessed as low because the project was directly managed by CBC who has stringent financial controls in place and is audited by the Northern Ireland Audit Office. Further controls were in place as regular update and meetings took place between DSD staff and CBC staff. Draw down on DSD grant was controlled by DSD through vouching of invoices.

As stated earlier, this project is deemed as an excellent success story with both Portadown and Lurgan town centres benefiting from a reduction in vacant properties as well as creating employment, increasing turnover and footfall to both towns.

The Department for Social Development, Craigavon Borough Council in conjunction with the Consultants delivered a very successful project and delivered very good value for money considering the time constraints. The project outputs delivered 2 less businesses than originally anticipated and therefore there was an under spend of £4,871.99. However, having achieved 8 out of 10 tenants into otherwise vacant premises is considered a positive result and the project completed with a final cost to DSD of **£28,128.01**. Furthermore, Craigavon Borough Council believe that with more time, they would have achieved the objective of placing 10 tenants into otherwise vacant premises.

RECOMMENDATIONS

The results and conclusions of the Evaluations should point to recommendations for the future, both for this project specifically and for projects more generally. Recommendations might include changes to the methods of estimation of user demand, improvements to the methods used for estimating costs, changes to competencies, and modification, cessation or replacement of this project.

Comment on the lessons learned from the project that could be applied to other projects. The lessons learned could relate to any aspect of the development, assessment, funding, implementation or management of the project.

Recommendations from Post Project Evaluations should be widely circulated so that colleagues are aware that they have been completed and that any lessons learned can be fed into the Appraisal of future projects.

The results of the Meanwhile Space Project are deemed very positive because bringing vacant town centre properties back into use and creating **18 jobs** with new business worth **£570k** into the town centres exceeded expectations.

The lessons learned from this project are also positive because similar projects can be replicated using this model in any town across the province.

To improve uptake the Consultants believe it is important to advertise and implement an awareness campaign early on in the project, to encourage as much interest and awareness as possible. This should include information on the benefits of the scheme and providing start up advice and support. Particular attention should also be drawn to how to start up a business, simple business planning, use of social media and local networks.

As most businesses need support and assistance at the start up stage, the Consultants and Council agree that the start up grant and mentoring are key to the success of this project.

As this project has set a precedent, i.e. 8 businesses are still trading in 2014, it is believed landlords and property agents are likely to have an enthused interest in any future Meanwhile Space Projects in the Craigavon area and there is a high potential for replicating this or similar projects throughout the north of Ireland.

Thinking of starting a town centre business?



Craigavon Borough Council will be hosting workshops aimed at providing information on opening and running a town centre business.

The workshops cover a range of topics. Times and locations are as follows:

FRIDAY 15/3/13 LURGAN TOWN HALL

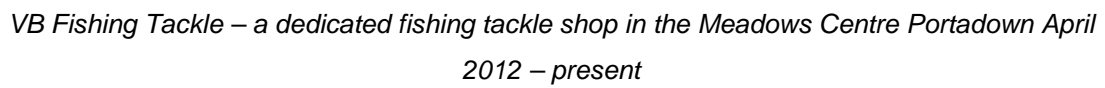
9.30am - 11.00am
11.15am - 12.45pm
1.30pm - 2.45pm
3.00pm - 4.30pm

FRIDAY 22/3/13 PORTADOWN TOWN HALL

9.30am - 11.00am
11.15am - 12.45pm
1.30pm - 2.45pm
3.00pm - 4.30pm

Attendees will have the opportunity to apply for the Meanwhile in Craigavon project which provides mentoring, help with rental negotiation and a £500 equipment grant for suitable new businesses opening in Lurgan and Portadown Town Centres. If you wish to attend please contact Derek Brown at insight.bs@ntlworld.com





THE BUSINESS OF SPORT

AN EVENING WITH **RORY BEST**



23RD SEPTEMBER 2014

6PM OLD TOWN HALL **BANBRIDGE**

**IF YOU ARE AGED 18 - 29 AND RUN
A BUSINESS, THEN THE BRIGHT IDEA
PROGRAMME IS FOR YOU!**

Rory Best, Ulster rugby captain and successful entrepreneur will speak about what it takes to succeed in business. He will share knowledge gained throughout his sporting and business career and will answer your questions! You can ask your questions on twitter using **#askrorybest** and Rory will answer as many as possible on the night.

THROUGH THE BRIGHT IDEA PROGRAMME
YOU COULD BENEFIT FROM A FREE SUPPORT
PACKAGE WORTH OVER £3000 INCLUDING :

- FREE WEBSITE
- EXPERT MENTORING
- ACCOUNTS ADVICE
- TRADE MISSION



This project is part funded by Invest Northern Ireland and the European Regional Development Fund under the Sustainable Competitiveness Programme for Northern Ireland and the local authorities of Ards, Armagh, Banbridge, Craigavon, Down and Newry & Mourne.





YOU'RE INVITED

TO SPEND AN EVENING WITH RORY BEST

23RD SEPTEMBER 2014
THE BUSINESS OF SPORT

6PM OLD TOWN HALL BANBRIDGE

LIMITED AVAILABILITY

GET INVOLVED & BOOK YOUR PLACE NOW!

Phone – 028 3831 3621 Email – info@brightideani.com

Twitter – [@brightideani](https://twitter.com/brightideani) Online – www.brightideani.com

Places will be prioritised for people aged 18-29 in the SEED Council areas who own a business.



Address from the Mayor of Craigavon Councillor Colin McCusker

I am delighted as Mayor of Craigavon to congratulate Brownlow Festival Committee for all their hard work in putting together this year's festival which celebrates the great community spirit so evident in the Central area of Craigavon. There is an exceptional amount of commitment from voluntary representatives. The support received through staff within Craigavon Borough Council as well as other Statutory agencies and the PEACE III Southern Partnership has enabled the Committee to deliver a first class programme catering for all ages. Craigavon Borough Council is keen to endorse community events such as this which enhance the quality of life and sits with Council's core aims of working in partnership with the community. It is especially pleasing that the Committee are working closely with your local heart charity during festival week to raise funds for the Craigavon Heart Town and I wish the Committee well in their endeavours.

British Heart Foundation Northern Ireland

Coronary heart disease is Northern Ireland's single biggest killer. For over 50 years Heart Foundation Northern Ireland has pioneered research that's transformed the lives of people living with heart and circulatory conditions. Our work has been central to the discoveries of vital treatments that are changing the fight against heart disease. But so many people still need our help. Join our fight for every heartbeat in Northern Ireland. Craigavon Heart Town Committee would love to hear from you if you can help by fundraising or volunteering. Please contact Gary Wilson Tel: 028 686 33113 or email: wilsong@bhf.org.uk

PEACE III Southern Partnership

Joint Chairs of the Southern Partnership, Dr James McCammick and Councillor William Burns said 'The PEACE III Southern Partnership, through its Future Foundations priority, is delighted to be working with the Brownlow Festival Committee. This action plan was developed in partnership with Future Foundations as part of their work to develop promoting connectivity and Partnership working. Future Foundations is funded by the European Union's PEACE III Programme and managed by the Special EU Programmes Body. On behalf of the PEACE III Southern Partnership we would like to congratulate the Brownlow Festival Committee for their continued efforts to promote the annual festival as an open and welcoming environment for everyone. We wish you every success with the event.'

Rushmere

HSC Southern Health and Social Care Trust
Quality Care - for you, with you

Northern Ireland Executive



MADS!

DRUMGOR TAVERN



libraries ni

TESCO

sport
Northern Ireland

verve
promoting healthy communities

RSP Policing & Community Safety Partnership
making Craigavon safer



WELCOME TO BROWNLOW FESTIVAL

On behalf of Brownlow Festival Committee, I would like to extend a warm welcome to this year's Festival programme. This is the third year in which the festival committee have worked with a range of partners to deliver a range of free activities across Brownlow. The Committee aim to promote an inclusive cross cultural week long series of events celebrating all that is good in Brownlow. This year the Festival Committee are working closely with representatives of the British Heart Foundation Northern Ireland in order to highlight heart disease and raise funds for this important research charity. Please give generously to this worthy cause. We hope you enjoy the events and look forward to seeing you at all or some of the events detailed in the programme.

I would like to thank the following organisations for their support:

Brownlow Festival Committee • PEACE III Southern Partnership • PSNI
Policing and Community Safety Partnership • British Heart Foundation Northern Ireland
Craigavon Borough Council • Southern Health and Social Care Trust • Libraries NI

Gerry McLroy - CHAIRPERSON BROWNLOW FESTIVAL

*This guide has been compiled by Brownlow Festival Committee. Whilst every care has been taken to ensure accuracy the Committee cannot accept responsibility for errors or omissions.
All events are subject to revision, addition or cancellation.*

CRAIGAVON
Borough Council



European Union
European Regional Development Fund
Investing in your future

Future Foundations



Friday 29th August

Summer Film Festival.

11am How to train your Dragon 2

2.30pm A night at the Cinema 1914

6.30pm Oz the Great and Powerful

Movies will be shown in the car park of Brownlow Community Hub

For tickets contact 028 9064 1107 or email xxxxxxxx@xxxxxxxxx.xxx

Under 16's must be accompanied by an adult.

This event is supported by PEACE III Southern Partnership - Investing in our Future

Saturday 30th Aug

Park Fun Run

9.30am - 11.00am
Craigavon Lakes

Contact Tony on 028 3834 2669

Football Tournament

2pm - 4pm

Craigavon Leisure Centre

Contact David 028 3831 1687

Fun Day

2pm - 5pm
Brownlow Hub

- Face Painting
- Balloon Modelling
- Magic show
- Mini Games
- Dance Act

Contact Hub staff on 028 3831 3630

Monday 1st Sept

Rhythm and Rhyme

Songs and stories for under 4's *(must be accompanied by an adult.)*
Brownlow Library

10.15am - 10.45am
Contact Stephanie on 028 3834 1946

Football Tournament

7pm - 9pm
Parkmore MUGA

Contact David 028 3831 1687

Drop In Health MOT night

6-7pm - Drumellan Family Learning Centre

Drumellan Walking Club

7-8pm - meet at the Watersports Centre, Craigavon Lakes.

Contact Bernie on 028 38321415

Mixed fitness classes

6.30-7.30pm Moyraverty Community Centre

Contact Sean on 07780812312

Bowling

St Saviours Church
7.30pm - 9.30pm

Contact Robert 07811 405 320

Tuesday 2nd Sept

Open Mic session

Musical entertainment in Brownlow Library
3.30pm - 5pm

Contact Stephanie on 028 3834 1946

Football Tournament

7pm - 9pm
Ardowen MUGA

Contact David 028 3831 1687

"The Quiet Men"

Folklore, songs and mythology of Ireland
Adult storytelling session

Brownlow Library
6.45pm - 7.45pm

Contact Stephanie on 028 3834 1946

Mixed fitness classes

6.30-7.30pm Moyraverty Community Centre

Contact Sean on 0778 0812 312

Bowling

St Saviours Church
7.30pm - 9.30pm

Contact Robert 07811405320

Wednesday 3rd Sept

Digging out your roots

How to start tracing your family tree' by Dr Ann McVeigh of the Public Record Office of Northern Ireland (PRONI).

Brownlow Library
1.00pm - 2.00pm

Contact Stephanie on 028 3834 1946

Kids fun and fitness classes

Ages 4-8 yrs

6-7 pm
Moyraverty Community Centre

Contact Sean 0778 0812 312

Social Networking Safety First including short play by MADS.

Social Networking
Civic Centre
7pm - 9pm

RSVP by 27th August to 028 3831 3607 or annette.blaney@craigavon.gov.uk

Thursday 4th Sept

Coffee Morning

Donations to MacMillan cancer Support.
Awareness session on breast cancer will be available. Drumellan Family Learning Centre
10.30am-12.30pm

Contact Bernie on 028 3832 1415

Your Health is Your Wealth'

Brownlow Library
11.00am - 3.00pm
Free health checks, advice and information from a range of organisations.

Contact Stephanie on 028 3834 1946

Sport Theme Story Time

for 4-8 year olds.
Brownlow Library
3.30pm - 4.00pm

Contact Stephanie on 028 3834 1946

Soccer Tots

for ages 4-6 from 6-7pm and 7-11 yrs from 7-8 pm.
Moyraverty Community Centre

Contact Sean 0778 0812 312

Intergenerational Tea Dance,

St Anthony's Hall Brownlow
8pm - 10.30pm
Transport available
Contact Maureen on 0777 450 5169

Friday 5th Sept

Cook & Taste

Healthy cooking demonstrated for you to try and enjoy
10:30-am12.30p

Drumellan Family Learning Centre

Contact Bernie on 028 3832 1415

Knit and Natter Group 1st anniversary celebration

'everyone welcome - to come and join or simply to see the work they produce '

Brownlow Library
11.00am - 12.30pm

Football Tournament

7pm - 9pm
Clonmeen MUGA

Contact David 028 3831 1687

Inter-Estates Quiz

Drumgor Tavern
8-to Late

Contact Andrena on 0781 1405 320

Saturday 6th Sept

Park Fun Run

9.30am - 11.00am
Craigavon Lakes

Contact Kelley 028 3834 2669

Fun Day

1pm - 5pm
Craigavon Lakes

- Dragon Boat Race.
- Archery
- Climbing wall
- Balloon modelling
- Fancy dress
- Face painting

Contact Tony on 028 3834 2669

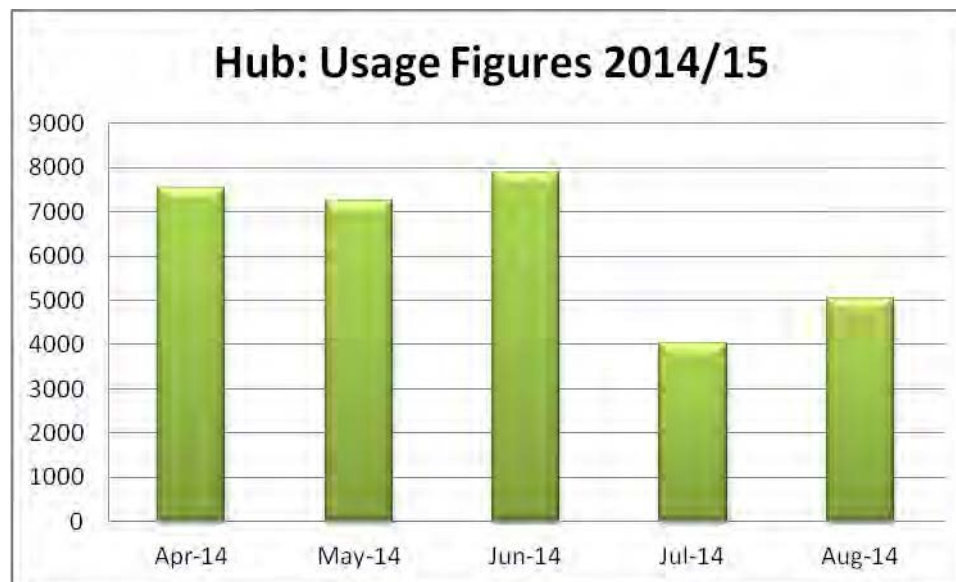
Throughout the week the festival will be seeking donations for British Heart Foundation Northern Ireland. Please give generously"



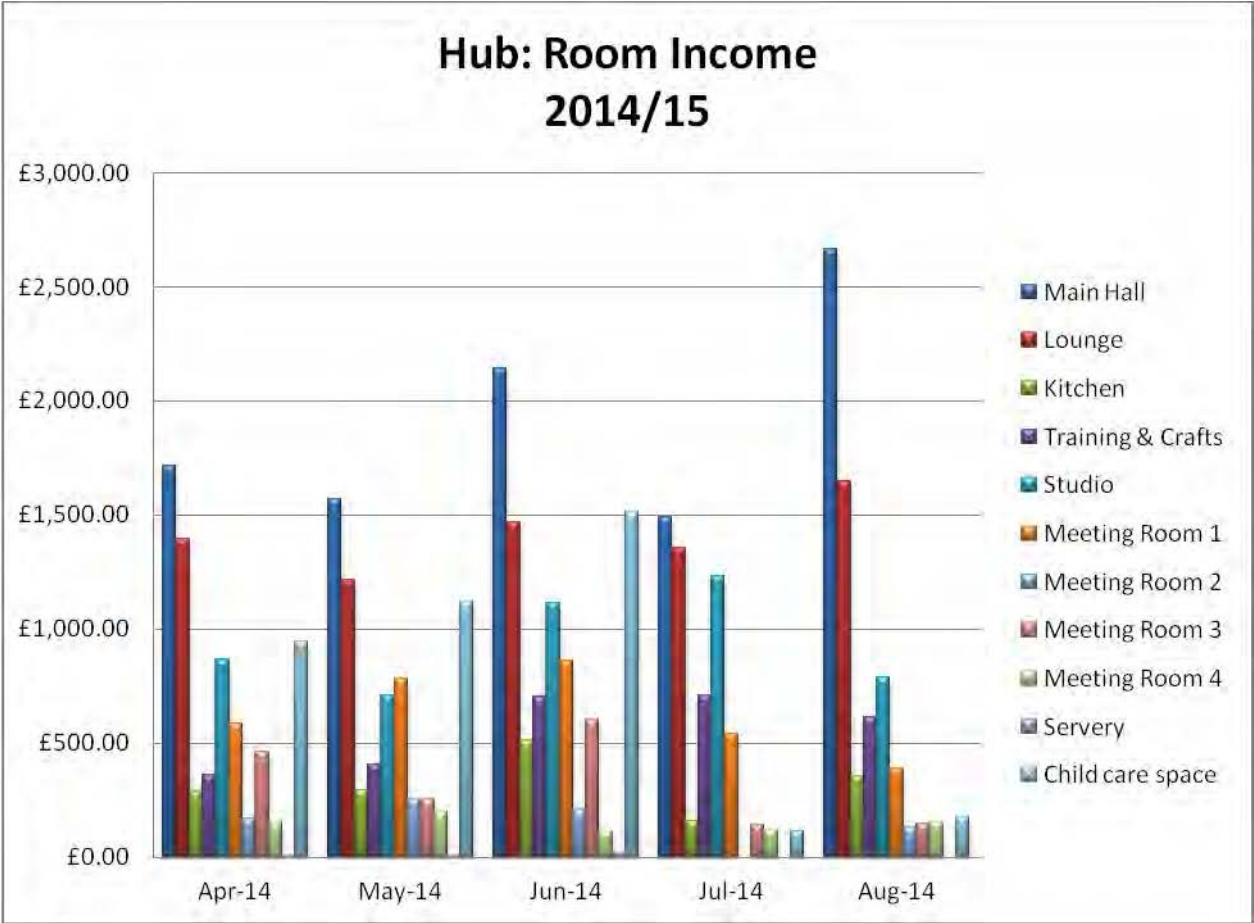
Brownlow Community Hub

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-14	6741	225
Feb-14	7341	262
Mar-14	8732	282
Apr-14	7529	250
May-14	7237	234
Jun-14	7886	263
Jul-14	4031	139
Aug-14	5053	168



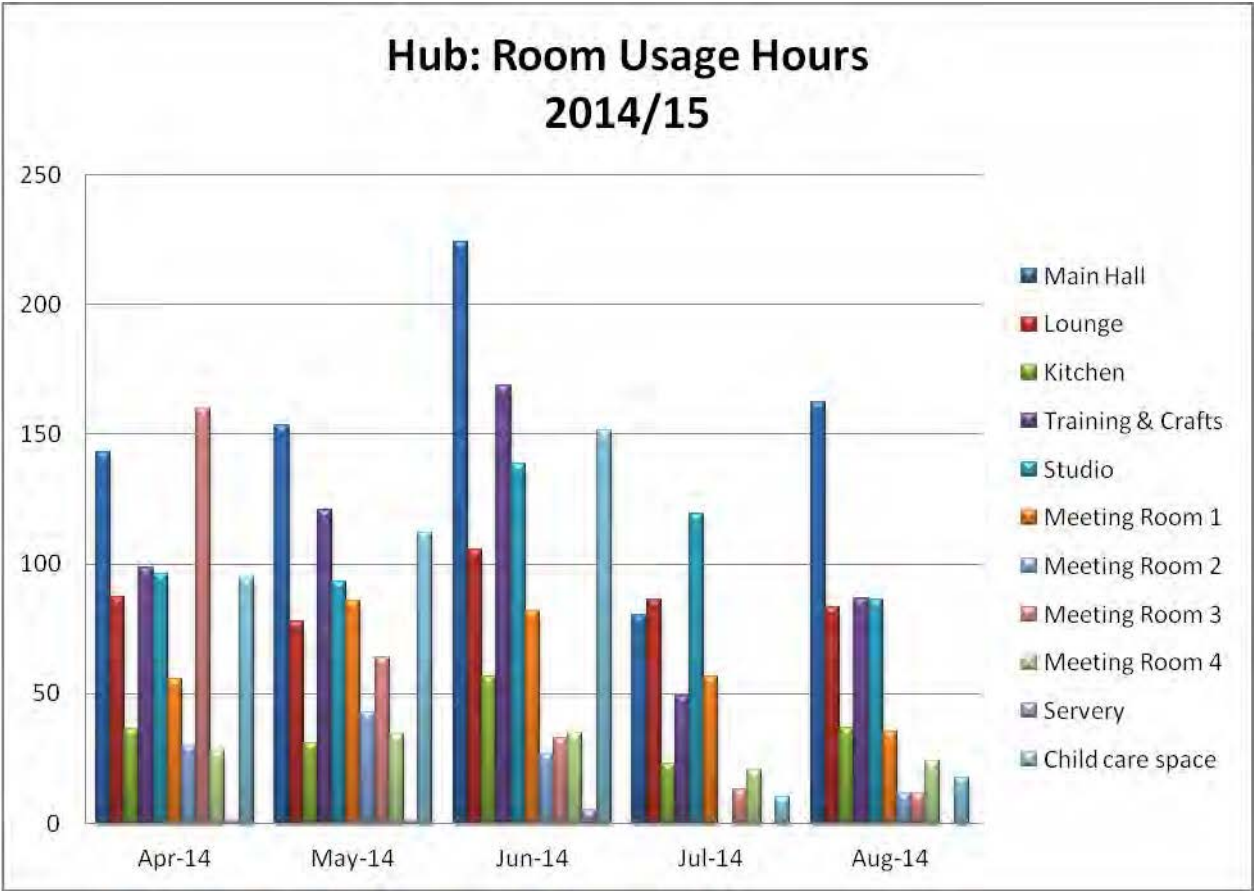
Hub: Income by Room



Hub: Income by Room

Rooms	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14
Main Hall	£1,300.52	£1,552.10	£2,357.60	£1,715.13	£1,566.52	£2,140.32	£1,488.05	£2,662.96
Lounge	£1,346.15	£1,462.15	£1,717.00	£1,395.08	£1,213.94	£1,468.02	£1,353.00	£1,646.50
Kitchen	£330.00	£474.00	£456.50	£284.75	£290.00	£512.50	£156.75	£352.00
Training & Crafts	£486.00	£638.50	£762.50	£360.00	£407.50	£701.00	£709.50	£615.00
Studio	£850.38	£983.60	£1,601.70	£863.96	£708.88	£1,115.62	£1,230.62	£787.13
Meeting Room 1	£222.00	£944.60	£1,166.15	£582.85	£779.90	£863.30	£538.20	£390.75
Meeting Room 2	£204.00	£232.75	£358.50	£167.25	£253.25	£209.50	£0.00	£132.50
Meeting Room 3	£200.50	£1,011.50	£973.50	£459.00	£255.00	£600.95	£138.20	£145.00
Meeting Room 4	£23.00	£40.00	£95.00	£151.50	£195.70	£114.75	£116.45	£154.75
Servery	£13.75	£15.00	£38.75	£7.50	£7.50	£25.00	£0.00	£0.00
Child care space	£1,249.72	£1,127.08	£1,576.80	£947.36	£1,120.00	£1,515.00	£113.75	£175.00
Total	£6,226.02	£8,481.28	£11,104.00	£6,934.38	£6,798.19	£9,265.96	£5,844.52	£7,061.59

Hub: Room Usage Figures (hours)

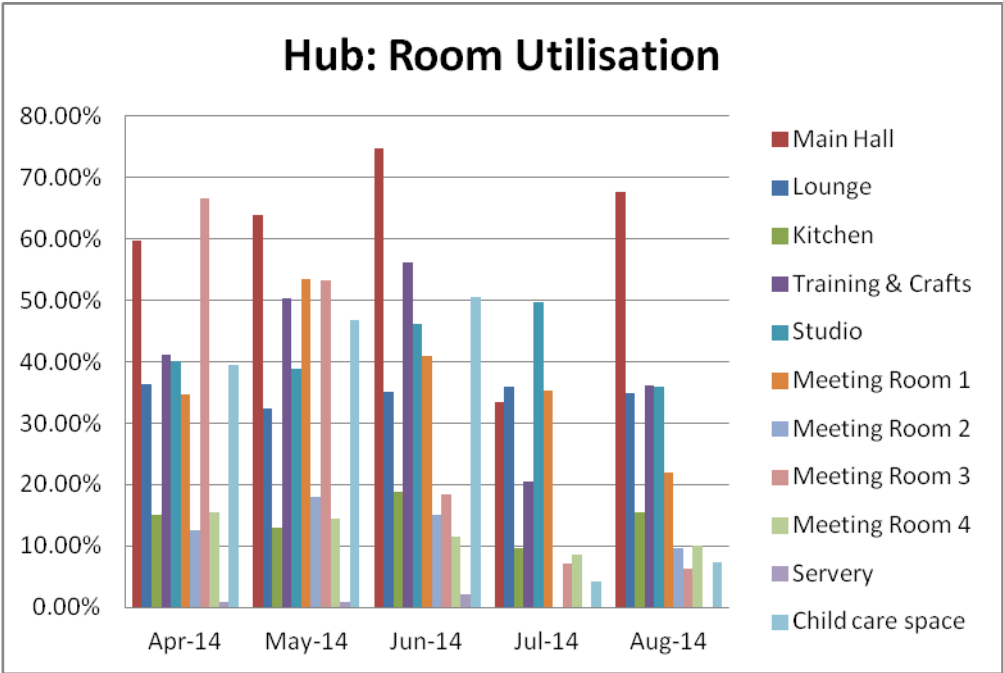


Hub: Room Usage Figures (hours)

Rooms	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14
Main Hall	161	175.5	236.5	143.25	153.5	224	80.25	162.5
Lounge	77.75	86	121.5	87	77.75	105.25	86	83.5
Kitchen	34.25	49.5	64.5	36.25	31	56.5	23.25	37
Training & Crafts	140.75	144.5	196	98.5	121	168.75	49	86.75
Studio	107.5	123.25	179.5	96	93	138.5	119.25	86.25
Meeting Room 1	20.5	72.5	106.5	55.5	85.5	81.75	56.5	35.25
Meeting Room 2	33	35.5	57.5	30	43	27	0	11.5
Meeting Room 3	25	138	224	160	64	33	13	11.5
Meeting Room 4	18.5	21.5	32	28	34.5	34.75	20.5	24
Servery	2.75	3	7.75	1.5	1.5	5	0	0
Child care space	31.5	112	156.5	94.5	112	151.5	10.25	17.5

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.



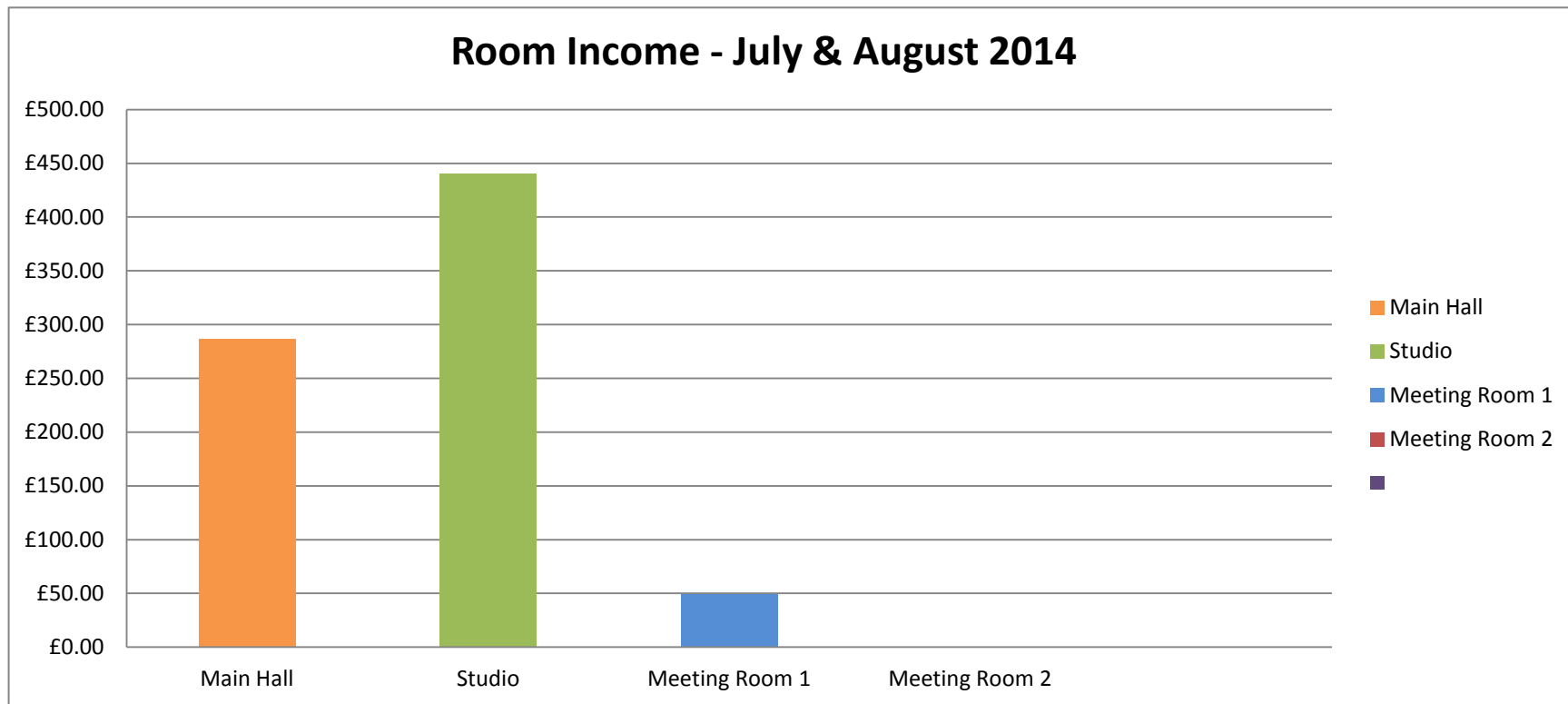
Hub: Room Utilisation

Rooms	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14
Main Hall	67.08%	73.13%	78.83%	59.69%	63.96%	74.67%	33.44%	67.71%
Lounge	32.40%	35.83%	40.50%	36.25%	32.40%	35.08%	35.83%	34.79%
Kitchen	14.27%	20.63%	21.50%	15.10%	12.92%	18.83%	9.69%	15.42%
Training & Crafts	58.65%	60.21%	65.33%	41.04%	50.42%	56.25%	20.42%	36.15%
Studio	44.79%	51.35%	59.83%	40.00%	38.75%	46.17%	49.69%	35.94%
Meeting Room 1	12.81%	45.31%	53.25%	34.69%	53.44%	40.88%	35.31%	22.03%
Meeting Room 2	13.75%	14.79%	19.17%	12.50%	17.92%	15.00%	0.00%	9.58%
Meeting Room 3	10.42%	57.50%	74.67%	66.67%	53.33%	18.33%	7.22%	6.39%
Meeting Room 4	7.71%	11.94%	10.67%	15.56%	14.38%	11.58%	8.54%	10.00%
Servery	1.15%	1.25%	2.58%	0.83%	0.83%	2.08%	0.00%	0.00%
Child care space	51.88%	46.67%	52.17%	39.38%	46.67%	50.50%	4.27%	7.29%

Income Figures July-August 2014

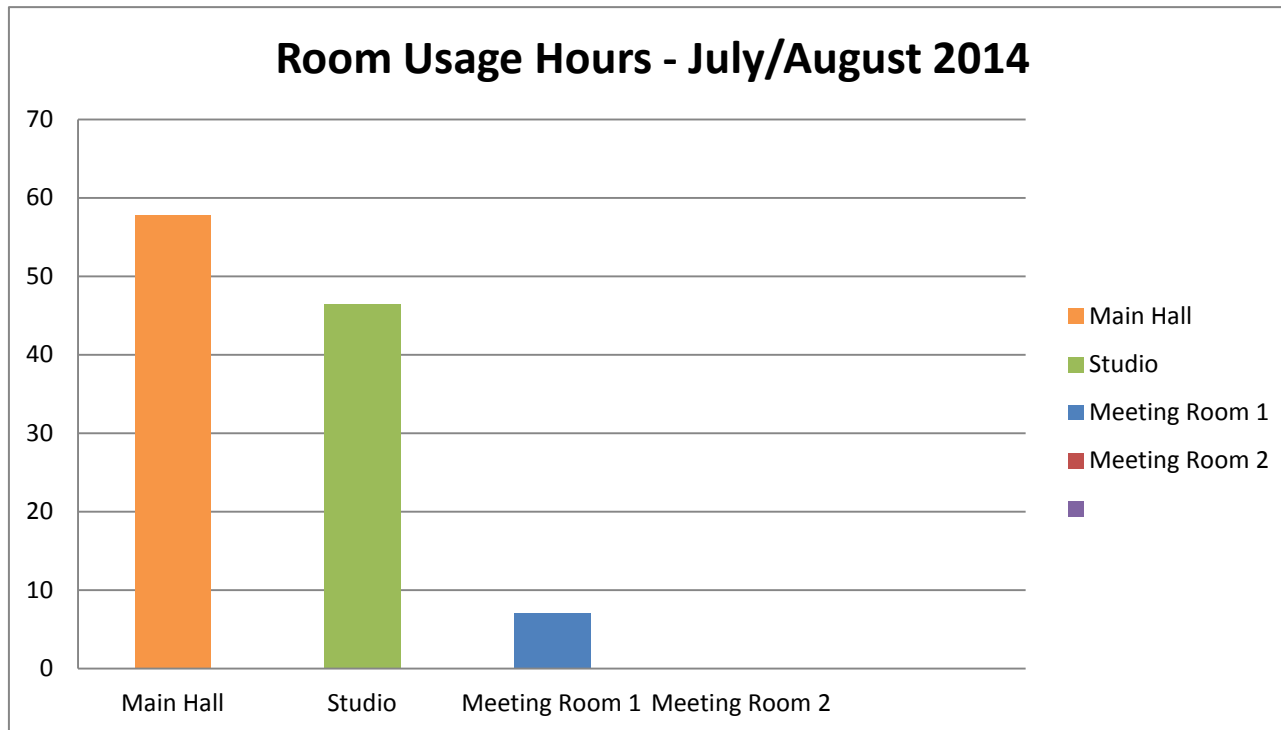
Appendix 27

Rooms	Jul/Aug 2014
Main Hall	£286.36
Studio	£440.12
Meeting Room 1	£49.00
Meeting Room 2	£0.00
Total	£775.48



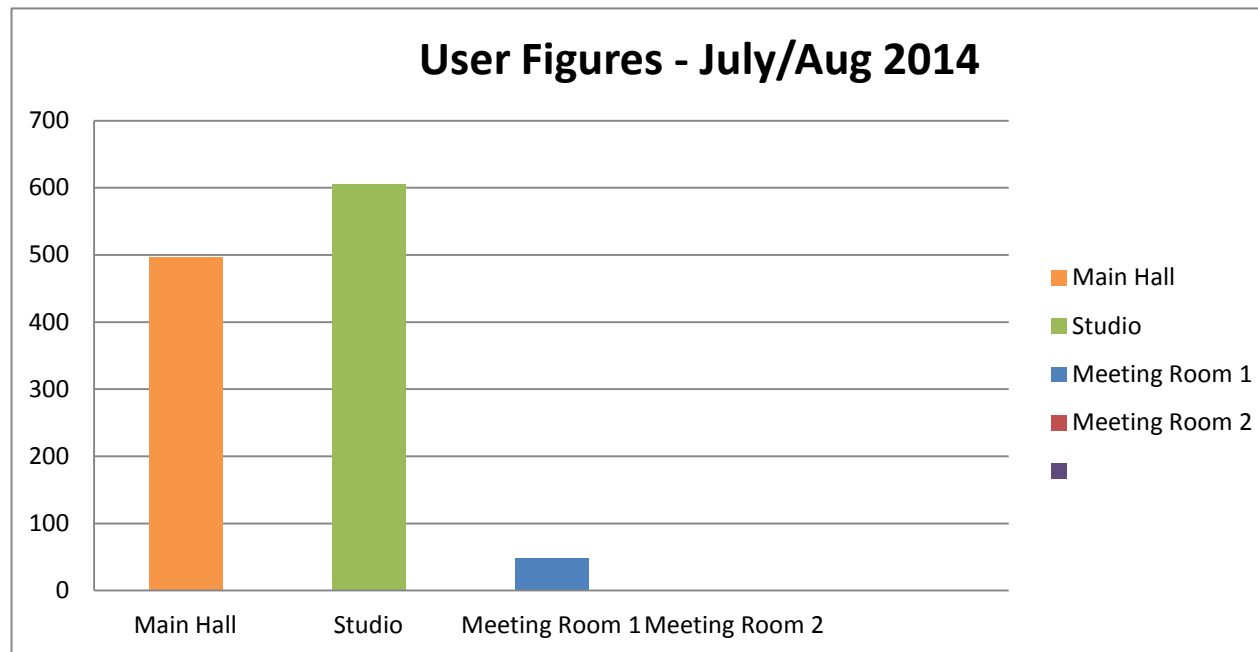
Room Usage Hours - July/August 2014

Rooms	y/August2014
Main Hall	57.75
Studio	46.5
Meeting Room 1	7
Meeting Room 2	0
Total	111.25



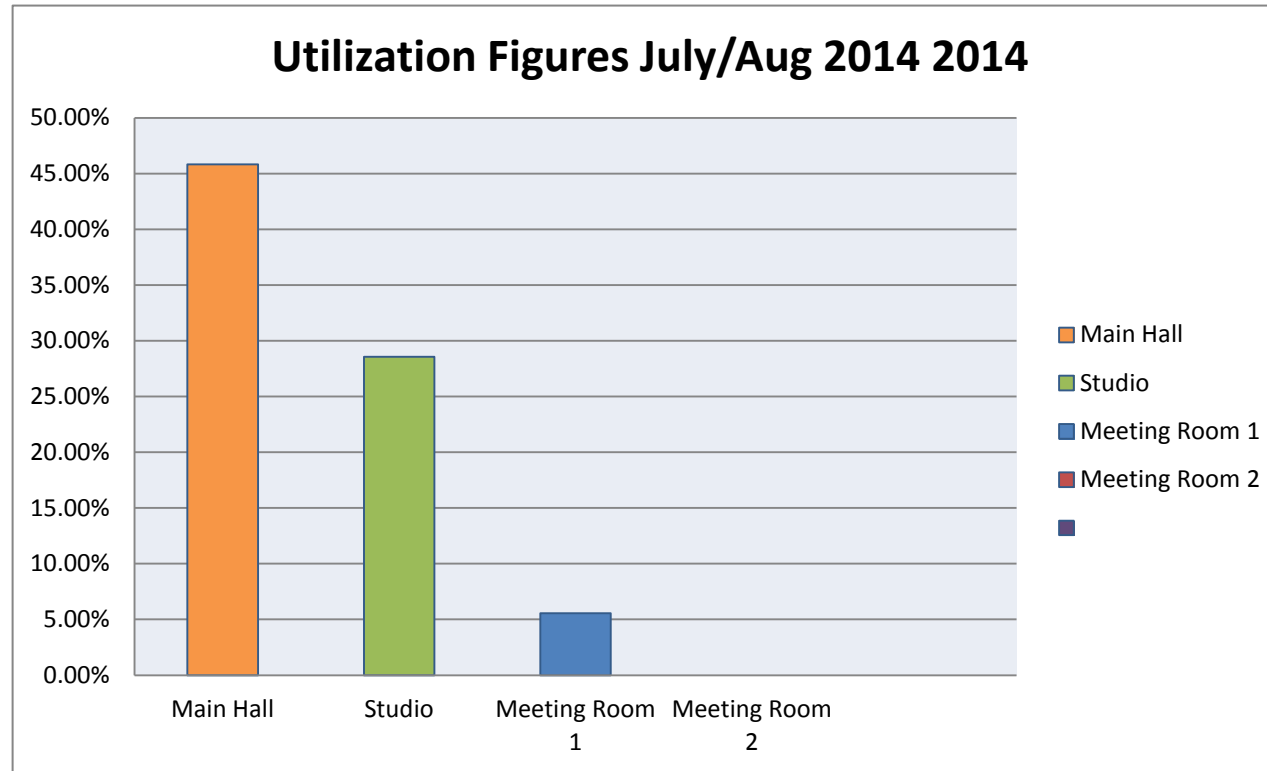
User Figures -July/Aug 2014

Rooms	July/Aug 2014
Main Hall	497
Studio	605
Meeting Room 1	48
Meeting Room 2	0
Total	1150



Utilisation Figures - July/Aug 2014

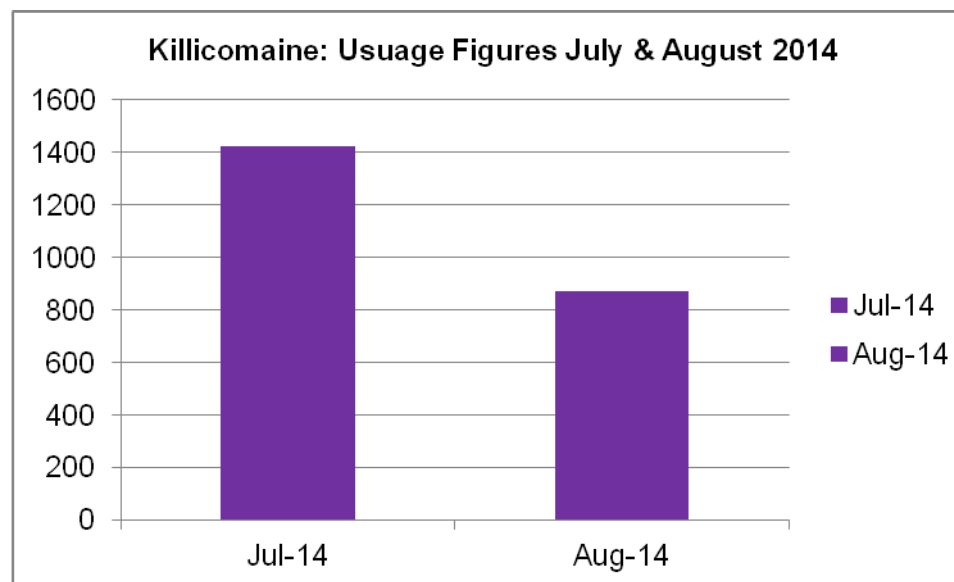
Rooms	Jul/Aug 2014
Main Hall	45.83%
Studio	28.57%
Meeting Room 1	5.56%
Meeting Room 2	0.00%
Total	79.96%



Killicomaine Jubilee Community Centre

Usage figures for Killicomaine Community Centre are given in the table below; these figures are obtained by counting each user of the centre on a daily basis and then dividing these figures by the number of days per month to give an approximate daily total.

	Monthly	Daily
Jul-14	1424	46
Aug-14	869	28

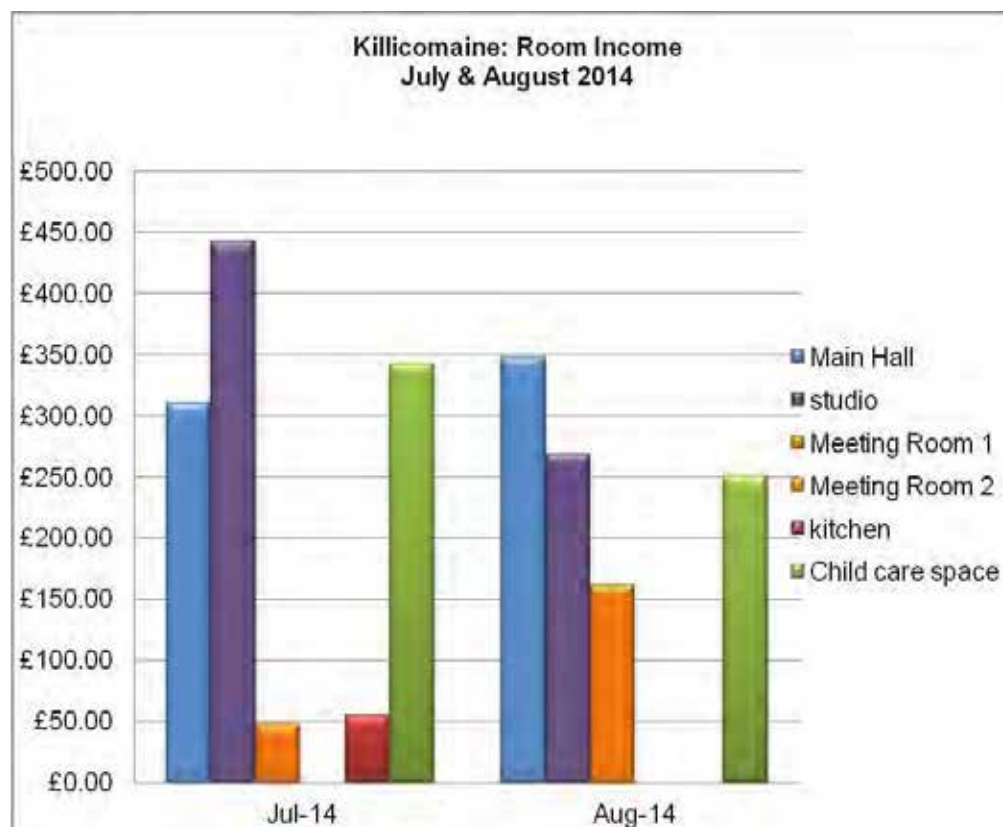


June - August 2014

Appendix 28

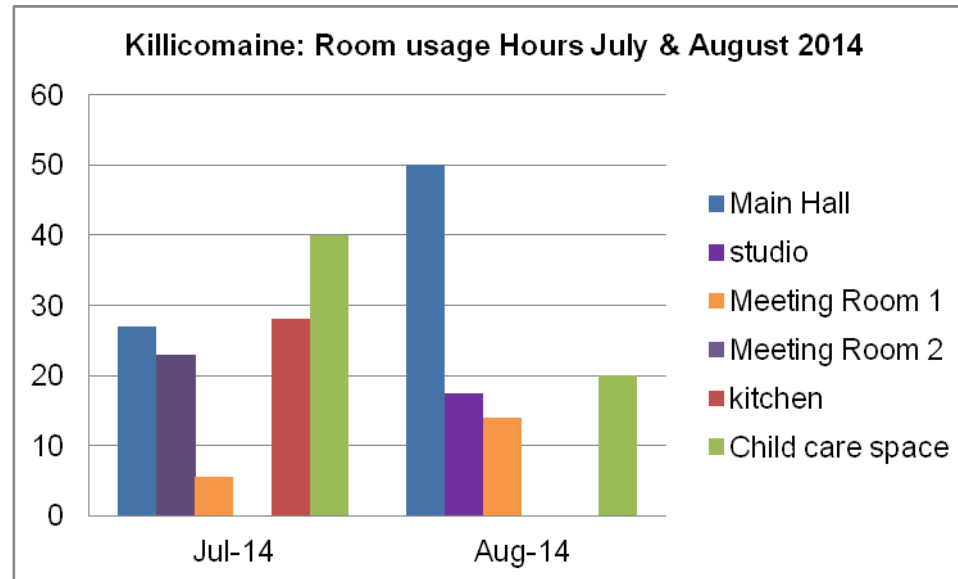
Killicomaine Jubilee Community Centre: Income by Room

Rooms	Jul-14	Aug-14
Main Hall	£311.00	£348.00
studio	£442.08	£269.44
Meeting Room 1	£49.00	£162.00
Meeting Room 2	£0.00	£0.00
kitchen	£55.00	£0.00
Child care space	£342.50	£250.00
Total	£1,199.58	£1,029.44



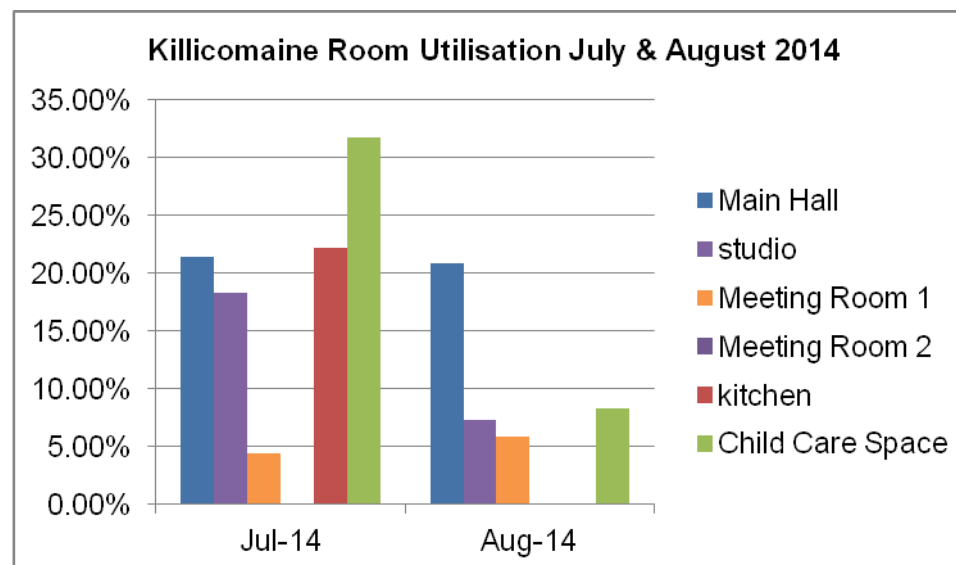
Killicomaine Jubilee Community Centre: Room Usage Figures (Hours)

Rooms	Jul-14	Aug-14
Main Hall	27	50
studio	23	17.5
Meeting Room 1	5.5	14
Meeting Room 2	0	0
kitchen	28	0
Child care space	40	20
Total	123.5	101.5



Killicomaine Jubilee Community Centre- Room Utilisation

Rooms	Jul-14	Aug-14
Main Hall	21.43%	20.83%
Studio	18.25%	7.29%
Meeting Room 1	4.37%	5.83%
Meeting Room 2	0.00%	0.00%
Kitchen	22.22%	0.00%
Child Care Space	31.75%	8.33%



ASHGROVE COMMUNITY CENTRE**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

£4,153 April – July 2014

New programmes/projects

On 9 August the first was booked for a Christening party where 125 people attended. This was a great success for the couple and another Christening is to be held on 23 August where approx 125 people are expected to attend.

In September a new Yoga Class will start and a new 6 week Sewing Class will also start in Sept with approximately 12 people attending this class each week.

The Filipino Community will be using Ashgrove CC once a month for a meeting with approximately 50 people due to attend.

The annual McMillan Coffee morning will be held on 29 September.

Actions completed from Business plan

Attention continues to focus on increasing the centre usage and to respond to the needs of the local community by promoting the services offered and developing new opportunities. Advertising in local bulletin is ongoing.

Centre Improvements

Improvement works are due to be carried out in September with new double glazing to windows in the main hall, kitchen and committee room.

APPENDIX A

AVENUE ROAD COMMUNITY CENTRE**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 and the Worldwide Church of God on Saturdays.

Income

£2,388.00 April – July 2014

Upcoming events

Kidzone Christmas party
Play scheme Christmas party
Lurgan Options Appraisal Consultation

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.

APPENDIX B

MOURNEVIEW COMMUNITY CENTRE

Usage

Senior Citizens bowling X 12 people
Laura May Dance class X 15 people
2 Parent & Toddler groups x 30 each session
Childrens Gospel meeting x 60 children
Senior Citizen Craft Class X12 ladies
Barnardos Parenting Counselling.
Flute Band practice
SH& SCT contact centre 2 days per week

Income

Income £2,935.50 April – July 2014

Upcoming Events

Mourneview & Grey Estates Community Association Festival Week (July)
HOPE (Love Lurgan) week long mission (August)
Lurgan Options Appraisal Consultation (June)
Parent & Toddler Fundraiser (date to be confirmed)

New Projects & Events

SH& SCT Contact Centre to run 2 mornings per week.

Actions completed from Business plan

Constant attention is 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.

Centre Improvements

Hanging baskets and planters.

APPENDIX C

NORTH LURGAN COMMUNITY CENTRE

Usage

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
Computer Class x 1 session per week x 20 participants
Emmanuel Christian Fellowship x 2 sessions per week x 40 participants
Band Practice x 1 session per week x 30 participants
Youth Club-Big Brother charity stay awake-150 participants

Income

£4280.00 April – July

New Projects/Events:

Detached Youth Project x2 sessions per week
IT for beginners classes- 1 session per week x 20 students x 16 weeks
Centre manager and senior play leader working to expand after schools club from 3 days to 5 days to meet local need to commence August 2014.

Special Events

The Sensory Garden at North Lurgan Community Centre was officially opened by The Deputy Mayor of Craigavon and a Senior Representative from DSD on 11 April 2014
North Lurgan hosted a Family Fun day in partnership with The Emmanuel Christian Fellowship Church in 21 June 2014. The day was a great success with approx 1500 residents attending. It is hoped to make this an annual event.

Actions Completed from Business Plan

Lurgan Options appraisal – ongoing.
To improve the image of the facility- external and internal painting complete, Kitchen flooring and new window blinds throughout. Shutter Art Work completed
Continue to recruit and support volunteers
Provide support/ advice to NLCA
Ensure funding is identified and accessed by NLCA
Continue to target projects that will increase revenue and encourage participation in community life

Centre Improvements

Car park refurbishment- ongoing

APPENDIX D

PORTADOWN TOWN HALL

Usage

Figures showing income and useage of the Town Hall is attached as Appendix X

From April to June the regular bookings continued which included Church Groups, Gardening Group, Lunch Group, a variety of Dance and Drama classes, Yoga classes and Kids classes. These groups all finished in June for the summer and are due to commence again in September. During the quieter months of the July and August summer schemes were held by Pamela Cassells and Robyn Keegan.

New Programmes / Projects

New groups that now attend Portadown Town Hall include Addiction Groups every Thursday and International Synergies are to commence in September.

Upcoming Events

Upcoming events in September will be the MADS group who are having a show the first 2 weeks in September and a good turnout is expected. The Irish Church is holding an information day in September. There are country shows being held along with an Elvis show. As Members will be aware The Town Hall is licenced to hold weddings and the venue is booked for a wedding in early Sept.

Income

Income for Portadown Hall from April 2014 – July 2014 is £18,587.

Actions Completed from Business Plan

Attention continues to focus on increasing the usage of the Town Hall by promoting the services offered and developing new opportunities. Regular team meetings are held to keep staff up-to-date with current issues. PPR's are held bi-annually with training needs discussed.

APPENDIX E

LURGAN TOWN HALL

Usage

Union Art Group on Mondays, plus U3A monthly meetings & Art classes. Seniors Thursday Social Club ongoing.

Ju Jitsu, Ballet & Speech, Hip Hop, 2 Drama groups' classes are held here, catering for 200 children per week.

Community Keep Fit includes Ju Jitsu, 2 Yoga classes, Unislim, Zumba, Kevin Conwell's weekly dance classes with new Fitsteps class and 81 private Dance classes.

Magic Circle, Sign Social Group & Saturday church group hold weekly meetings plus, Lough Neagh Writers Group, Lurgan Art Group

Gamblers Anon, Dart, Lurgan Carers & Citizen's Advice Bureau continue throughout the year

134 counselling sessions have also been held from April – July 2014.

Several bookings closed for summer-time & will reopen in Sept.

Income

Total recorded income £15,931

Resource Hire - £1,139.18.

Sundries - £1,381.92.

Special events

April - Bowl's Fundraiser, Acting up Performance, Kevin Conwell "Do", Stage Aid Play "The Departure Lounge", Wm Caulfield Comedy Show fundraiser.

May - Little Starz rehearsals, Pre Wedding Asian Cultural Party ay, Childrens Birthday Parties

June - Lurgan Musical Society Concert, St Oliver Plunkett Guides, MADs Shows, 2 Ballet Performances

July - Somme Assoc Dance, (Anniversary Party Polish Community), Private function (Hen party), 1st week Junior Academy Drama and Performance Summer Scheme.

New Projects & Events

MADS (Moyraverty Arts & Drama Society)

3 Summer schemes for children, 1 Ballet Week, 1 Performance based and 1 Ju Jitsu scheme.

Exhibition with Museum Services and Michael Hart re Photos of Old Lurgan
Children's Pantomime for schools 'Red Riding Hood'.

Actions completed from Business plan

Manager Initiated Seasonal Events

Monthly Team Meetings

Awaiting Intranet services to Reception area in order to operate and monitor bookings and
Tourism Information Point searches with a new improved line.

Centre Improvements

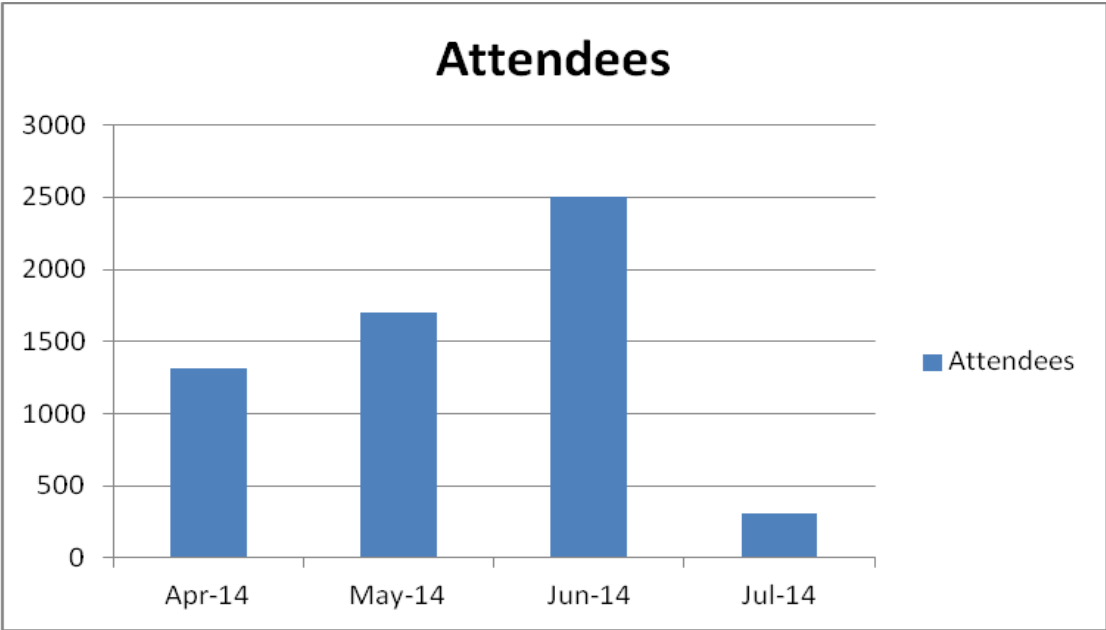
Internal WI FI still outstanding.

APPENDIX F

Ashgrove CC

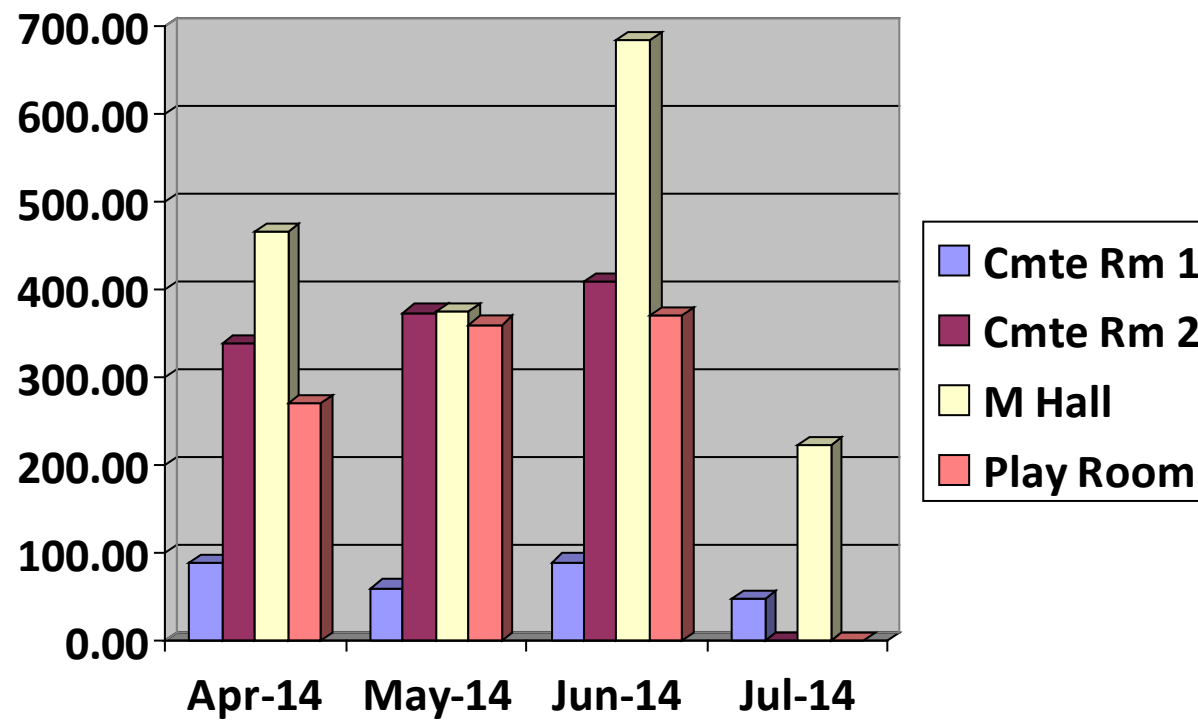
Usage figures are given in the table below;

	Monthly
Apr -14	1313
May-14	1698
Jun -14	2499
July-14	310



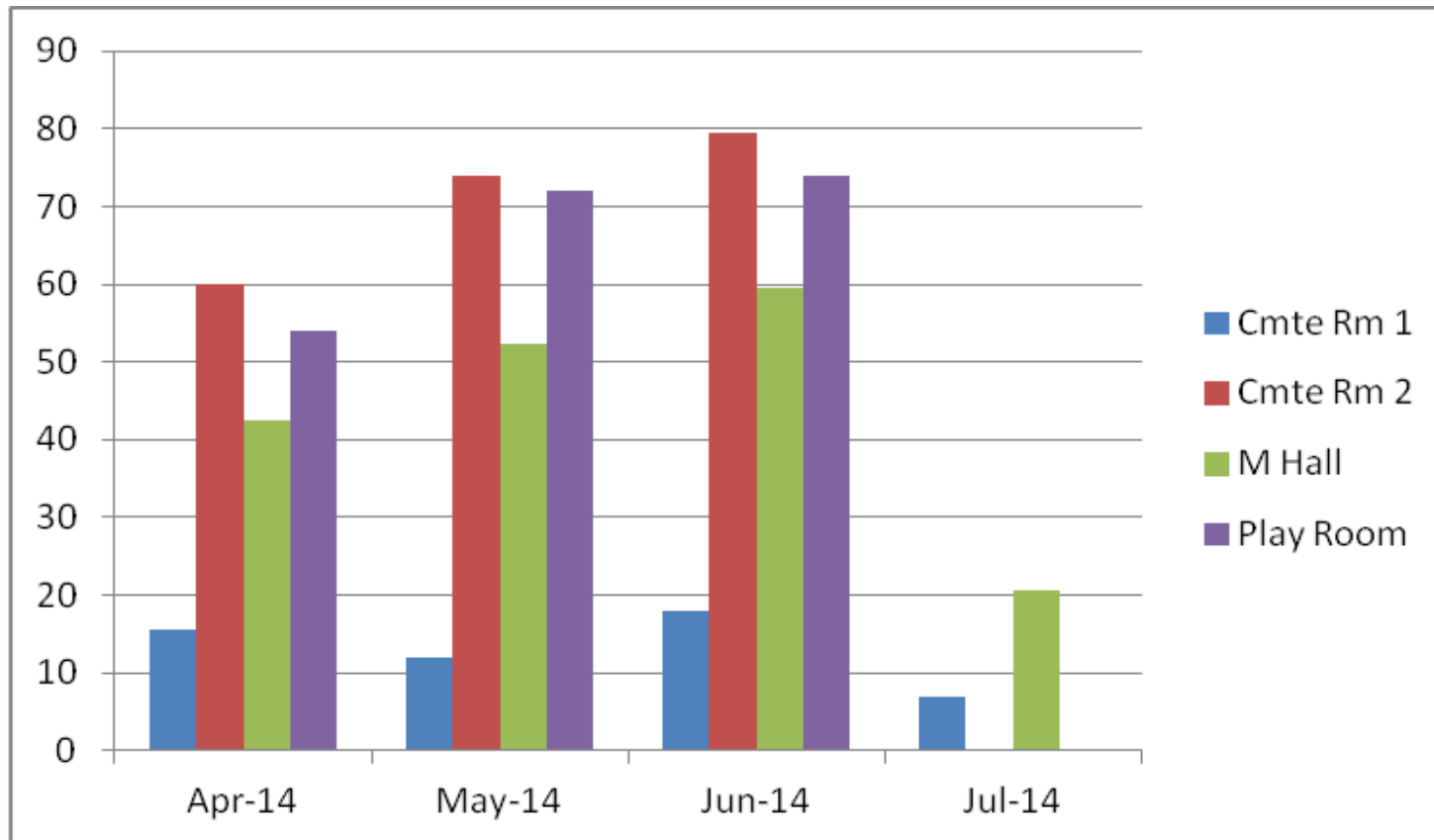
Ashgrove: Room Income

2014/2015



Ashgrove: Income by Room

Rooms	April-14	May-14	June-14	July-14
Room 1	88.75	60.00	90.00	47.00
Room 2	339.00	374.00	408.50	0
Hall/Kitchen	465.58	375.44	683.66	222.30
Play room	270.00	360.00	370.00	0
Total	£1,163.33	£1,169.44	£1,552.16	£269.30

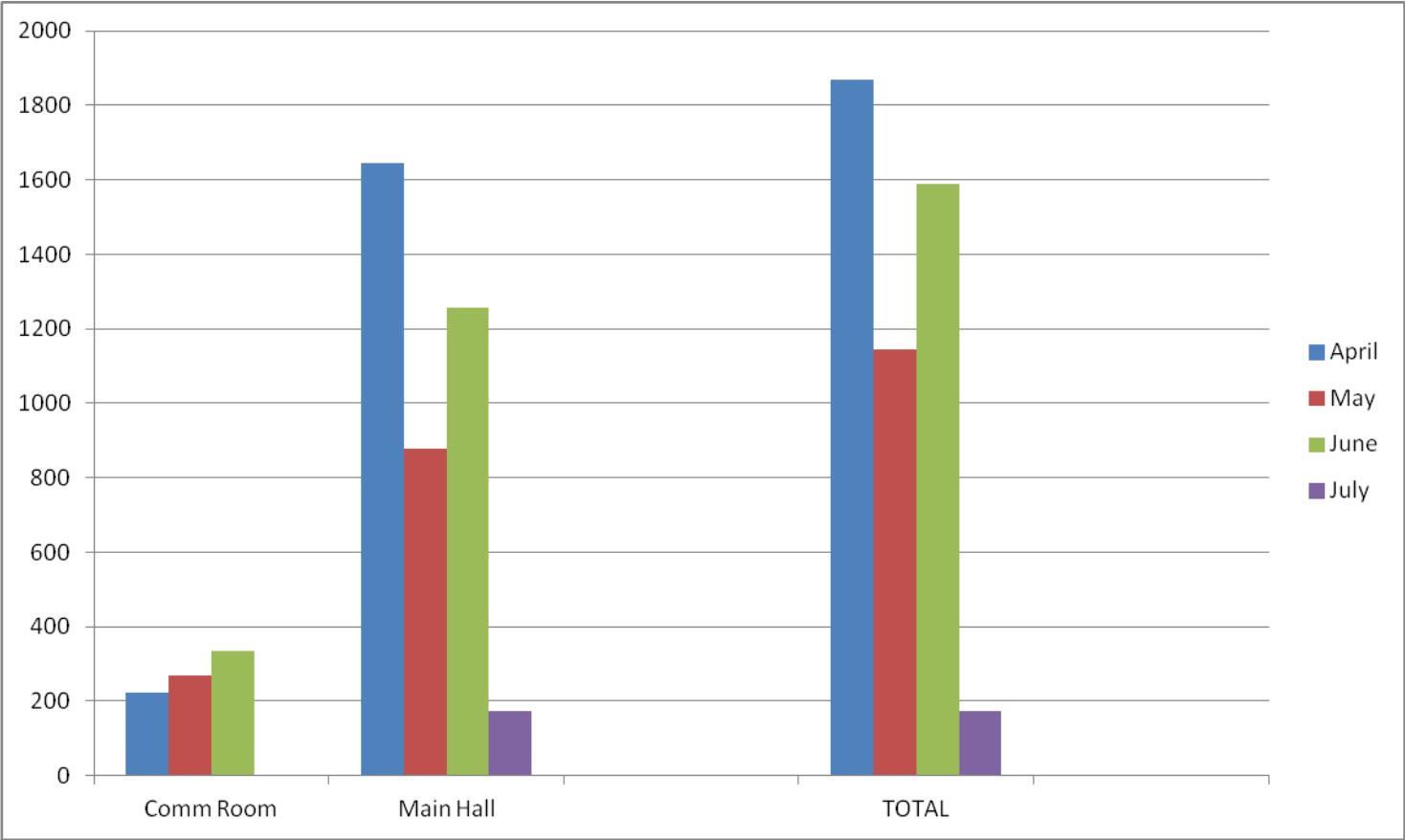
Ashgrove: Room Usage Figures (hours)

Ashgrove: **Room Usage Figures (hours)**

Rooms	April-14	May-14	June-14	July-14
Room 1	15.5	12	18	7
Room 2	60	74	79.5	0
Hall/Kitchen	42.5	52.25	59.5	20.5
Play Room	54	72	74	0
Total	172	210.25	231	27.5

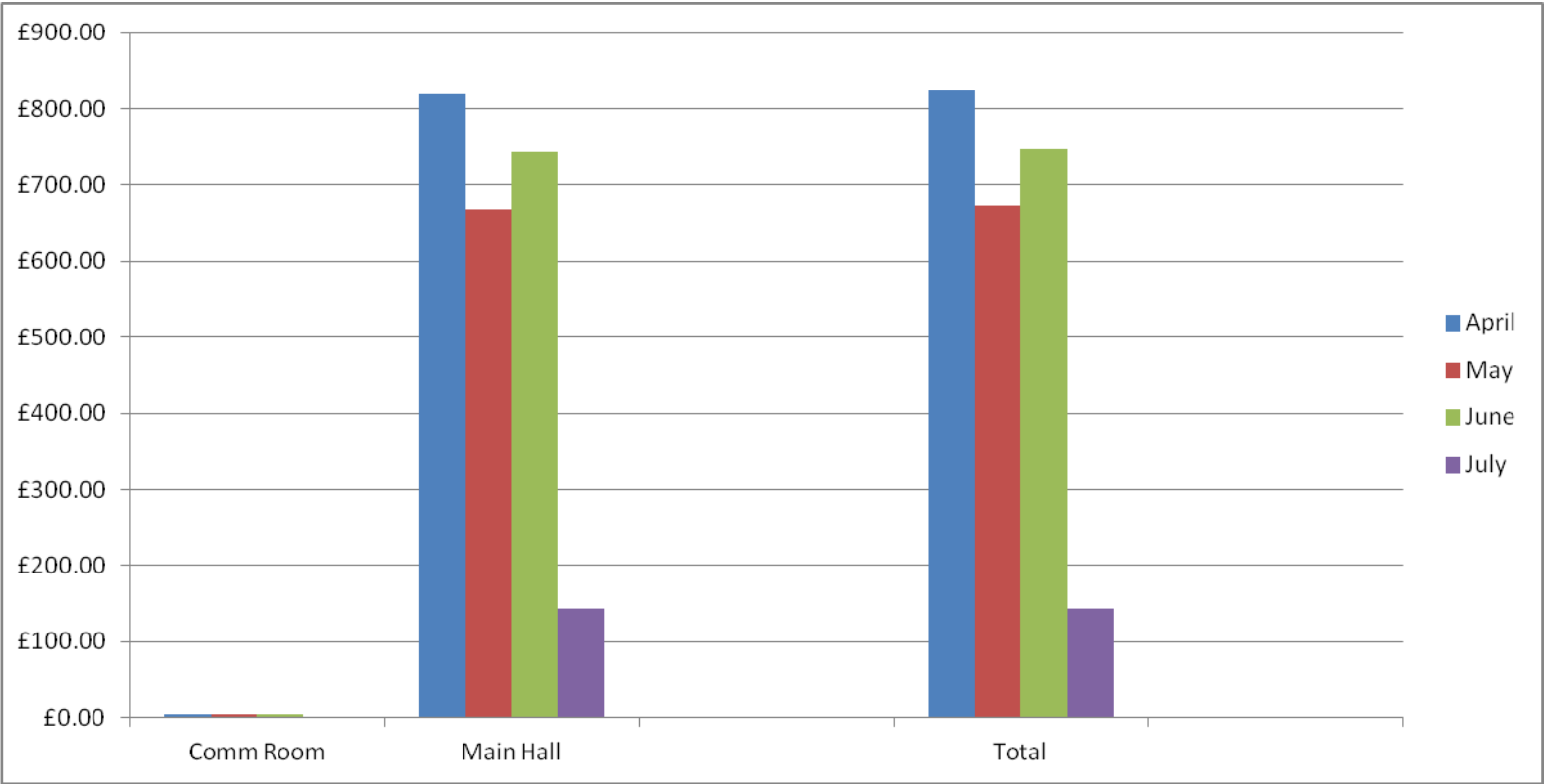
AVENUE ROAD COMMUNITY CENTRE

Attendees



AVENUE ROAD COMMUNITY CENTRE

Income by Room

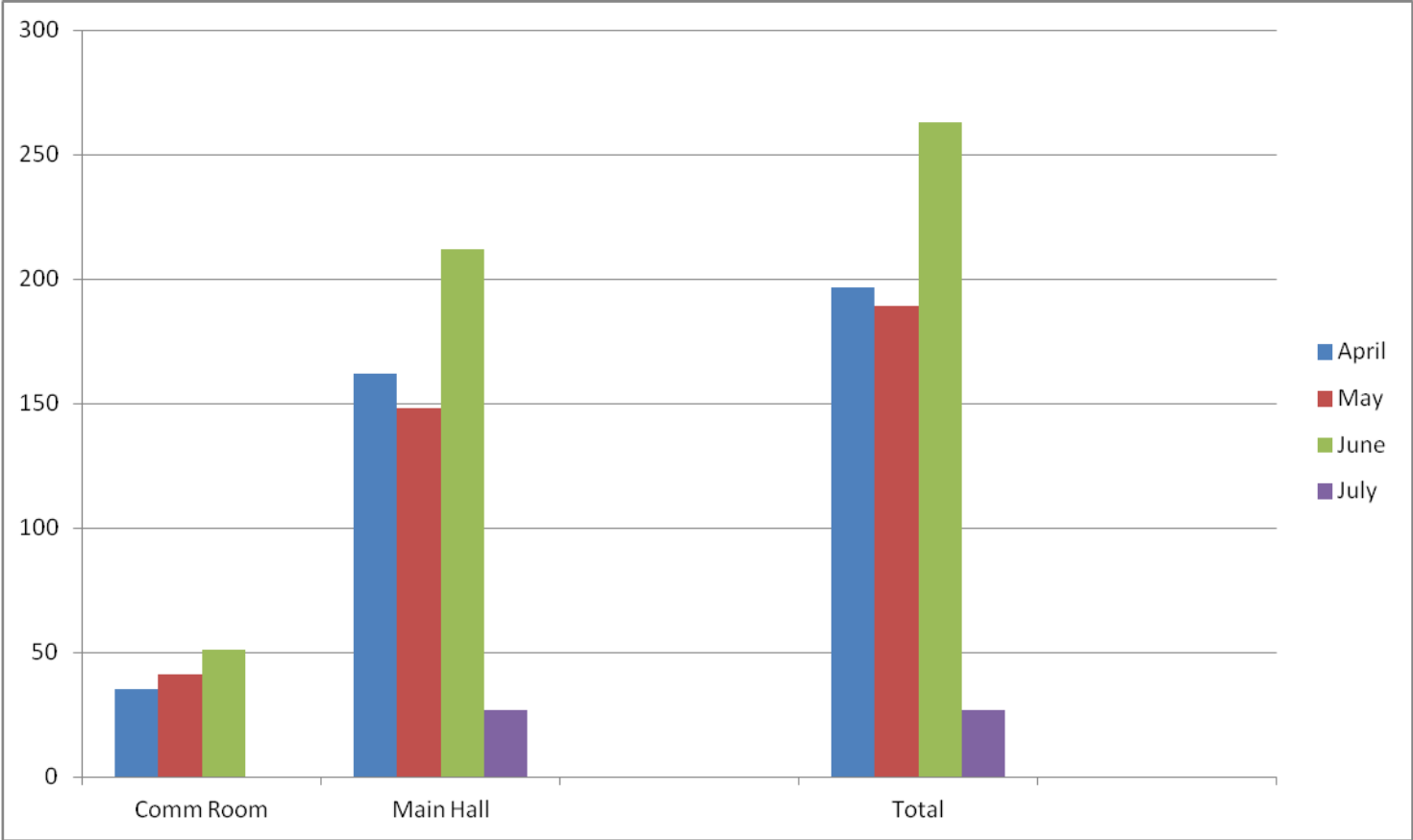


AVENUE ROAD COMMUNITY CENTRE

Income by Room

	April-14	May-14	June-14	July-14
Comm Room	£5.00	£5.00	£5.00	£0.00
Main Hall	£818.75	£668.00	£743.25	£143.00
Total	£823.75	£673	£748.25	£143

AVENUE ROAD COMMUNITY CENTRE
Usage Figures (Hours)



AVENUE ROAD COMMUNITY CENTRE

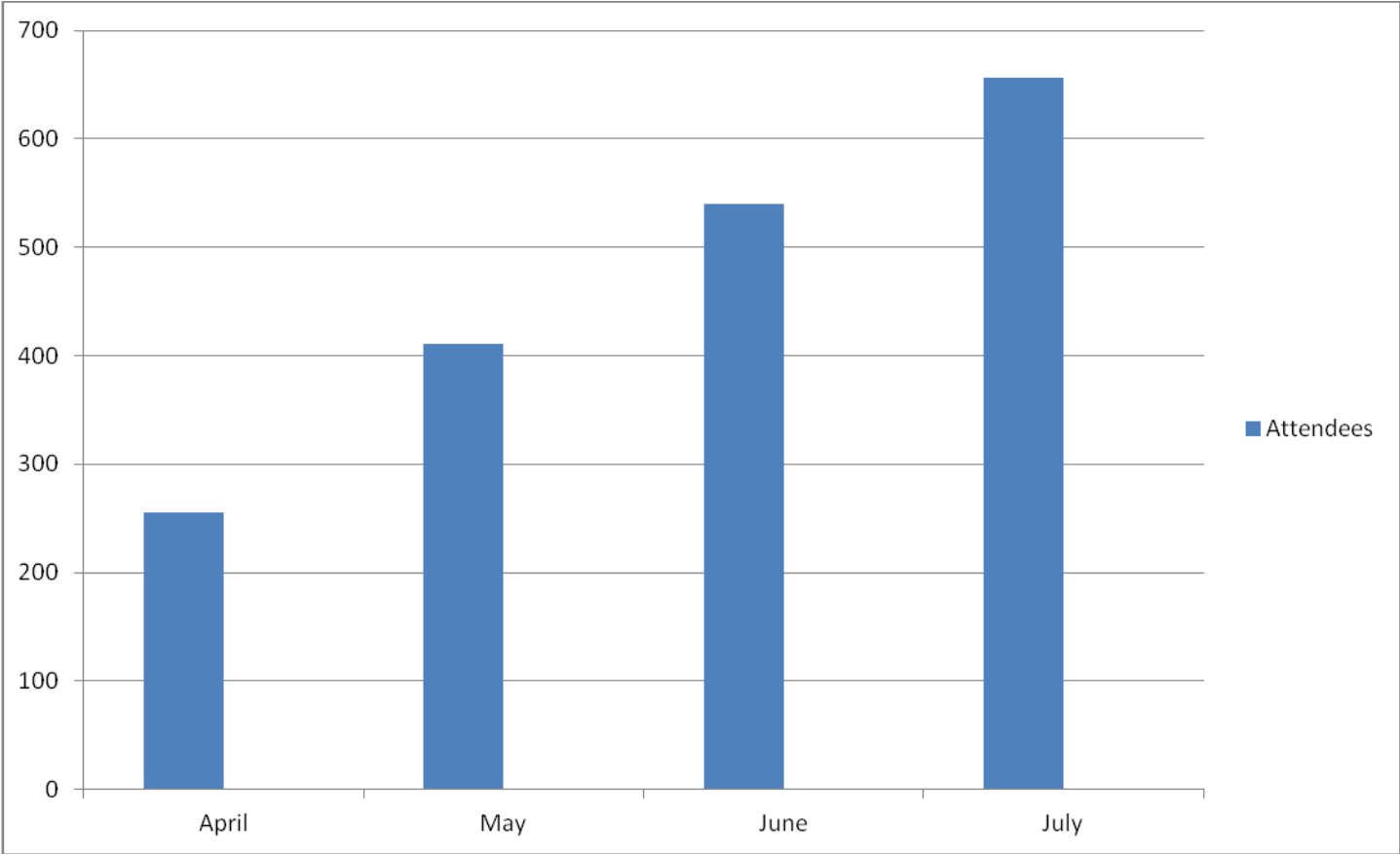
Usage Figures

	April	May	June	July
Comm Room	35	41	51	0
Main Hall	161.75	148	211.75	27
Total	196.75	189	262.75	27

(Hours)

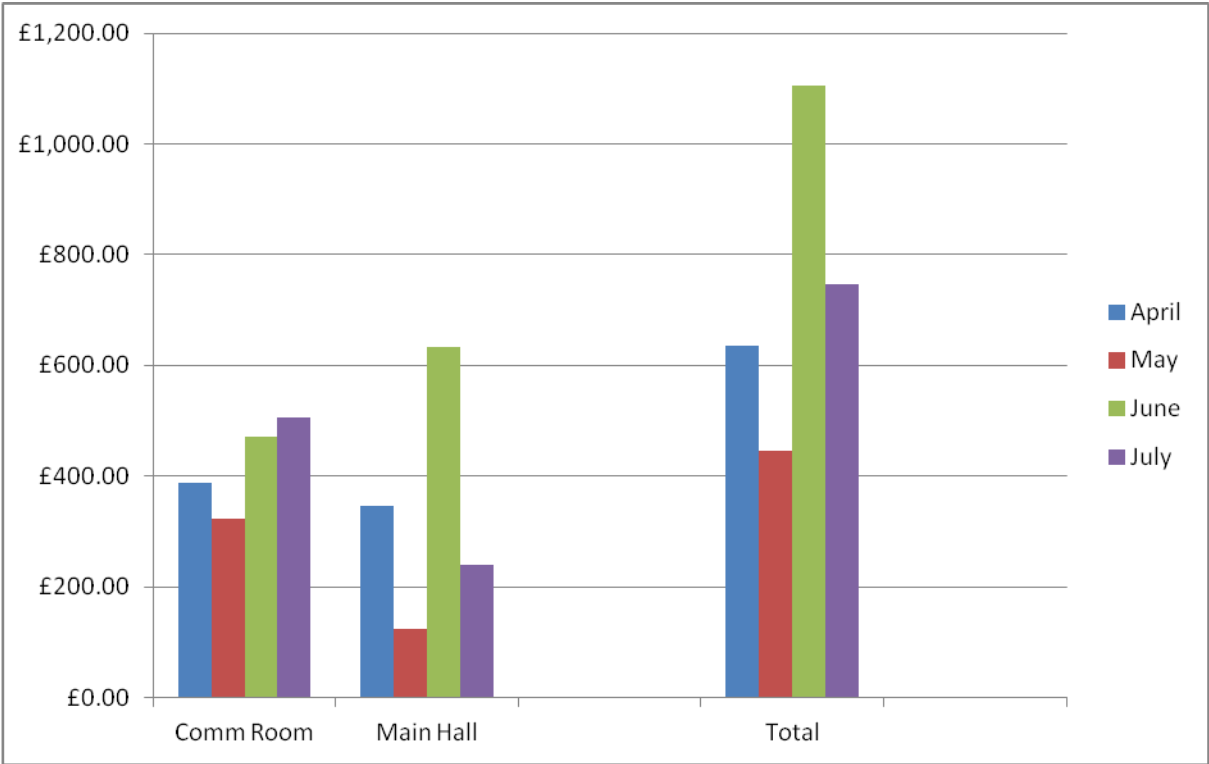
Mourneview Community Centre

Attendees



MOURNEVIEW COMMUNITY CENTRE

Income by Room



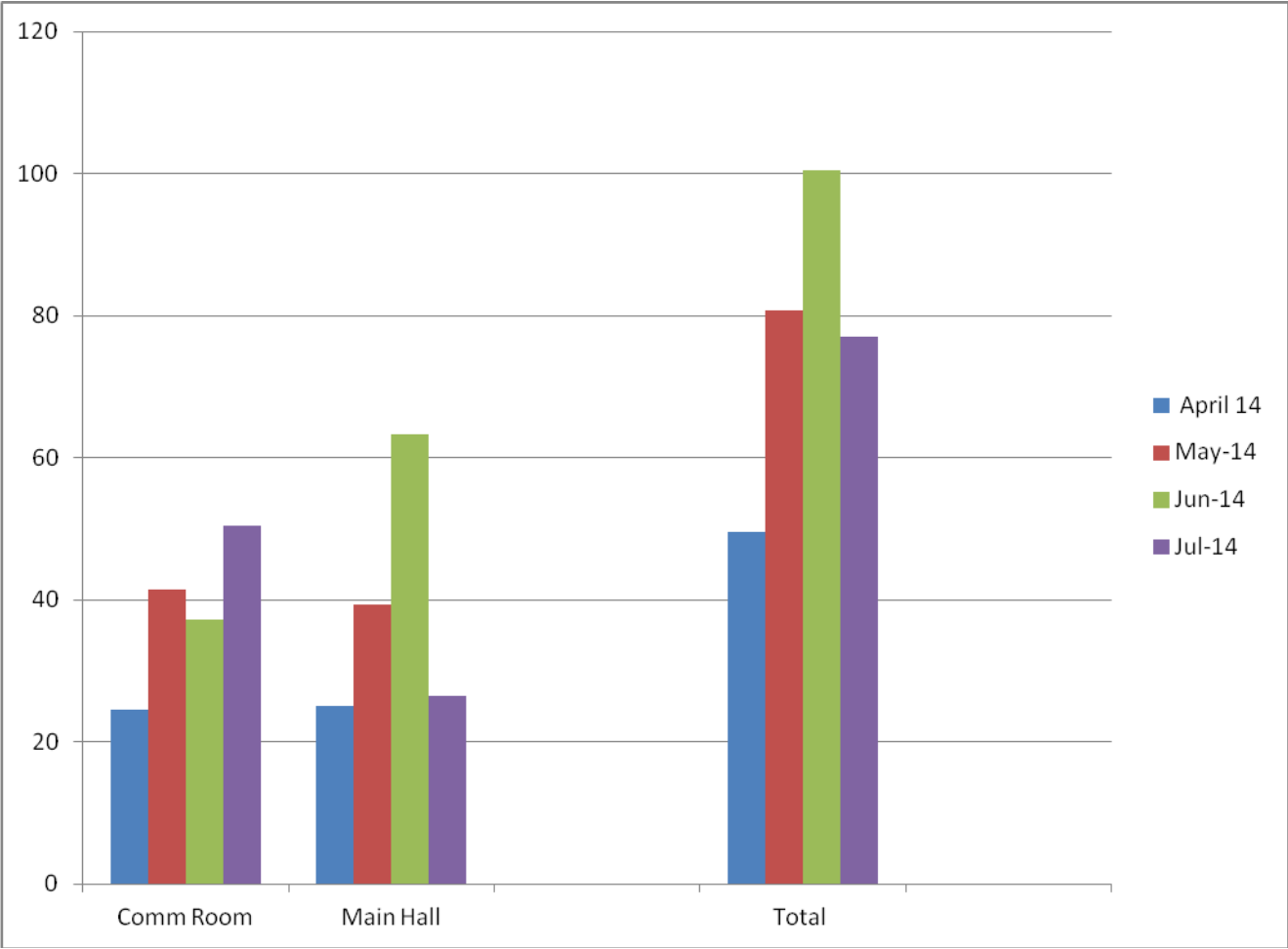
MOURNEVIEW COMMUNITY CENTRE

Income by Room

	April 14	May 14	June 14	July 14
Comm Room	£389.00	£323.50	£472.00	£506.50
Main Hall	£347.00	£123.00	£634.00	£240.50
Total	£636.00	£446.50	£1,106.00	£747.00

MOURNEVIEW COMMUNITY CENTRE

Usage Figures (hours)

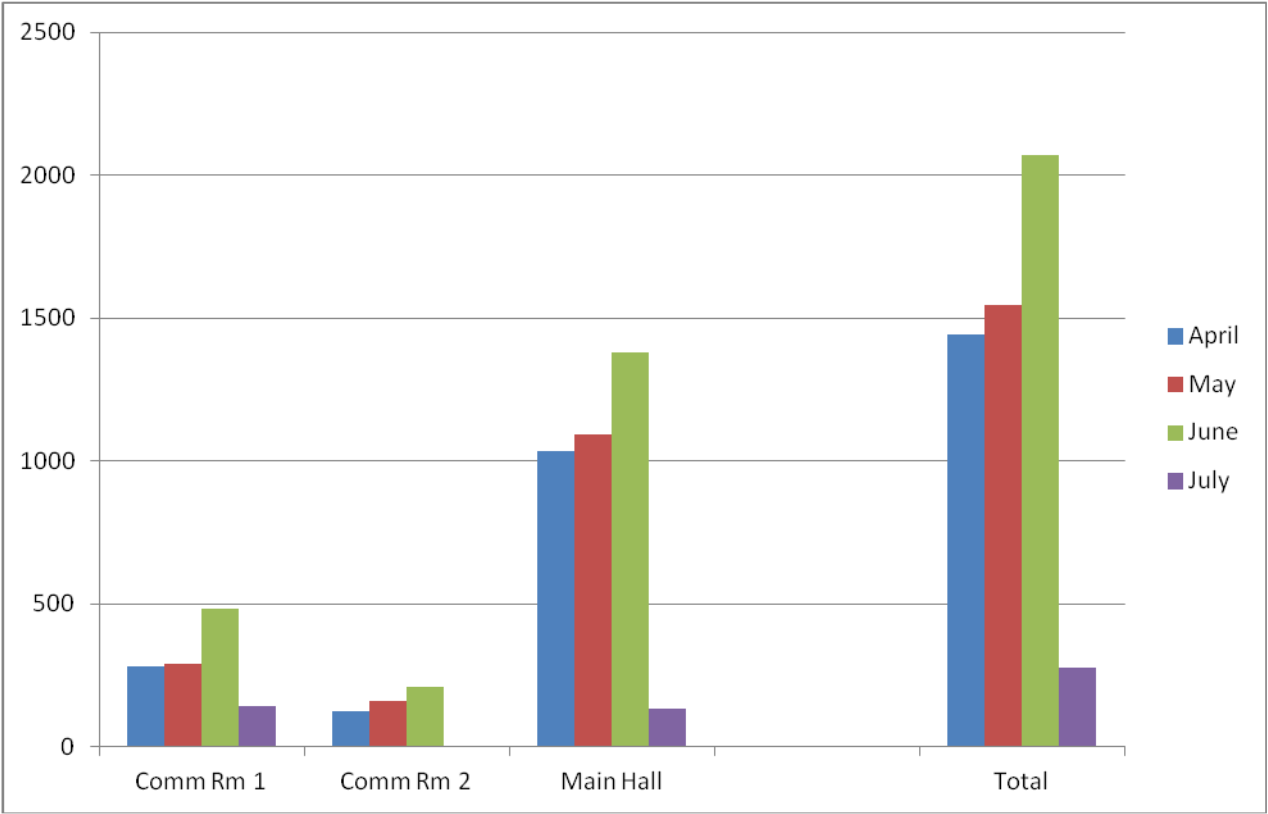


MOURNEVIEW COMMUNITY CENTRE

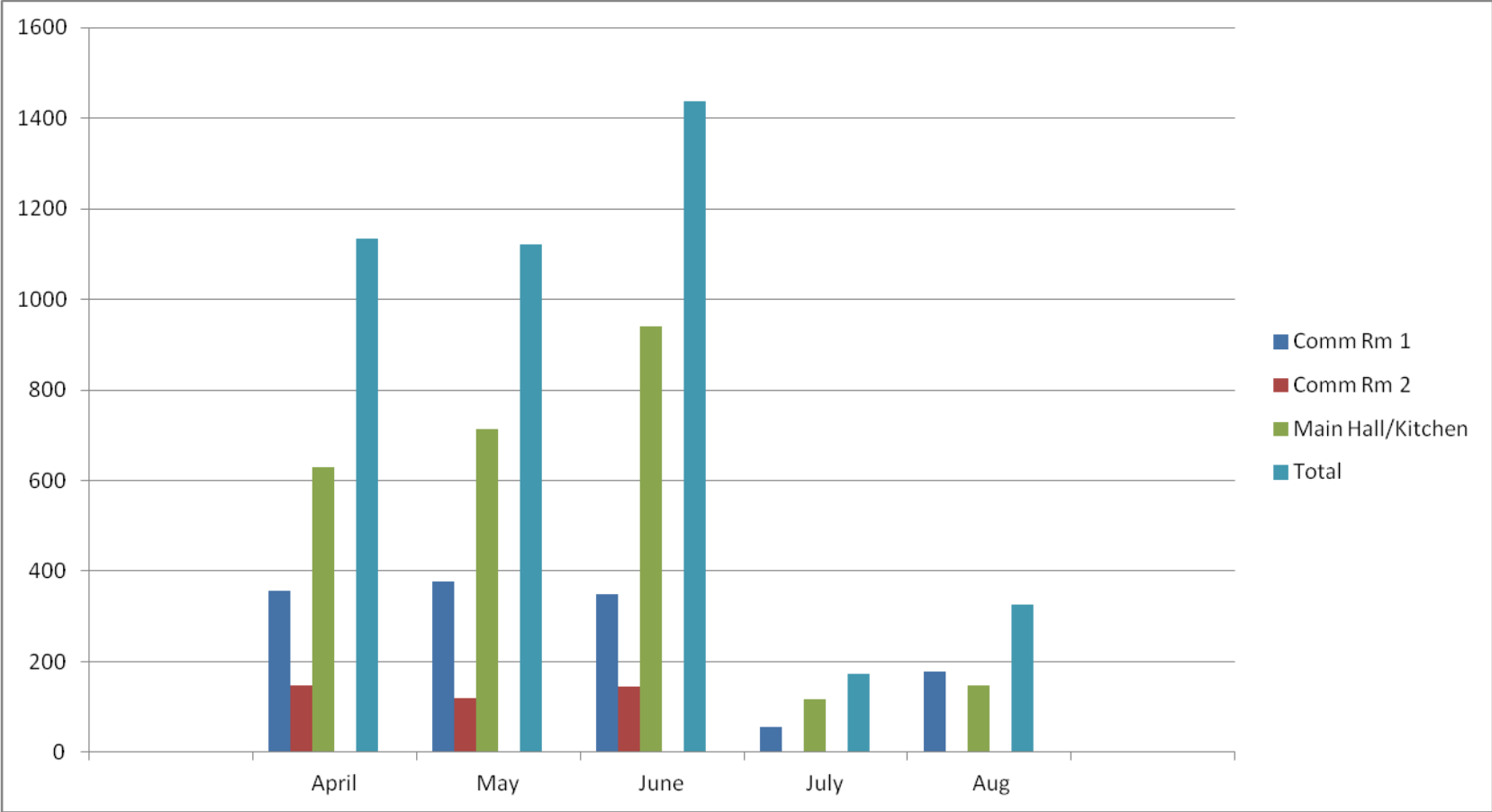
Usage Figures (hours)

	April-14	May-14	Jun-14	Jul-14
Comm Room	24.5	41.5	37.25	50.5
Main Hall	25	39.29	63.25	26.5
Total	49.5	80.75	100.5	77

NORTH LURGAN COMMUNITY CENTRE
ATTENDEES



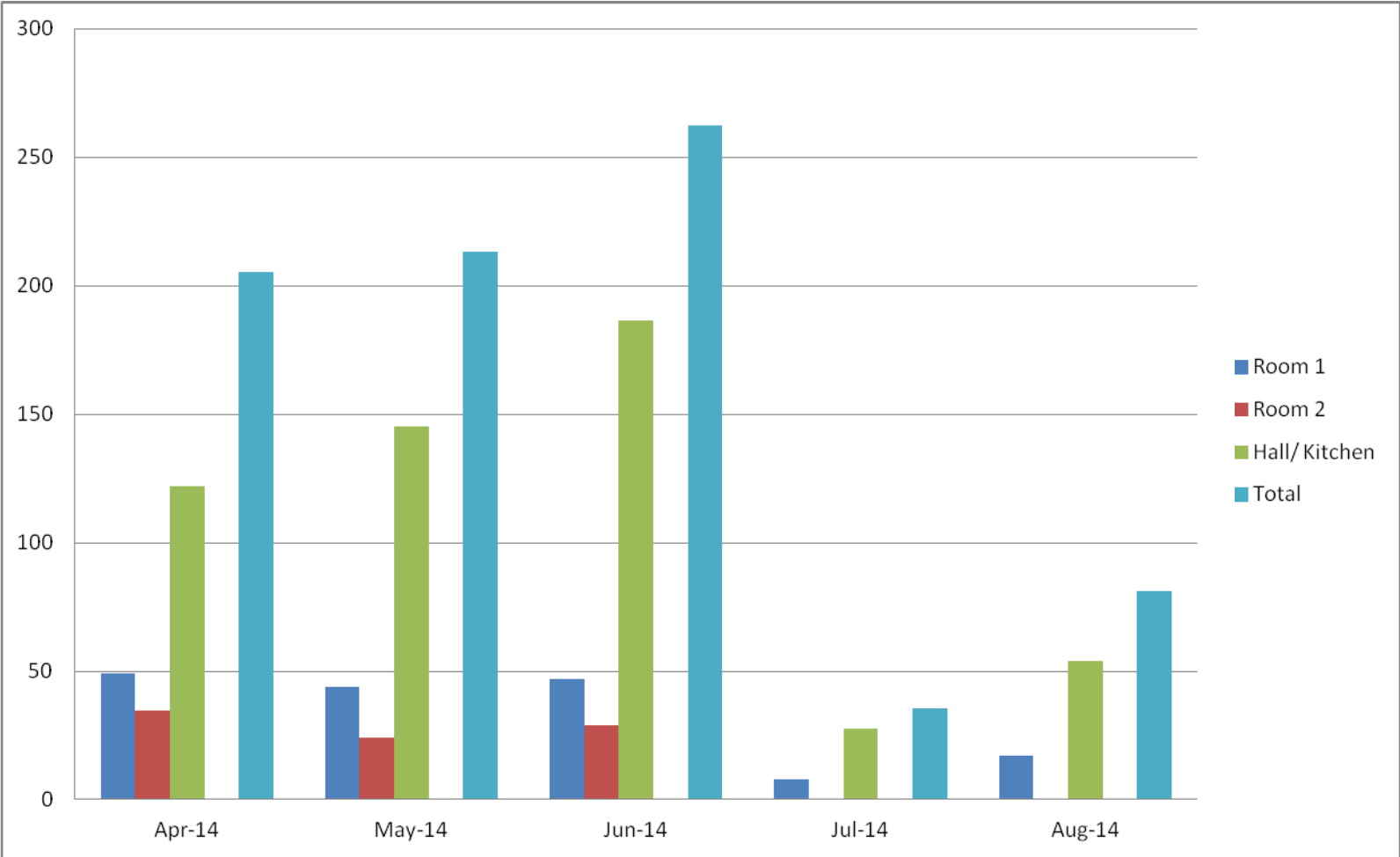
NORTH LURGAN COMMUNITY CENTRE: Income by Room



NORTH LURGAN COMMUNITY CENTRE: Income By Room

	April 14	May 14	June 14	July 14	Aug 14
Comm Room 1	£357.00	£378.00	£350.00	£56.00	£178.50
Comm Room 2	£147.50	£120.00	£145.00	0	0
Hall/Kitchen	£630.05	£713.50	£941.00	£116.50	£147.50
Total	£1134.55	£1211.50	£1436.00	£172.50	£326.00

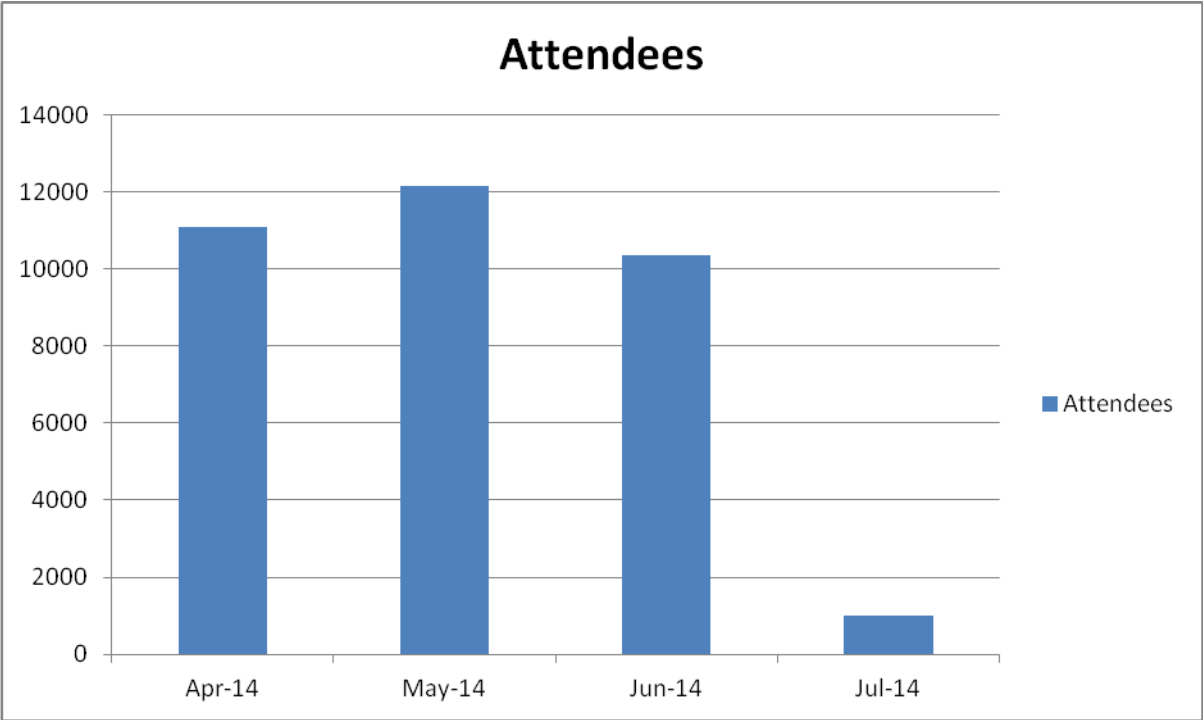
**NORTH LURGAN ROOM Usage Figures (hours)
April – July 2014**



NORTH LURGAN Usage Figures (hours)**April – July 2014**

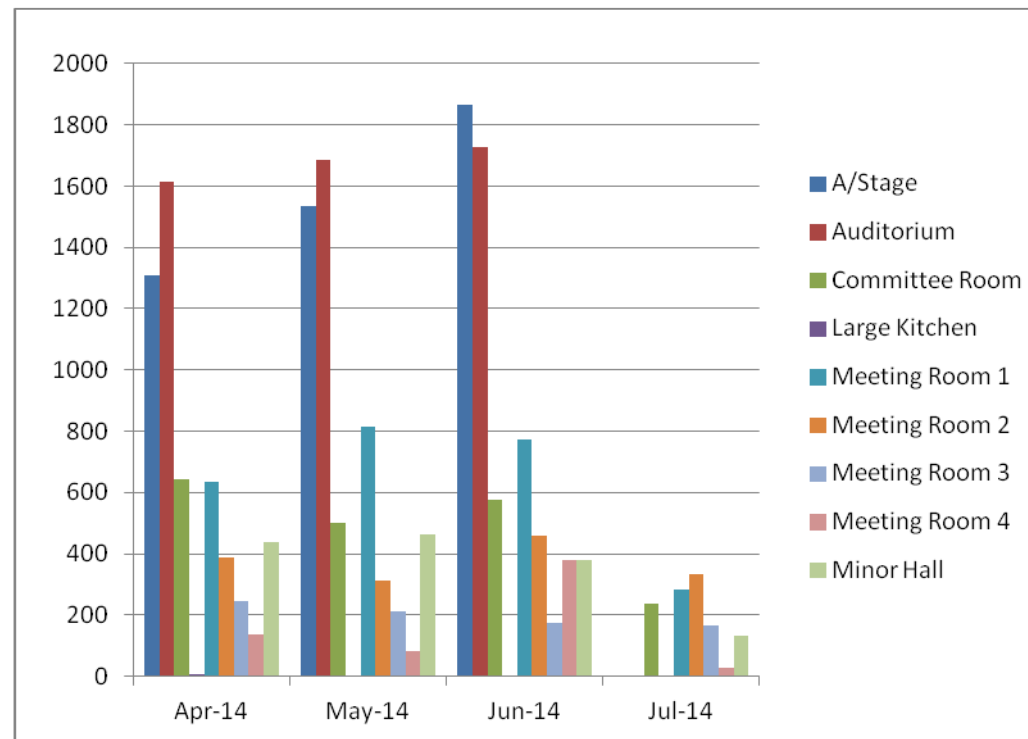
	April	May	June	July	August
Comm Rm 1	40	44	47	8	17
Comm Rm 2	34.5	24	29	0	0
Hall/Kitchen	122	145	186.25	27.5	54
Total	205.5	213	262.25	35.5	81

PORTADOWN TOWN HALL



Portadown Town Hall: Room Income

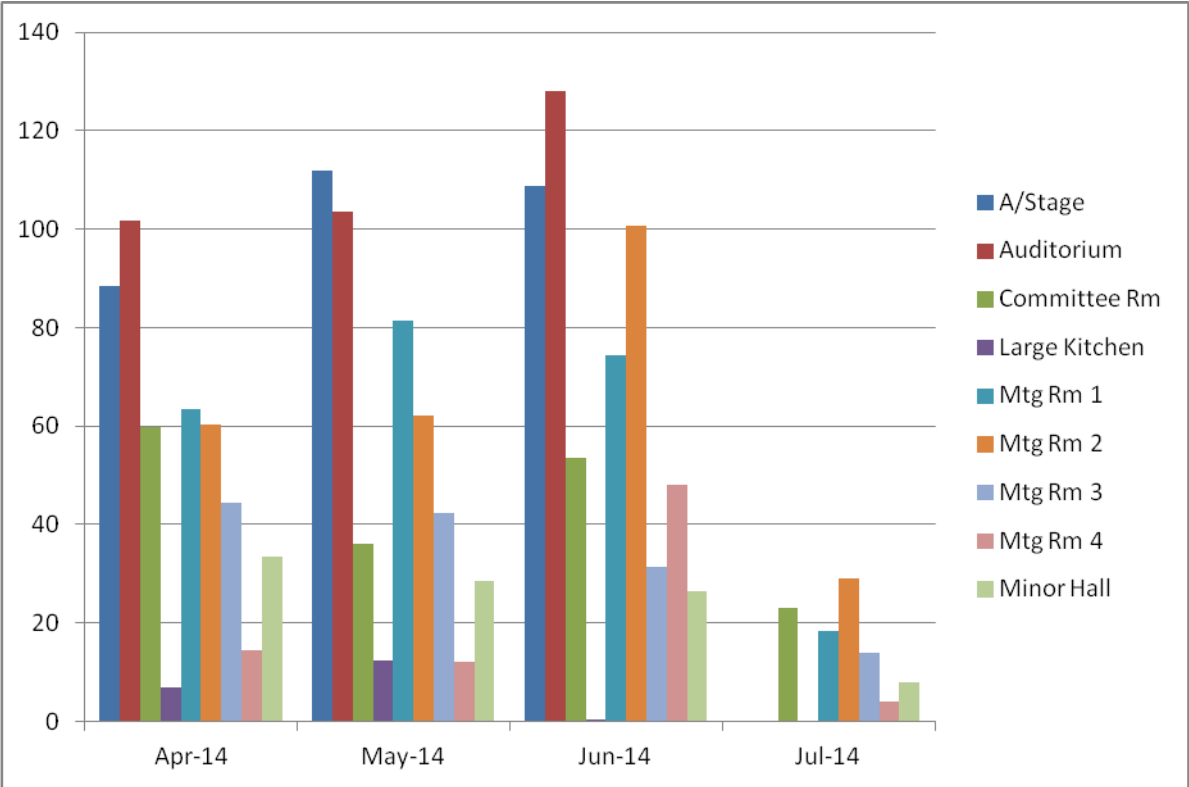
April – July 2014



Portadown Town Hall: Income by Room

Rooms	April 14	May 14	June 14	July 14
Stage	1307.50	1535.00	1867.25	0
Auditorium	1614.75	1683.50	1729.00	0
Committee Room	642.50	500.00	575.00	235.50
Large Kitchen	5.00	4.00	4.00	0
Meeting Room 1	635.00	815.00	773.50	281.50
Meeting Room 2	387.75	311.25	457.75	332.50
Meeting Room 3	247.50	211.25	176.25	165.00
Meeting Room4	136.50	84.00	378.75	28.00
Minor Hall	493.75	461.70	377.50	130.90
Total	5470.25	5605.70	6339.00	1173.40

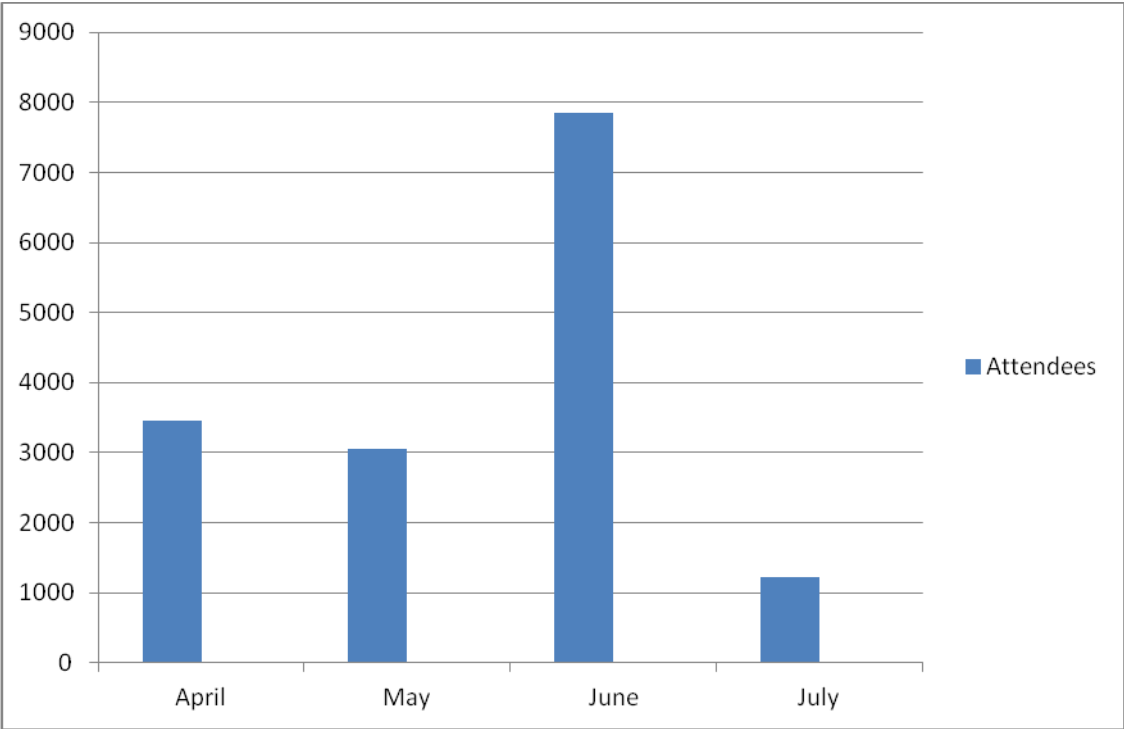
PORTADOWN TOWN HALL: USAGE FIGURES (hours)



PORTADOWN TOWN HALL: USAGE FIGURES (hours)

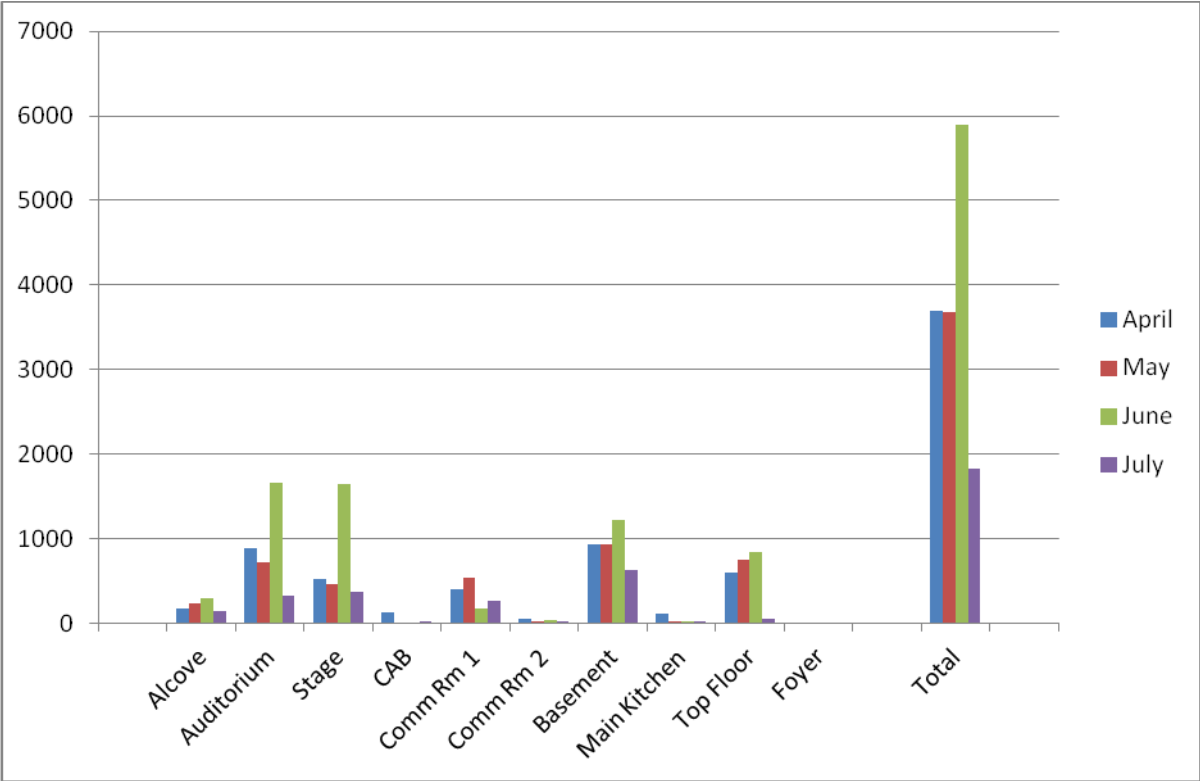
Rooms	April 14	May 14	June 14	July 14
Stage	88.5	112	108.75	0
Auditorium	101.75	103.5	128	0
Committee Room	59.75	36	53.5	23
Large Kitchen	7	12.5	0.5	0
Meeting Room 1	63.5	81.5	74.5	18.5
Meeting Room 2	60.25	62.25	100.75	29
Meeting Room 3	44.5	42.25	31.5	14
Meeting Room 4	14.4	12	48	4
Minor Hall	33.5	28.5	26.5	8
Total	473.25	490.5	572	96.5

LURGAN TOWN HALL
Attendees



LURGAN TOWN HALL: Room Income

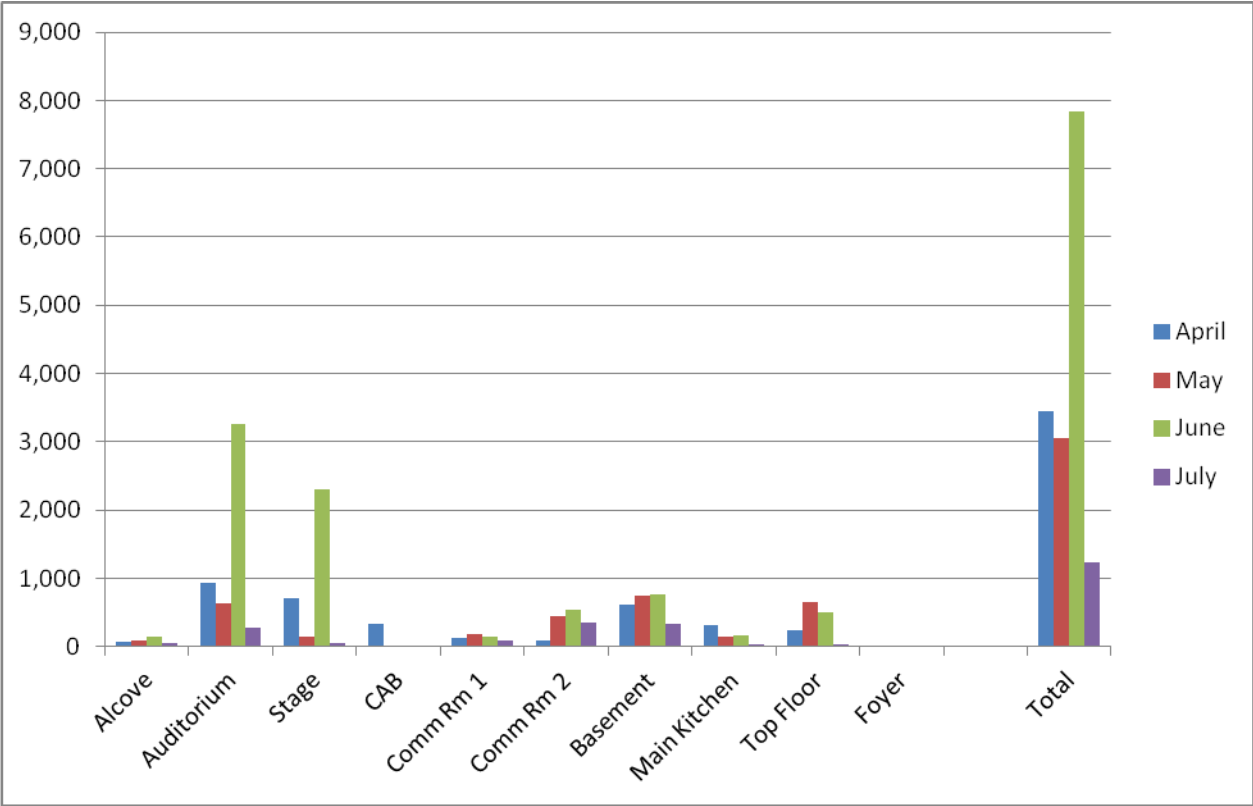
April – July 2014



LURGAN TOWN HALL: Income By Room

	April	May	June	July
Alcove	180	227.5	297.5	137.5
Auditorium	886.74	725.44	1665.82	319.96
Stage	528.75	465	1643.75	372.5
CAB	130			25
Comm Rm 1	401	536	169.5	266
Comm Rm 2	55	20	35	20
Basement	930	930	1217.36	625
Main Kitchen	119	24	24	12
Top Floor	590	750	847.5	52.5
Foyer				
Total	3690.49	3677.94	5900.43	1830.46

LURGAN TOWN HALL: USAGE FIGURES (hours)



LURGAN TOWN HALL

USAGE HOURS PER ROOM (hours)

	April	May	June	July
Alcove	72	97	143	42
Auditorium	933	632	3,267	280
Stage	712	153	2,303	42
CAB	328	0	0	20
Comm Rm 1	134	191	152	97
Comm Rm 2	92	448	544	348
Basement	622	752	763	331
Main Kitchen	318	138	160	36
Top Floor	238	642	509	32
Foyer				2
Total	3,449	3,053	7,841	1,230